

KELLSTADT GRADUATE  
SCHOOL OF BUSINESS

# GUIDE TO ENROLLMENT

DePaul University

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Consult these resources and begin your journey to become the newest graduate student in DePaul's Kellstadt Graduate School of Business (KGSB).

## NEXT STEPS

### INTENT TO REGISTER

Your first step is to complete the "Intent to Register" form online at [kellstadt.depaul.edu/intent](https://kellstadt.depaul.edu/intent). Submitting this form notifies us that you intend to enroll at DePaul for the quarter stated in your acceptance letter. When we receive your "Intent to Register," your student record will be activated.

### ACADEMIC ADVISING

You will find your degree program sheet in your admission packet. This sheet lets you know if you have been waived from any course requirements, lists the courses you will need to take to earn your degree and shows the total number of credit hours you will need to complete.

All incoming KGSB students are **required** to meet with an academic advisor before registering for their first quarter of classes. Academic advisors will assist you with course selection as well as show you how to register for classes online. There are two options for scheduling your initial advising appointment: an in-person appointment with an advisor or a telephone advising appointment. Please contact our office at (312) 362-8810 to schedule your advising appointment as soon as possible to ensure the greatest variety of course options.

As a KGSB student, you are strongly encouraged to meet with an academic advisor periodically to plan your enrollment for future quarters and ensure that you complete all of the required core and concentration courses.

## CAMPUS CONNECTION

Campus Connection is DePaul's online portal for current students; you may access class schedules, student account information, registration dates and a variety of other resources. Visit [kellstadt.depaul.edu/student-resources/campus-connect-tutorial](http://kellstadt.depaul.edu/student-resources/campus-connect-tutorial) to familiarize yourself with the features of Campus Connection.

## GSB 420 WAIVER EXAM

GSB 420 (Applied Quantitative Analysis) is a required core course for the MBA program and some master of science programs. While students cannot waive this class based on previous course work, students who feel that they have a strong background in statistics and calculus may attempt to waive the course through completing the waiver exam. Visit [kellstadt.depaul.edu/student-resources](http://kellstadt.depaul.edu/student-resources) to learn more.

## PHOTO ID CARD AND EMAIL ACCOUNT

After meeting with an advisor and registering for classes, you may obtain a photo ID card and DePaul email account. The ID card functions as a library card and also is required for entry into some buildings and computer labs. ID Services offices are located on all campuses, although hours of operation vary. For locations and current hours, please visit [go.depaul.edu/idservices](http://go.depaul.edu/idservices).

## ORIENTATION

An orientation session for incoming KGSB students is usually held fall and spring quarters, and we strongly encourage you to attend if at all possible. You will receive an invitation by email with details of our next orientation. For more information, please contact the KGSB office at (312) 362-8810.

## IMMUNIZATION FORMS

Illinois law requires DePaul to have proof of immunizations on file for all students. We encourage you to submit the immunization form as soon as possible. If you fail to submit this form by the middle of your first quarter at DePaul, you will be unable to register for classes for the following quarter. For complete information on immunization requirements and to download an immunization form, visit [go.depaul.edu/immunization](http://go.depaul.edu/immunization).

# RESOURCES

## TEXTBOOKS

You can purchase books for classes held at our Loop Campus on the lower level of Barnes & Noble, located at the DePaul Center (1 E. Jackson Blvd.). For bookstore hours, please visit [depaul.bkstore.com](http://depaul.bkstore.com). If you need additional information, contact the bookstore at (312) 362-8792.

Textbooks for courses offered at Naperville and O'Hare campuses, as well as textbooks for online learning courses, can be purchased at [mbsdirect.net](http://mbsdirect.net).

## COMPUTER LABS

Computer labs are available on all campuses. Information about locations, hours, technology and printing options offered at each lab can be found at [is.depaul.edu/computers/labs](http://is.depaul.edu/computers/labs).

## TECHNOLOGY TRAINING

Instructional Technology Development (ITD) offers free technology training for Microsoft Word, Excel and PowerPoint. Students also can access online training for Desire2Learn (D2L), Campus Connection and other programs. Visit [www.itd.depaul.edu/website/students/training.asp](http://www.itd.depaul.edu/website/students/training.asp) for more information.

## LIBRARIES

The Loop Campus library (10th floor of the DePaul Center) primarily focuses on business materials. You also will have access to other campus libraries and online resources. Complete details about locations, hours and resources can be found at [library.depaul.edu](http://library.depaul.edu).

## STUDY ABROAD OPPORTUNITIES

KGSB offers a variety of short-term study abroad options for graduate students. For information about opportunities during the upcoming year, visit [studyabroad.depaul.edu](http://studyabroad.depaul.edu). You may contact (773) 325-7450 for more details.

## KELLSTADT MBA ASSOCIATION

The Kellstadt MBA Association (KMBAA) is a student-run organization committed to enhancing the value of your graduate degree through social, cultural and professional development programs. The KMBAA is a great way to meet people and to give back to the DePaul community. KMBAA events provide opportunities to expand your professional network among DePaul's KGSB students and alumni. Visit [depaulmba.org](http://depaulmba.org) to learn about upcoming events and register to become a member.

## HEALTH INSURANCE

Health insurance is available to any student registered at DePaul. For detailed information, visit [studentaffairs.depaul.edu](http://studentaffairs.depaul.edu).

## FITNESS CENTER

Graduate students may join the Ray Meyer Fitness and Recreation Center, located at the Lincoln Park Campus, at a discounted rate. For fitness center details, hours of operation and membership rates, visit [campusrec.depaul.edu](http://campusrec.depaul.edu).

## PARKING

At this time, DePaul does not have parking facilities at the Loop Campus. However, many nearby parking facilities offer a reduced rate for DePaul students. Please contact Parking Services at (773) 325-7275 or visit [parkingservices.depaul.edu](http://parkingservices.depaul.edu) for a current list of participating parking facilities.

Free parking is available at the O'Hare and Naperville campuses.

# ACADEMIC CALENDAR

The regular academic year consists of three 10-week quarters. The fourth quarter (two summer sessions) is optional.

Fall Quarter: September–November

Winter Quarter: January–March

Spring Quarter: March–June

Summer Quarter: Session I (June–July)  
Session II (July–August)

Visit [go.depaul.edu/calendar](http://go.depaul.edu/calendar) for registration deadlines, start dates and final exam schedules.

# TUITION AND FINANCIAL AID

Tuition for graduate students in the Kellstadt Graduate School of Business is \$980 per credit hour for the 2013–2014 academic year. Each KGSB class is four quarter hours, so the cost per class is \$3,920.

In addition to tuition, approximately \$150 in fees is assessed per quarter (not per class). These fees include a CTA fee for the U-Pass, a university program that provides colleges students unlimited rides on CTA-operated bus and rail lines. Visit [upass.depaul.edu](http://upass.depaul.edu) for more information.

Complete information about fees, payment plans (including employer tuition reimbursement) and tuition due dates is available on the Student Accounts website at [studentaccounts.depaul.edu](http://studentaccounts.depaul.edu).

Please note: DePaul University has implemented e-billing; you will not receive a tuition bill in the mail. We encourage you to take some time to familiarize yourself with the detailed information available on the Student Accounts website.

## HOW TO APPLY FOR FINANCIAL AID

U.S. citizens and permanent residents (green card holders) may apply for federal financial aid. Visit [fafsa.ed.gov](http://fafsa.ed.gov) and complete the Free Application for Federal Student Aid (FAFSA) online. DePaul's code is 001671. You'll need to complete a FAFSA for each academic year that you want to receive financial aid. Federal Direct Stafford Loans allow students to borrow money from the federal government to pay for university expenses. These loans are processed directly through the Office of Financial Aid. This office will provide you with the necessary paperwork; to borrow you do not need to contact a lender.

There are two types of direct loans:

1. **Subsidized Stafford:** Eligibility for subsidized direct loans is based on financial need. Repayment is deferred until six months after you graduate or cease to be enrolled at least half time. The interest is paid by the government while you are in school.
2. **Unsubsidized Stafford:** Eligibility for unsubsidized direct loans is not based on financial need. You may borrow the cost of education minus all other financial aid you receive, up to the annual direct loan maximum. However, you must either pay the interest while you are enrolled, or it will be accrued and capitalized to the principal. Repayment of the principal is deferred until you graduate or cease to be enrolled at least half time.

Once your FAFSA information has been received and processed, you will be able to accept your student loans online through your Campus Connection account.

For more information, visit DePaul's financial aid website at [go.depaul.edu/financial\\_aid](http://go.depaul.edu/financial_aid).

# WHERE TO LIVE IN CHICAGO

Chicago has a variety of neighborhoods to choose from; DePaul students live throughout the city as well as in the suburbs. Getting to the Loop Campus is very easy since all “L” train lines, the Metra commuter rail and numerous bus lines have stops near the Loop Campus.

## UNIVERSITY CENTER (UC)

Just two blocks from DePaul’s Loop Campus, the UC offers numerous amenities, including a workout center, study rooms, food court, game room, bicycle storage and third-floor terrace. The UC location is ideal for DePaul graduate students and the room rate is billed conveniently through your student account. Visit [go.depaul.edu/uc](https://go.depaul.edu/uc) for more information.

## OFF-CAMPUS HOUSING

The Department of Housing Services provides links to off-campus housing resources at [offices.depaul.edu/housing](https://offices.depaul.edu/housing). There are numerous free apartment search services in the Chicago area as well. Information about many of them can be found online by typing “Chicago apartment search” into any search engine.

# INTERNATIONAL STUDENTS

## OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS

The Office for International Students and Scholars (OISS) provides immigration advising to more than 1,000 non-immigrant students and scholars in F-1 and J-1 visa statuses. OISS is located at DePaul’s Loop Campus in the DePaul Center (1 E. Jackson Blvd.). For more information, including hours of operation, visit [oiss.depaul.edu](https://oiss.depaul.edu). You also can contact OISS at (312) 362-8376 or [oiss@depaul.edu](mailto:oiss@depaul.edu).

## ENGLISH LANGUAGE ACADEMY

The English Language Academy (ELA) offers a number of workshops and elective courses to help international students gain the language and academic skills needed for university-level degree programs. The ELA is located at DePaul’s Loop Campus in the Lewis Building (25 E. Jackson Blvd.). For more information, visit [ela.depaul.edu](https://ela.depaul.edu). You also can contact the ELA at (312) 362-6455 or [ela@depaul.edu](mailto:ela@depaul.edu).

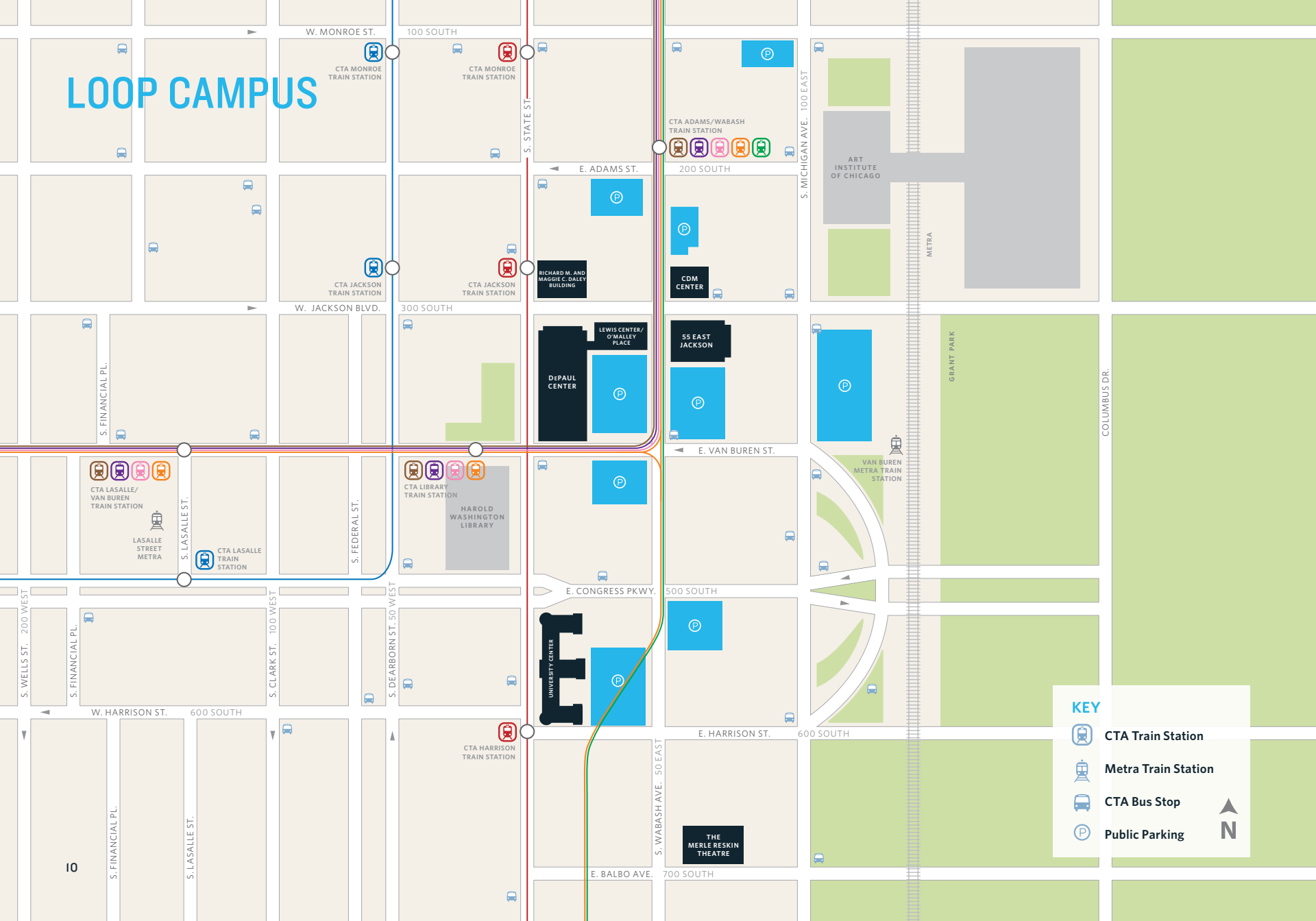
## DEPAUL INTERNATIONAL STUDENTS ORGANIZATION

The DePaul International Students Organization (DISO) strives to build relationships between international and American students through a variety of cultural, social and professional events. For more information on how to get involved, please email [contactdiso@gmail.com](mailto:contactdiso@gmail.com)

## CURRICULAR PRACTICAL TRAINING AND OPTIONAL PRACTICAL TRAINING

All international students in F-1 visa status are eligible for curricular practical training (CPT) and optional practical training (OPT) work authorization. CPT and OPT are available for most programs within KGSB. For more information about CPT and OPT, please contact your KGSB advisor.

# LOOP CAMPUS

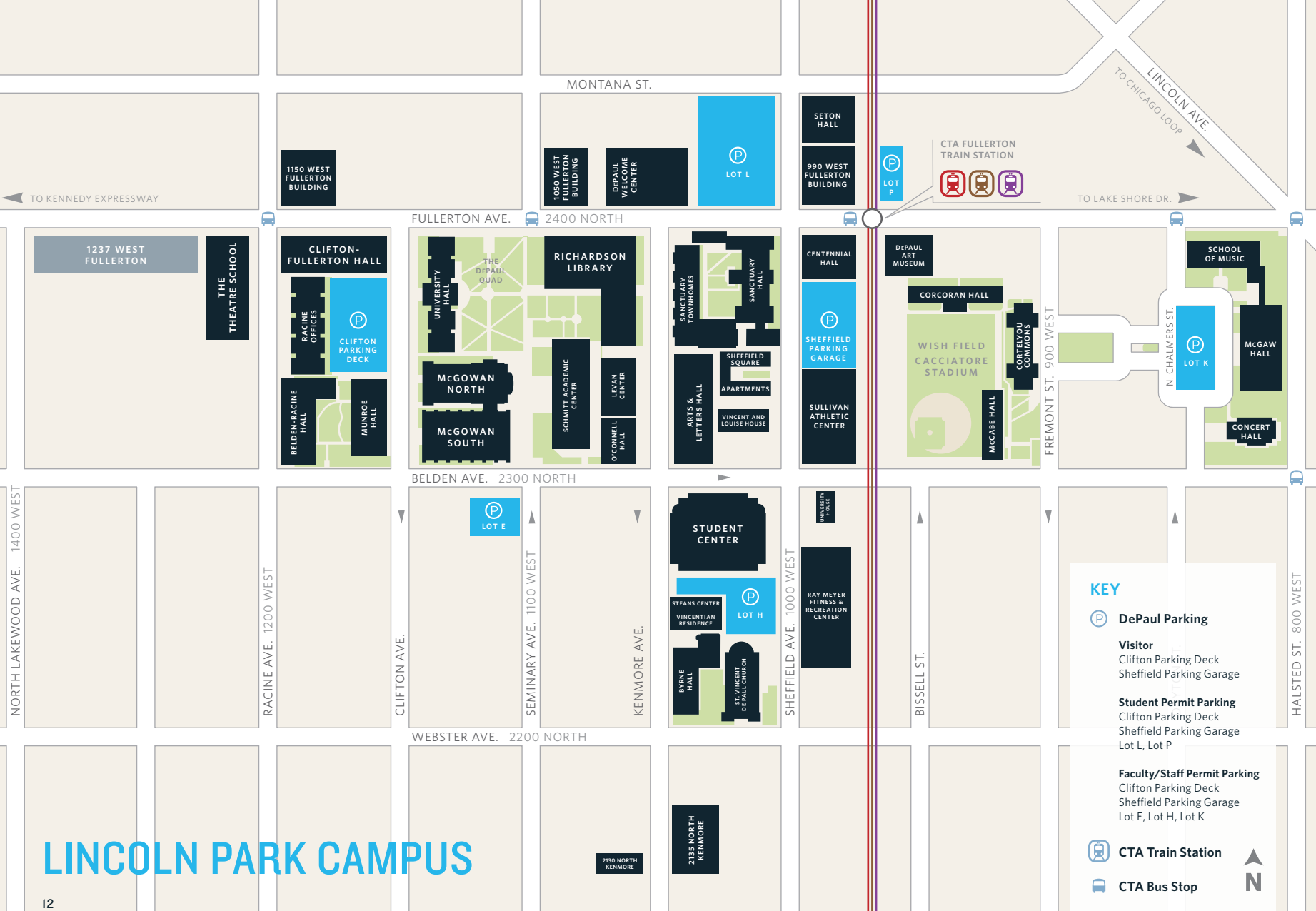


## KEY

-  CTA Train Station
-  Metra Train Station
-  CTA Bus Stop
-  Public Parking



# LINCOLN PARK CAMPUS



**KEY**

- DePaul Parking**
  - Visitor
    - Clifton Parking Deck
    - Sheffield Parking Garage
  - Student Permit Parking
    - Clifton Parking Deck
    - Sheffield Parking Garage
    - Lot L, Lot P
  - Faculty/Staff Permit Parking
    - Clifton Parking Deck
    - Sheffield Parking Garage
    - Lot E, Lot H, Lot K
- CTA Train Station**
- CTA Bus Stop**

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# TRANSPORTATION

DePaul's Loop and Lincoln Park campuses are easily accessed by car, bus and train. The Loop Campus is served by all six Chicago Transit Authority (CTA) "L" train lines and numerous buses. It also is a short walk from all Metra train stations. The Lincoln Park Campus also is served by several buses and is connected to the Loop Campus by the Red, Brown and Purple "L" train lines. Both campuses are close to major expressways.

For directions, visit [go.depaul.edu/directions](http://go.depaul.edu/directions). For more information about parking, visit [parkingservices.depaul.edu](http://parkingservices.depaul.edu).

## CAMPUS LOCATIONS

### Loop

Kellstadt Graduate School  
of Business  
1 E. Jackson Blvd., Suite 5300  
Chicago, IL 60604  
(312) 362-8810

### Lincoln Park

Student Center  
2250 N. Sheffield Ave.  
Chicago, IL 60614  
(773) 325-7000

### Naperville

150 W. Warrenville Road  
Naperville, IL 60563  
(312) 476-4500

### O'Hare

8770 W. Bryn Mawr Ave.  
Chicago, IL 60631  
(312) 476-3600

### Oak Forest

16333 S. Kilbourn Ave.  
Oak Forest, IL 60452  
(312) 476-3000









1 East Jackson Boulevard, Suite 5300  
Chicago, Illinois 60604-2201

Telephone: (312) 362-8810  
Email: [kgsb@depaul.edu](mailto:kgsb@depaul.edu)  
Web: [kellstadt.depaul.edu](http://kellstadt.depaul.edu)

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