

DE PAUL UNIVERSITY

<http://www.depaul.edu/>



GENERAL INFORMATION 2009-2010

Office of Student Records

<http://SR.depaul.edu>

TABLE OF CONTENTS

PART I: GENERAL INFORMATION	
1. DePaul Emergency Notification Resources	3
2. Regulations.....	3
3. Annual FERPA Notification	4
4. Academic Calendar Formulas.....	4
5. Offices and Facilities.....	4
PART II: ADMISSION	
1. Admission for Undergraduate Colleges.....	5
2. Admission for Graduate Colleges.....	5
3. Transferring DePaul Credit.....	5
PART III: SPECIALIZED PROGRAMS	
1. Online Learning	5
2. School for New Learning.....	5
PART IV: REGISTRATION	
1. Registration Guidelines.....	6
2. Online Registration Guide.....	6
3. Enrollment Changes (Add/Drop).....	6
PART V: USEFUL INFORMATION	
1. DePaul Central: Integrated Student Services	6
2. Student Services Online	6
3. Classroom Assignments.....	6
4. DePaul Cards, E-Mail Accounts & Campus Connection Passwords.....	7
PART VI: FINANCIAL SERVICES	
1. Veterans Educational Assistance.....	7
2. Tuition and Fees.....	7
3. Tuition Payment Policy.....	7
4. DePaul Payment Plan for Employer Reimbursement (DEPEPER).....	8
PART VII: ADDITIONAL INFORMATION	
1. Liberal Studies Program.....	8
3. Study Abroad Program	8
4. Driehaus Center (College of Commerce).....	8
4. SNL Travel Courses.....	9

PART I: GENERAL INFORMATION

DEPAUL EMERGENCY NOTIFICATION RESOURCES

http://publicsafety.depaul.edu/emergency_info/index.asp

Web Site Information

[DePaul's home page](#) is a key source of information during a weather-related closing or an emergency. If classes will be cancelled, a red alert will be posted in the headline box. Similar details will be made available in news releases posted on DePaul's online news bureau, [Newsroom](#).

In the event of a major disaster, DePaul's home page may be replaced with an Emergency Information website. Basic information will be posted early in the emergency and updated throughout the situation as additional details become available. Due to individual cache settings, it may take some users up to an hour to view the emergency information. In an emergency, this special information page can be reached directly and immediately at <http://crisis.depaul.edu>. When the university is not experiencing an emergency, this page refers back to DePaul's home page.

Media Announcements

Local TV news and radio stations are another source of information about class cancellations, campus closings and emergency information. DePaul will report major class cancellations or campus closures to the Emergency Closing Center, a communal source of information used by CBS-TV (Channel 2), NBC-TV (Channel 5), ABC-TV (Channel 7), WGN-TV (Channel 9), WFLD-TV (Fox Channel 32), WGN radio (720 AM) and WBBM radio (780 AM). These stations have pledged to report closing information on their newscasts. Listen closely when closing lists are read to learn which of our campuses may be affected.

In addition, the [Emergency Closing Center](#) has established a public Web site where you can enter the name of your campus and check its status. If you see "No Report," that means DePaul has not reported a closing, and we are open for business as usual. Each of DePaul's campuses is listed separately. This site also offers you the opportunity to receive an automatic e-mail when the status of your campus has changed. Simply enter your e-mail address under the e-mail notification tab on the site, and you will receive an e-mail if we report that your campus has closed.

E-mail and Telephone Notifications

In the event of a large-scale class cancellation, a university-wide e-mail and system-wide voice mail message will be issued. In addition, a voice mail message will be posted on the university's general announcement line at 312/362-6226 or main telephone number at 312/362-8000. Please refrain from calling the operator unless you cannot access information posted on DePaul's home page or announcement telephone lines. Isolated class cancellations will be handled more personally on a smaller scale as required by the situation.

Each college determines its own make-up policy for cancelled classes. When there is a cancellation, deans will communicate a decision regarding if and when missed classes will be rescheduled to college offices, department heads and faculty to share with students at their next meeting.

Building Evacuations

If an emergency occurs and we must evacuate a building or campus, Public Safety officers will begin a floor-by-floor evacuation of each affected building from the top down. Students, faculty, staff and visitors will be instructed to collect personal belongings and leave the building quickly. Every second counts in an emergency. The university requests your full cooperation when you hear an alarm or are instructed by a Public Safety officer to evacuate, even if it appears to be a false alarm. You will be allowed back in the building as soon as the all clear is given. Public Safety is available to answer any questions that may arise by calling 312/362-8400 at the Loop or 773/325-7777 at Lincoln Park. Following these procedures will ensure everyone's safety in an emergency. Thank you for your cooperation.

Suburban Campus Information

If you attend class on one of DePaul's suburban campuses and have provided the university with a current e-mail address, every effort will be made to notify you personally via e-mail in the event of a suburban campus closure or class cancellation. If you need to contact the campus for any reason, please use the following telephone numbers:

O'Hare Campus: 847/296-5348 or 312/476-3600
Rolling Meadows: 847/437-9522 or 312/476-4800
Naperville: 630/548-9378 or 312/476-4500

Oak Forest (South): 708/633-9091 or 312/476-3000
Grayslake: 847/665-4000

Online/Distance Learning Students

Although your travel plans will be unaffected by a class cancellation or campus closure, availability of recorded lectures or online materials you require may be delayed. In that event, you will receive the same notice as students attending class on campus. Your professor will alert you to rescheduled classes and will let you know when delayed materials will be available.

REGULATIONS

Students are subject to all regulations as published in the DePaul University Catalog.

ANNUAL FERPA NOTIFICATION

<http://sr.depaul.edu/catalog/catalogfiles/Current/Undergraduate%20Student%20Handbook/pg130.html>

ANNUAL NOTIFICATION FOR DEPAUL STUDENTS: YOUR FERPA RIGHTS

We want to take this opportunity to give you a brief summary of your rights under The Family Educational Rights and Privacy Act (FERPA), the federal law that governs release of and access to student education records. These rights include:

1. The right to inspect and review your education record within a reasonable time after the University receives a request for access. If you want to review your record, contact the University office that maintains the record to make appropriate arrangements.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.
3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with "legitimate educational interests." A school official has a legitimate educational interest if the official has a "need to know" information from your education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include: university faculty and staff, agents of the institution, students employed by the institution or who serve on official institutional committees, and representatives of agencies under contract with the University.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Release of student record information is generally not done at DePaul University without the expressed consent of the student. There are, however, some exceptions. For example, directory information includes the following, and may be released without the student's consent: name, address, e-mail, telephone number, date of birth, college of enrollment, year in school, major, enrollment status (including current enrollment, dates of attendance, full-time/part-time, withdrawn), degrees, awards and honors received (e.g., Dean's List recognition), participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (including ID pictures), videos depicting and/or concerning University life, and previous educational institutions. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Please note that you have the right to withhold the release of directory information except to the extent that FERPA authorizes disclosure without consent (see #3 above). To withhold the release of directory information, you must log into Campus Connection, the student portal and under Student Privacy settings select and indicate your preference. Please note two important details regarding placing a "No Release" on your record:

1. The University receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media and honor societies. Having a "No Release" on your record will preclude release of such information, even to those people.
2. A "No Release" applies to all elements of directory information on your record. DePaul University does not apply a "No Release" differentially to the various directory information data elements.

For additional information, please consult the following websites: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> and <http://sr.depaul.edu>. Questions concerning FERPA should be referred to DePaul Central (dpcl@depaul.edu).

ACADEMIC CALENDAR – Formulas

<http://oaa.depaul.edu/what/calendar.jsp>

Academic calendar deadline dates are based on the following formulas. These formulas are particularly important for classes that meet outside the standard start and end dates for a term (10 weeks plus final exam week). Please consult your college office for specific dates relevant to your class.

- Students may not add classes after 10% of the scheduled class has elapsed.
- Students may not drop classes without penalty (100% tuition assessed, W grade assigned) after 20% of the scheduled class has elapsed.
- Students may not select a Pass/Fail grading option after 20% of the scheduled class has elapsed.
- Students may not select Audit (non-credit) grading option after 30% of the scheduled class has elapsed.
- Students may not withdraw from classes after 70% of the scheduled class has elapsed.

OFFICES & FACILITIES

<http://directory.depaul.edu/Default.aspx>

PART II: ADMISSION

ADMISSION FOR UNDERGRADUATE COLLEGES

<http://www.depaul.edu/admission/index.asp>

UNDERGRADUATE APPLICATION CATEGORIES

First-Year Student
Transfer Student
Adult/Adult Transfer Student
International Student
Online Learning Student
Non-Degree Student
Readmitted Student
Continuing Education Student
CDM Dual Admission
Chicago Public Schools Bridge Student

Students Applying for Summer School

Students wishing to take undergraduate courses during summer only should complete a Non-Degree Student [application on-line](#). Or, call the Office of Admission at 312/362-8300 (in Illinois) or 1-8004DePaul (outside of Illinois) for more information.

*Freshman applicants are encouraged to apply for the Fall Quarter. If you are a freshman applicant and wish to apply for admission to DePaul for another term, please contact the Office of Admission at 312/362-8300 (in Illinois) or 1-800-4DePaul (outside of Illinois) and ask to speak to a freshman admission counselor.

ADMISSION FOR GRADUATE COLLEGES

DePaul offers a number of graduate degrees and certificates. The following areas have specific admission instructions: Kellstadt Graduate School of Business, Graduate College of Communication, College of Law, Graduate College of Liberal Arts and Sciences, Graduate College of Computing and Digital Media, Graduate Psychology Program, Graduate School of Education, Graduate School of Music, Graduate School for New Learning, and the Graduate Theatre School. To access admission instructions for each of these areas you may visit http://www.depaul.edu/admission/types_of_admission/graduate/index.asp.

GRADUATE APPLICANT CATEGORIES

New Degree-Seeking Student
New Non-Degree Seeking Student
Adult/Adult Transfer Student
International Student
Online Learning Student
Non-Degree Student
Readmitted Student
Continuing Education Student
CDM Dual Admission
Students-At-Large

TRANSFERRING DEPAUL CREDIT

If you are a student-at-large planning to transfer DePaul credit back to your school, be sure to check with your dean or academic advisor to ensure that DePaul's quarter-hour credit will transfer back to your college/university. For more information about applying as an undergraduate student-at-large, visit the [Office of Admission website](#) or call 312/362-8300 (in Illinois) or 1-800-4DePAUL (outside Illinois). To apply as a graduate student-at-large, contact the respective Graduate Admission office.

PART III: SPECIALIZED PROGRAMS

ONLINE LEARNING

DePaul University offers several degree and certificate programs fully online and in a hybrid format. Comprehensive information can be found at http://www.depaul.edu/academics/online_learning/index.asp.

SCHOOL FOR NEW LEARNING

The School for New Learning (SNL) is for adult learners (at least 24 years of age) who wish to pursue a degree on a part-time or full-time basis, while gaining credit for college-level learning from previous life experiences and/or institutions. SNL offers both an undergraduate and graduate degree programs for students who wish to take initiative in setting their own educational goals while designing their programs of learning. For additional information about [School for New Learning](#) please refer to our website: <http://snl.depaul.edu/About/index.asp>

PART IV: REGISTRATION

REGISTRATION GUIDELINES

<http://depaulcentral.depaul.edu/MyRegistration/index.asp>

ONLINE REGISTRATION GUIDE

<http://depaulcentral.depaul.edu/TheLearningCenter/registration/index.asp>

ENROLLMENT CHANGES (ADD/DROP)

Additional registrations may not be made for the current quarter by any student after the first week of class, or the equivalent date for a 5-week summer session. Further, students are to be guided by individual college regulations regarding changes in registration.

PART V: USEFUL INFORMATION

DePaul Central: It's not just a place...it's a promise.

<http://depaulcentral.depaul.edu/AboutDepaulCentral/index.asp>

DePaul Central is an integrated student service area to help you manage the aid, registration and payment process at DePaul in one stop. DePaul Central has staff ready to provide you with quick answers for managing your enrollment process. Visit DePaul Central on the web at depaulcentral.depaul.edu, in person in the Schmitt Academic Center, Room 101 (Lincoln Park) or in the DePaul Center, 9th Floor (Loop), by email at dpcl@depaul.edu or by phone at 312.362.8610.

STUDENT SERVICES ONLINE

<http://depaulcentral.depaul.edu/TheLearningCenter/index.asp>

DePaul University's website includes the following online student services:

CAMPUS CONNECTION

- Schedules of Classes
- Degree Progress Report
- Unofficial Transcript
- Grades on the Web
- Apply for Inter-college Transfer
- Concentration Declaration
- Undergraduate & Graduate Course Catalog
- Student Accounts
- Student Demographic Updates
- Set Privacy Preferences
- Technology Contact Center (on-line technology support)
- Web Registration: Enroll/Drop a Class
- View Class Schedule
- Request Official Transcript
- Enrollment Verification Request
- Apply for Degree Conferral

CLASSROOM ASSIGNMENTS

Students who have registered for classes via Campus Connection may obtain classroom assignments for all DePaul University campuses by accessing Campus Connection.

Classroom assignments are also posted on bulletin boards at each campus.

Changes in classroom assignments are made on an as needed basis. Updates regarding reassignments are made available on the web and/or signs posted outside the originally assigned classroom.

CANCELLED CLASS

Occasionally, a class may be cancelled because of low or insufficient enrollment. When this occurs, the college will attempt to notify the students before the first class meeting. Students will be given the option of adding another class.

CLASS REVISIONS

The University reserves the right to add or cancel classes, revise subject matter content, or make any other changes it deems necessary.

DEPAUL CARDS, E-MAIL ACCOUNTS & CAMPUS CONNECTION PASSWORDS

DePaul Card

All currently enrolled students should acquire a DePaul Card. http://is.depaul.edu/systems/cards_passes/depaul_id.asp

Student E-Mail and Campus Connection Accounts

All new students receive a free student e-mail account and their Campus Connection login/passwords through the ID Service offices. Students are encouraged to update their personal demographic data via Campus Connect if either their address, telephone and/or e-mail information changes.

PART VI: FINANCIAL SERVICES

VETERANS EDUCATIONAL ASSISTANCE

<http://www.depaul.edu/admission/FinancialAid/IncomingFreshmen/TypesOfAid/VABenefits.asp>

TUITION AND FEES

All financial payments can be made online through Campus Connection or at the Payment Center located on the 9th Floor, DePaul Center and in DePaul Central 101, Schmitt Academic Center, or at the suburban campuses. Departmental fees other than those listed below are shown with the class listing, or in University Bulletins, or are available through the department offices. Note: DePaul University reserves the right to change tuition, fees, rates and policies without notice.

Tuition

<http://studentaccounts.depaul.edu/cost/tuition.asp>

Fees

<http://studentaccounts.depaul.edu/cost/other.asp>

COMPUTER FEES

Students enrolling in classes that require computer resources may be assessed one or more computing fees. The fees support the maintenance and upgrade of academic computing systems and facilities. Classes requiring these fees are noted in the class schedule. For some classes, instructors may require computer fees that are not shown in the schedule. These fees will be billed to the student's tuition account, as appropriate.

Student Computing Fee: Students enrolled in classes requiring student accounts on the UNIX or IBM system will be assessed \$25.00 fee per course.

PC Classroom Fee: Students enrolled in classes that meet for five or more sessions in one of the PC classrooms will be assessed a \$25.00 fee per class.

- a) Fees are not refundable.
- b) Certain Fees are shown with the course listing.
- c) DePaul University reserves the right to change tuition, fees, rates and policies without notice.

TUITION PAYMENT POLICY

All tuition and fees are due at the time of registration. All charges must be paid in-full by the payment date. For specifics of the tuition payment policy please visit <http://studentaccounts.depaul.edu>

<http://studentaccounts.depaul.edu/payment/index.asp>

BILLING

DePaul University's preferred method of billing is E-Bill. For additional information please visit:

<http://studentaccounts.depaul.edu/payment/index.asp>

WITHDRAWAL FROM CLASSES

<http://studentaccounts.depaul.edu/faqs/withdrawal.asp>

Based on the effective date of the withdrawal, the tuition charge will be reduced according to the following schedule, where the effective date is:

Ten business days from the first day of class.....100%
After that.....0%

For classes of four weeks or less but more than two weeks duration, no refund will be granted after the drop date cited in the academic calendar. For workshops or classes of two weeks or less duration, no refund will be granted after the workshop or session begins.

Note: Students receiving financial aid are advised to contact a Financial Aid counselor to discuss the consequences of a withdrawal effecting academic progress and eligibility at DePaul University or any other schools to which they may transfer.

REFUNDS

For additional information please visit: <http://studentaccounts.depaul.edu/faqs/refunds.asp>

DEPAUL PAYMENT PLAN FOR EMPLOYER REIMBURSEMENT (DEPEPER)

The DePaul University Employer Reimbursement Plan (DePEPER) is a payment option for students who receive tuition reimbursement from their employers. It is administered through the Student Accounts office. For detailed information regarding the payment plan terms, application and extended payment due dates, please visit <http://studentaccounts.depaul.edu/faqs/depeper.asp>

The DePaul University Annual Payment Plan (DePuPP) offers students and their families the flexibility of budgeting for the annual cost of tuition, fees, room and board and paying in equal monthly installments. For detailed information regarding the payment plan terms, application fees and due dates please visit: <http://studentaccounts.depaul.edu/payment/depupp.asp>

The In-Term Payment Plan offers the flexibility of paying the tuition, fees, room and board for each academic term in 3 equal installments. (2 payments for summer) For detailed information regarding the payment plan terms, application fee and due dates, please visit: <http://studentaccounts.depaul.edu/payment/interm.asp>.

Students who have their tuition, fees, room or board paid by an external agency may be eligible to participate in the Third Party Payment Plan program. For additional information regarding the Third Party Payment Plan, please visit: <http://studentaccounts.depaul.edu/payment/third.asp>.

PART VII ADDITIONAL INFORMATION

Liberal Studies Program

<http://liberalstudies.depaul.edu/>

Liberal Studies Core

Chicago Quarter
Focal Point Seminar
Mathematical & Technological Literacy
First-Year Writing
Sophomore Seminar on Multiculturalism in the US
Junior Year Experiential Learning
Senior Year Capstone

Liberal Studies Learning Domain

Arts and Literature
Philosophical Inquiry
Religious Dimensions
Scientific Inquiry
Self, Society, and the Modern World
Understanding the Past

STUDY ABROAD PROGRAM

<http://studyabroad.depaul.edu/>

The Study Abroad Program offers students from all colleges and disciplines the opportunity to earn credit while studying and living in another country. Classes taken through the Study Abroad Program may be used to fulfill international perspectives requirements; liberal studies requirements, modern language requirements, or major or minor credit in many departments. Program fees ordinarily cover lodging, course excursions, and some meals. Regular DePaul tuition is also charged for courses taken on Study Abroad Programs.

Please consult the Study Abroad. Program (<http://studyAbroad.depaul.edu/>) for Program listings, application requirements and pre-requisites, and final cost information. The Study Abroad. Program is located in Suite 1200 of the 990 W. Fullerton building on the Lincoln Park Campus, 773/325-7450.

Driehaus Center College of Commerce Students Only

<http://driehaus.depaul.edu/>

The Richard H. Driehaus Center for International Business was formed in November 1993 to foster the international development of the College of Commerce and the Charles H. Kellstadt Graduate School of Business at DePaul University. It was made possible through the generosity of Richard H. Driehaus, an alumnus of DePaul and a Chicago business executive.

The mission of the Driehaus Center is:

- to enhance international opportunities for DePaul students.
- to enhance international opportunities for DePaul faculty.
- to encourage appropriate international linkages supportive of the first two goals.
- to reinforce the university's image in the global community.

Additionally, the Driehaus Center promotes DePaul to international students in order to create a more global educational experience at DePaul. Presently, students from various countries come to DePaul for undergraduate and postgraduate level education.

SNL TRAVEL COURSES

http://www.snل.depaul.edu/Courses/Undergraduate/Travel_Courses.asp

[School for New Learning travel courses](#) are important options for students to expand their horizons. They are challenging, fun, and, most importantly, offer the opportunity to reframe one's world, literally and metaphorically. Participants on these trips are learners and pilgrims, not tourists. They require a substantial investment of oneself, yet they reap rewards far outstripping any form of that investment.