

# **GENERAL REGISTRATION INFORMATION**

SUMMER 2018

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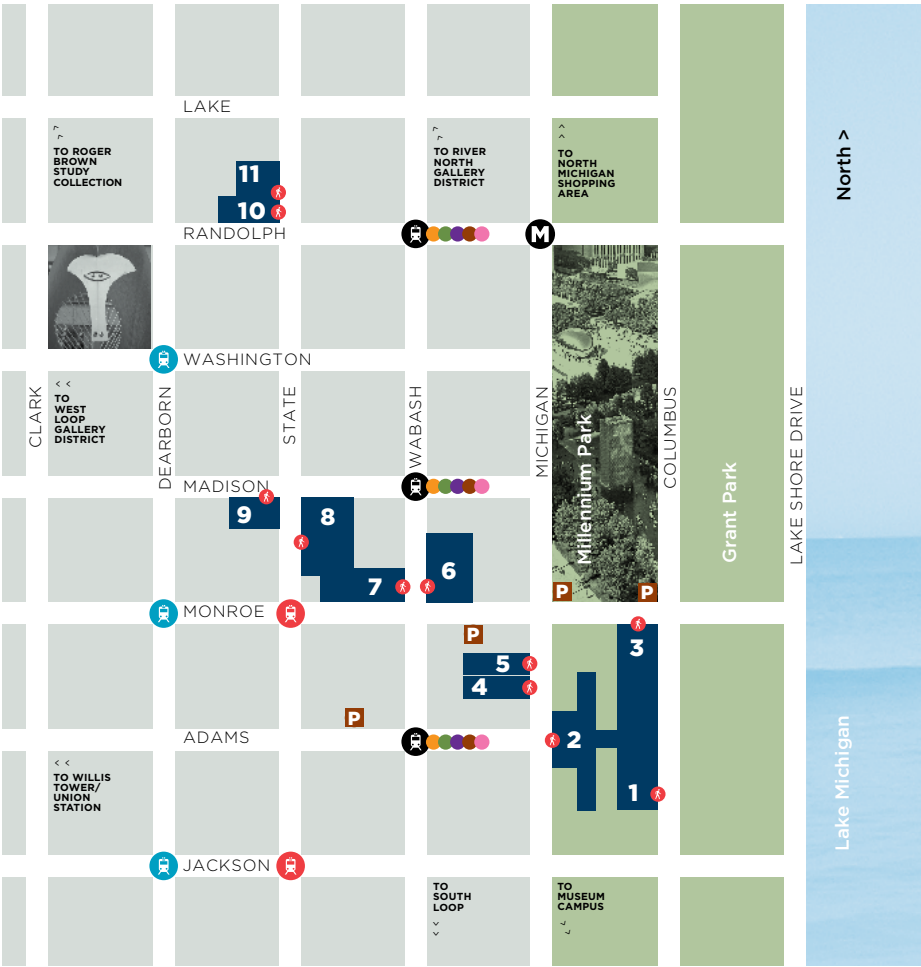
### Notice

Students are responsible for knowing this information. Failure to read this information does not excuse students from the information or regulations contained within.

### Published by:





Registration and Records  
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### CAMPUS MAP

- 1. **280 SOUTH COLUMBUS DRIVE**
- 2. **THE ART INSTITUTE OF CHICAGO**  
111 SOUTH MICHIGAN AVENUE
- 3. **THE MODERN WING**  
159 EAST MONROE STREET
- 4. **LAKEVIEW BUILDING**  
116 SOUTH MICHIGAN AVENUE
- 5. **MACLEAN CENTER**  
112 SOUTH MICHIGAN AVENUE
- 6. **SHARP BUILDING**  
37 SOUTH WABASH AVENUE
- 7. **SULLIVAN CENTER**  
36 SOUTH WABASH AVENUE
- 8. **SULLIVAN GALLERIES**  
33 SOUTH STATE STREET
- 9. **JONES HALL**  
7 WEST MADISON AVENUE
- 10. **162 NORTH STATE STREET RESIDENCES**
- 11. **GENE SISKEL FILM CENTER**  
164 NORTH STATE STREET

-  Building entrance
-  Parking
-  Metra stop
-  CTA stop

All SAIC building entrances are wheelchair accessible

## SUMMER 2017 ACADEMIC CALENDAR

### MAY

- 14** Graduation  
**28** Memorial Day (SAIC closed)  
**29** Session 3W1 begins (3-week session)  
 Session 6W1 begins (6-week session)  
 Session 9W begins (9-week session)  
 Session 12W begins (12-week session)  
**30** Session 3W1 add/drop ends

### JUNE

- 1** Session 6W1 add/drop ends  
 Session 9W add/drop ends  
**8** Last day to withdraw from Session 3W1  
**15** Session 3W1 ends  
**18** Session 3W2 begins (3-week session)  
 Session 6LR begins (6-week low-res)  
**19** Session 3W2 add/drop ends  
**21** Session 6LR add/drop ends  
**20** Last day to withdraw from Session 6W1  
**28** Last day to withdraw from Session 3W2

For more detailed calendar information, please visit [saic.edu](http://saic.edu).

### JULY

- 4** Independence Day Holiday (no classes)  
**6** Session 3W2 ends  
 Session 6W1 ends  
**9** Session 3W3 begins (3-week session)  
 Session 6W2 begins (6-week session)  
**10** Session 3W3 add/drop ends  
**12** Session 6W2 add/drop ends  
 Last day to withdraw from Session 6LR  
 Last day to withdraw from Session 12W  
**19** Last day to withdraw from Session 3W3  
**27** Session 3W3 ends  
 Session 6LR ends  
 Session 9W ends  
**30** Session 3W4 begins (3-week session)  
**31** Session 3W4 add/drop ends

### AUGUST

- 2** Last day to withdraw from Session 6W2  
**9** Last day to withdraw from Session 3W4  
**17** Session 3W4 ends  
 Session 6W2 ends  
 Session 12W ends

## OFFICE DIRECTORY

### STUDENT SERVICE OFFICES

#### Academic Advising

SC, 12th floor  
 312.629.6800

#### Admissions

SC, 12th floor  
 312.629.6100

#### Bursar

SP, 2nd floor  
 312.899.5122

#### Career and Professional Experience (CAPX)

LV, 14th floor  
 312.499.4130

#### Continuing Studies

SC, 12th floor  
 312.629.6170

#### Housing and Residence Life

SC, 12th floor  
 312.629.6870

#### International Affairs

SC, 12th floor  
 312.629.6830

#### Off-Campus Study Trips (Study Abroad)

SC, 12th floor  
 312.629.6834

#### Media Centers

SP, 3rd floor  
 312.899.5081  
 MC, 8th floor  
 312.345.3781  
 CO, 2nd floor  
 312.443.3759

#### Registration and Records

SC, 14th floor  
 312.629.6700

#### Residence Life

SC, 12th floor  
 312.629.6870

#### Service Bureau

SP, 11th floor  
 312.629.9155

#### Student Financial Services

SC, 12th floor  
 312.629.6600

#### Student Affairs

SC, 12th floor  
 312.629.6800

### DEPARTMENT OFFICES

#### Architecture, Interior Architecture, & Designed Objects

SC, 14th floor  
 312.629.6650

#### Art and Technology Studies

MC, 5th floor  
 312.345.3564

#### Art Education

SP, 7th floor  
 312.899.1584

#### Art Therapy

SP, 7th floor  
 312.899.7481

#### Art History, Theory, and Criticism

MC, 6th floor  
 312.345.3788

#### Arts Administration and Policy

MC, 6th floor  
 312.345.3788

#### Ceramics

CO, 1st floor  
 312.443.3732

#### Contemporary Practices

SP, 3rd floor  
 312.899.5180

#### Fashion Design

SC, 7th floor  
 312.629.6710

#### Fiber and Material Studies

SP, 9th floor  
 312.899.5134

#### Film, Video, New Media, and Animation

MC, 5th floor  
 312.345.3827

#### Historic Preservation

SP, 14th floor  
 312.629.6680

#### Liberal Arts

MC, 6th floor  
 312.345.3707

#### New Arts Journalism

MC, 6th floor  
 312.345.3788

#### Painting and Drawing

Graduate  
 MC, 15th floor  
 312.345.3593  
 Undergraduate  
 CO, 3rd floor  
 312.443.3785

#### Performance

CO, 1st floor  
 312.443.3782

#### Photography

CO, 1st floor  
 312.443.7277

#### Post-Baccalaureate Certificate

SP, 4th floor  
 312.899.5224

#### Printmedia

CO, 1st floor  
 312.857.7660

#### Sculpture

CO, 1st floor  
 312.443.3754

#### Sound

MC, 5th floor  
 312.345.3579

#### Visual Communication Design

SP, 12th floor  
 312.899.5190

#### Visual and Critical Studies

MC, 6th floor  
 312.345.3507

#### Writing

LV, 8th floor  
 312.899.5094

## BUILDING ABBREVIATIONS AND LOCATIONS

<b>SP</b>	Sharp Building 37 South Wabash Avenue
<b>CO</b>	Columbus Drive Building 280 South Columbus Drive
<b>MC</b>	MacLean Center 112 South Michigan Avenue
<b>SC</b>	Sullivan Center 36 South Wabash Avenue
<b>LV</b>	Lakeview Building 116 South Michigan Avenue
<b>SPRTUS</b>	Spertus Center 610 South Michigan Avenue

## REGISTRATION INFORMATION

### SAIC Summer 2018 Session Dates

<b>Session 3W1</b>	May 29–June 15
<b>Session 3W2</b>	June 18–July 6
<b>Session 3W3</b>	July 9–27
<b>Session 3W4</b>	July 30–August 17
<b>Session 6W1</b>	May 29–July 6
<b>Session 6W2</b>	July 9–August 17
<b>Session 6LR</b>	June 17–July 29

**Please note:** Summer registration is on a first come, first served basis.

### Registration Deadlines and Procedures

SAIC degree-seeking students will register online; all other interested individuals register through Continuing Studies and Special Programs.

Telephone or email registration into degree program courses is NOT accepted at any time.

**Wednesday, March 14: Study trip registration** for currently enrolled SAIC degree-seeking students. A non-refundable \$525 deposit is required at the time of registration, unless a different amount is indicated in the course description. Graduate students, undergraduate seniors, and juniors will be allowed to register beginning at 8:45 a.m. Sophomores will be allowed to register beginning at 12:00 p.m. Study trip registration will be online through SAIC Self-Service. To register for a study trip, you must first complete the pre-registration process.

**Friday, March 16: Study trip registration** for non-SAIC degree-seeking students.

**Monday, March 19: Advance online registration begins** for currently enrolled degree-seeking students. All currently enrolled degree-seeking students will register online through SAIC Self-Service. Prior to enrollment, all students should make sure they have no holds. Please check your holds through SAIC Self-Service via the SAIC Portal.

**Monday, March 26: Open registration** begins for all interested individuals and continues until the second day of each 3-week session (Sessions 3W1, 3W2, 3W3, 3W4), or the fourth day of each 6-week session (Sessions 6W1, 6W2).

### Open Registration

Open registration provides the opportunity for anyone, regardless of their academic status, to enroll into degree program courses in which space is available.

### Ox-Bow Registration

Registration takes place in the Ox-Bow office located in the Sullivan Center, 36 South Wabash Avenue, room 1425. Phone: 312.629.6155; Fax: 312.629.6156

## ADD/DROP INFORMATION

Students may add or drop any class (except for a study trip) without financial or academic penalty, through the second day of each 3-week session (Sessions 3W1, 3W2, 3W3, 3W4), or through the fourth day of the 6-week sessions (Session 6W1, 6W2, 6LR).

### Add/Drop Deadlines

<b>Session 3W1</b>	Wednesday, May 30
<b>Session 3W2</b>	Tuesday, June 19
<b>Session 3W3</b>	Tuesday, July 10
<b>Session 3W4</b>	Tuesday, July 31
<b>Session 6W1</b>	Friday, June 1
<b>Session 6LR</b>	Thursday, June 21
<b>Session 6W2</b>	Thursday, July 12
<b>Study Trips</b>	No add/drop period, deposit is forfeited

## Add/Drop Procedures

Degree-seeking students should add/drop classes online. Non-SAIC degree students who need to drop a class must submit an add/drop form and notify the Registration and Records office by fax, or postmarked US mail by the drop dates stated above.

**Please note:** Students who fail to register for a course or who fail to make appropriate schedule additions within the time period outlined above, are subject to a late registration fee of \$300, and may be required to obtain additional approvals prior to registration. Students who fail to drop a course will be responsible for tuition. They will also receive a grade of No Credit, unless they withdraw before the final withdrawal date (please see withdrawal information).

**Please note:** Non-attendance of classes and/or non-payment of fees does not constitute an official drop. Charges will remain in effect, and a grade of No Credit will be assigned

After the add/drop period ends, students may WITHDRAW from a class (please see the information on withdrawals) prior to the end of the withdrawal period.

Students receiving federal financial aid should refer to the Return to Title IV Funds policy or check with an Advisor in the Student Financial Services Office to determine how the withdrawal will affect their eligibility for federal student aid.

## Changes, Cancellations, and Class Postponements

SAIC reserves the right to cancel courses or alter fees, scheduling or staffing of courses when circumstances warrant. If changes/cancellations are necessary, students will be notified as soon as possible.

## WITHDRAWAL INFORMATION

No drops are permitted after the end of the add/drop period. Withdrawal from one or more courses is permitted after the end of the add/drop period, through approximately 60 percent of the session. Degree- or certificate-seeking students and Adult Continuing Education (ACE) students must complete one of the following forms:

- a Request for a Grade of “W” (Partial Withdrawal) form if the student remains enrolled in one or more courses, or
- a Complete Withdrawal form if the student will no longer be enrolled in any courses.

All summer sessions including Ox-Bow and Continuing Studies are considered as **one term** for the purpose of determining a complete withdrawal.

Students receiving federal financial aid should refer to the Return to Title IV Funds policy or check with an Advisor in the Student Financial Services Office to determine how their drop activity will affect their eligibility for federal student aid.

## Withdrawal Deadlines

<b>Session 3W1</b>	Friday, June 8
<b>Session 3W2</b>	Thursday, June 28
<b>Session 3W3</b>	Thursday, July 19
<b>Session 3W4</b>	Thursday, August 9
<b>Session 6W1</b>	Friday, June 22
<b>Session 6W2</b>	Thursday, August 2
<b>Session 6LR</b>	Thursday, July 12
<b>Session 9W</b>	Friday, June 29
<b>Session 12W</b>	Friday, July 13

Exceptions to the official withdrawal policy require an appeal to the Academic Review Committee, which will grant an exception only if a student can demonstrate extenuating circumstances.

**Please note:** Neither failure to attend classes nor failure to pay tuition constitutes a withdrawal.

## Request For Grade of “W” Form

This form is obtained from and submitted to the Office of Registration and Records. It is used for withdrawal from an individual course (referred to as a Partial Withdrawal), when the student wishes to remain enrolled in other courses during the same term. All summer sessions are considered as **one term** for the purpose of determining withdrawals.

Students receive a grade of “W” for the courses from which they withdraw by the withdrawal deadlines. Tuition charges assessed for the term remain unaffected. There is no tuition refund for withdrawal from an individual course or courses if enrollment remains during any other session of the summer term. This policy is in effect unless the student withdraws from **all** courses.

Exceptions to the official withdrawal policy require an appeal to the Academic Review Board and/or the Refund Review Board. An exception will only be granted to the student who can demonstrate extenuating circumstances. An application can be obtained in the Office of Registration and Records.

Adult Continuing Education (ACE) students must also use this form in order to withdraw from a course. Please see Continuing Studies and Special Programs to obtain the form. Tuition charges assessed for the term remain unaffected. Appeals for exceptions to these policies will only be considered if the student has extenuating circumstances. Appeals must be made to the Refund Review Board. A refund request form is available at the Registration and Records office or at the Division of Continuing Studies.

## Complete Withdrawal Form

Students receive a grade of “W” for all courses when they submit a Complete Withdrawal form by the appropriate withdrawal deadlines. This form is used for withdrawal from all courses (referred to as a Complete Withdrawal) by the withdrawal deadlines. It is used when a student wishes to withdraw from all courses and leave the institution. For degree- and certificate-seeking students, the form is obtained from the Registration and Records office. The formal withdrawal process begins when the Registration and Records office receives the completed form from the student and processes the withdrawal from classes. For ACE students, the form can be obtained from the Division of Continuing Studies and Special Programs office. All summer sessions are considered as **one term** for the purpose of determining a complete withdrawal.

For Complete Withdrawals for degree- and certificate-seeking students, tuition will be assessed according to the following schedule:

<b>Class Sessions/Week During Which Student Last Attended</b>	<b>Percent of Tuition To be Waived</b>
<b>3-Week Courses</b>	
Class session 0 through 2*	50%
Class session 3 through 4	50%
Class session 5 through 8	25%
Class session 9 through 15	0%
<b>6-Week Courses</b>	
Week 1*	50%
Week 2	50%
Week 3	25%
Week 4 thru 6	0%
<b>9-Week Courses</b>	
Week 1*	50%
Week 2	50%
Week 3 & 4	25%
Week 5 through 9	0%
<b>12-Week Courses</b>	
Week 1 & 2*	50%
Week 3	50%
Week 4 through 7	25%
Week 8 through 12	0%

\* Students who do not complete add/drop and later withdraw.

**Please note:** A \$100 administrative fee is assessed to all students who withdraw completely. Also be aware that withdrawal will result in the adjustment, in accordance with federal regulations and institutional policies, of student financial aid awards.

There will be no adjustment to tuition charges for ACE students who completely withdraw from summer courses by the withdrawal deadline. Tuition charges for the term remain unaffected.

## TUITION AND FEES

You are academically and financially responsible for the course(s) for which you are enrolled and/or for which you will be enrolled in the future. Neither failure to attend classes nor failure to pay tuition constitutes a drop and you will receive a grade for each class you are enrolled in unless it is officially dropped by the published deadline. You are responsible for reading and understanding the registration, withdrawal, add/drop, leave of absence, and refund policies as published in the current SAIC Bulletin. If you do not adhere to these policies, you may incur academic and/or financial penalties and you may be denied access to enrollment for future terms and/or refused the release of your official SAIC transcripts and/or diploma.

### Undergraduate/Certificate/ACE Tuition Rate

\$1,552 per credit hour (a 3 credit-hour course is \$4,656)

### Graduate Tuition Rate

\$1,625 per credit hour (a 3 credit-hour course is \$4,875)

### Payment Information

Students must pay in full or make the necessary arrangements for payment of tuition and fees by the first day of classes to avoid incurring financial penalties. Detailed information is available at [saic.edu/payment](http://saic.edu/payment). Students and parents can make payments through the SAIC Bursar's office using cash, checks, and money orders (made payable in US currency) or go online to make a credit card, wire transfer or ACH payment. For students, access to CASHNet is available through SAIC Self-Service. Authorized users can access CASHNet through an account the student establishes for them. A service fee will be charged to make a credit card payment online. The fee for making a credit card payment will be based upon the amount of the payment. Payments made by wire transfer or ACH have no service fee, however, the bank a wire transfer is sent from could charge.

Payment plans are available online. There is a \$50 enrollment fee due at the time the payment plan is established. A summer plan is available with monthly payments due May 15, June 15, and July 15. There is a \$40 fee for each late or missed payment. Questions about the tuition and fee payment plan should be directed to the Student Financial Services office.

The amount budgeted on a payment plan will be based upon the student's charges minus anticipated financial aid. Monthly payments will be based upon current charges and will adjust as credit hours, housing, financial aid, and fees adjust. The CASHNet system will recalculate your payments automatically.

Payments made on the plan will automatically post to the student's account. A service fee is charged for payment by credit card and is added to the total payment. An email notification will be sent prior to the due date of each installment on the payment plan. An email is sent each time a payment is made on the payment plan. The payment plan can be viewed online anytime by the student and their authorized users.

Payment plan payments made at the SAIC Bursar's office need to be reported to the Student Financial Services office, via email at [saic.sfs@saic.edu](mailto:saic.sfs@saic.edu).

Late tuition payment fee \$150

Charges for failure to establish payment arrangements by the payment due date.

Complete Withdrawal Fee \$100

Charged for those withdrawing from all courses during the withdrawal period.

## FINANCIAL AID INFORMATION

### Important Financial Aid Deadlines:

- Oct. 1** 2018-2019 FAFSA is available at [fafsa.gov](http://fafsa.gov)
- Dec. 1** Illinois undergraduate residents: Priority deadline to submit the 2018-19 FAFSA
- Jan. 1** All other students: Priority deadline to submit the 2018-19 FAFSA
- May 1** Priority deadline to complete loan application steps for the summer 2018 semester

Degree-seeking students who are recipients of financial aid should note the following:

- 1. Summer/Winter Applications** — Students desiring financial aid (including their merit scholarship only) for summer and winter terms must complete an Institutional Financial Aid application for the term and submit it to the Student Financial Services office. For on-campus classes only, the hard copy forms are available in the Student Financial Services office or may be obtained on the SAIC website at [saic.edu/sfs](http://saic.edu/sfs). Students applying for aid that includes a Study Trip may only complete the Institutional Financial Aid application by completing SAIC's online Study Trip Registration Process. This is located in the Academic section of the SAIC Self-Service and is a link called "Study Trip."
- 2. Financial Aid Satisfactory Academic Progress (FASAP)** — Students must maintain satisfactory progress as defined in the Academic Status section of the SAIC Bulletin. **In addition**, students receiving federal aid must meet satisfactory progress requirements defined by federal regulations and financial aid policies. In general, undergraduate students must receive credit for 2/3 of all credit hours attempted (including withdrawals grades and transfer credits) cumulatively and post-baccalaureate/graduate students complete all classes attempted each semester (including withdrawal grades and transfer credit) to remain eligible for financial aid.
- 3. Half-Time Enrollment** — Typically, at least half-time enrollment is required to be eligible for federal aid.

- 4. Financial Aid is Enrollment Based** — Initial financial aid awards are offered based upon the assumption that the student will enroll in the standard enrollment (typically 15 credits a semester for undergraduate and nine to 15 for certificate and graduate students depending on the student's program) for fall and spring. The summer and winter aid calculations are based on the number of credit hours that the student indicates on the Institutional Financial Aid Application (available at [saic.edu/faforms](http://saic.edu/faforms)) for that term. Students should notify the Student Financial Services office in writing or email if their actual enrolled credit hours will be different.
- 5. Submitting Documents/MappingXpress** — Student Financial Services office has several convenient ways to submit documents to our office. The most recommended method is upload them directly through our safe and secure website MappingXpress. Details and other submission methods are located at [saic.edu/sfsdocs/submit](http://saic.edu/sfsdocs/submit). To use MappingXpress, documents and forms may need to be printed, signed, and scanned into an electronic format in preparation for submission. **Never email sensitive information such as birthdates, social security numbers, etc.**
- 6. Disbursements** — Financial aid awards will be credited/disbursed to a student's account after their financial aid file is reviewed and found to be complete. Student loans, typically, may begin disbursing as early as five to 10 days before the semester begins. Scholarships and grants, typically, may begin disbursing after the add/drop period and the student's financial aid package calculation matches the student's actual enrolled credit hours.
- 7. Regulations and Policies** — Recipients of financial aid at this school is subject to all federal and state regulations and institutional policies.
- 8. Reapply Every Year** — Students wishing to receive need-based aid, federal student loans, or federal work-study must reapply for financial aid each year by completing the FAFSA (Free Application for Federal Student Aid) on the Internet at [fafsa.gov](http://fafsa.gov). The FAFSA priority deadline for applying for the upcoming academic year is December 1 for undergraduate Illinois residents and January 1 for all others. Students who miss this deadline risk a reduction of aid for certain funds. Further deadlines are also applicable for other types of aid. Students and parents (if applicable) should use the IRS Data Retrieval Tool (DRT) available in the FAFSA application to transfer their federal income tax data from the 2016 tax year for the 2018-19 FAFSA. Using the DRT may result in fewer documents that need to be submitted to the Student Financial Services Office later.
- 9. Review and Update Your FAFSA Immediately** — Each year (after completing the FAFSA and receiving the resulting student aid report or SAR), students must review and submit FAFSA corrections to the federal government within five days of receipt to ensure accurate financial aid estimates. Certain documents including official IRS



transcripts and federal W2s may be required for those selected for federal verification, if they did not or cannot use the IRS Data Retrieval Tool.

## FEDERAL VERIFICATION

FAFSA applications may be chosen by the federal government for a process called verification. Such students are notified on their FAFSA results or Student Aid Report (SAR) by the federal government. Students should review the Comment section of their SAR three to five days after filing their FAFSA to determine if they have been chosen for the federal verification process. SAIC also notifies students by sending a letter and lists the requirement on the student's "To-Do List" in SAIC Self-Service. Loans cannot be processed and aid may not be disbursed to a student's account and work-study jobs cannot be authorized to begin working until verification is complete and any data conflicts are resolved.

### Required Documents

Students chosen for verification must submit certain documents to the Student Financial Services Office. Documents may include:

- A verification worksheet and copies of official IRS transcripts and Federal W-2's.
- Additional documents may also be requested. Students are sent an official letter listing the documents needed. Students may also see a list of these documents in SAIC Self-Service in the "To Do List" section.

Incomplete forms cannot be processed. Verification must be completed by June 30 of the award year or 120 days after the last day of the student's enrollment, whichever is earlier. A student who fails to submit required documents before the documentation deadline is ineligible for FAFSA funds and is required to repay any aid disbursed.

## FEDERAL STUDENT LOANS

William D. Ford Federal Direct Loan Program SAIC participates in the Federal Direct Lending program for Federal Direct Stafford and PLUS loans. Students must complete undergraduate or graduate level entrance counseling sessions as part of receiving these loans. Origination fees are deducted before disbursement and interest rebates may be available for on-time payments. Students and parent borrowers may complete online application and entrance counseling requirements, view activity history and borrowing status at [studentloans.gov](http://studentloans.gov) and [nslds.ed.gov.dl.ed.gov](http://nslds.ed.gov.dl.ed.gov). Loan repayment and consolidation information is also available at [studentaid.ed.gov/repay](http://studentaid.ed.gov/repay).

### Federal Direct Stafford Loans

In addition to completing an undergraduate or graduate online entrance counseling session, students must complete a Federal Direct Stafford Loan eMPN (electronic Master Promissory Note) at [studentloans.gov](http://studentloans.gov).

### Federal Direct PLUS Loans

Parent PLUS loan and Grad PLUS (Post-Baccalaureate students are not eligible) borrowers must complete a PLUS Loan Request and a Federal Direct PLUS Loan eMPN at [studentloans.gov](http://studentloans.gov). Graduate students must also complete a graduate online entrance counseling session at [studentloans.gov](http://studentloans.gov). PLUS loan borrowers who are approved through an appeal with the Department of Education or by obtaining a co-endorser must also complete additional PLUS Counseling.

### Student Loan Funds Disbursements

All student loan funds (EFT or paper checks) are required to be credited to the appropriate student account regardless of the student's current account balance. This includes but is not limited to Federal Direct Stafford, Federal Direct PLUS, and private loans. Any refunds of a resulting credit balance will be processed by Student Financial Services.

### Refunds and Financial Aid Advances

Students must enroll for eRefund in CASHNet if they are to receive advances or refunds by direct deposit. Refunds and advances are distributed through eRefund to a student's bank account with the exception of credits resulting from a Federal Direct Parent PLUS loan. CASHNet may be accessed in SAIC Self-Service.

Refunds of credit balances on students' tuition and fee accounts are typically processed following the end of the add/drop period for the semester. Refunds are typically processed once schedule changes are no longer permitted and the Student Financial Services office has made adjustments to aid awards based upon the actual number of hours the student is enrolled in for that semester. Exceptions may be made in situations where the credit balance is generated by private and/or federal loans that are applied to the account prior to the end of the add/drop period. In exceptional situations a balance owing may be created on a student account if a financial aid advance or refund has been processed and adjustments are made to the award package at a later date due to changes in enrollment and/or eligibility for aid. Payment arrangements for any balance owing should be made with the Student Financial Services office.

Financial Aid advances will be processed for students during the first five weeks of the semester. Students will typically be eligible to receive 50% of their anticipated credit balance up to \$1000 during this period, unless a private loan is included in their aid package. Only students who have received funds for a private loan may be eligible for a refund or advance of over \$1000 prior to the end of the add/drop period. Students should go to SAIC's website or Self-Service to request a financial aid

advance. Electronic requests are processed in the Student Financial Services office. Students will be notified as to when their refund/advance is being processed through their SAIC email address.

## FEDERAL (TITLE IV) FINANCIAL AID WITHDRAWAL POLICY— FALL, SPRING, AND 12-WEEK SUMMER SESSION

The Student Financial Services office recalculates federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing a semester. The amount of federal financial aid\* earned by a student who has withdrawn is determined by the following formulas:

Percentage of federal financial aid earned = The number of days completed up to the withdrawal date\*\* divided by the total days of scheduled enrollment in the semester  
 Amount of federal financial aid earned = The percentage of federal financial aid earned multiplied by the total amount of federal financial aid eligible to be disbursed to the student's account

Any amount of federal financial aid determined to be unearned by the student is returned to the appropriate federal aid program(s). After the calculation and any required aid adjustments are completed, the student may owe a balance to SAIC. The student should contact the Student Financial Services office to make arrangements to pay the balance.

*\* Federal financial aid subject to this calculation includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan, Federal Subsidized and Unsubsidized Stafford Loans and Federal PLUS Loans.*

*\*\* "Withdrawal date" is defined as the actual date the student began the institution's withdrawal process, the student's last date of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the institution.*

## RETURN TO TITLE IV FUNDS (R2T4) — SUMMER MODULE SESSION FINANCIAL AID WITHDRAWAL POLICY (FOR MODULE SESSIONS OTHER THAN 12 WEEKS IN LENGTH)

The summer term is subject to federal financial aid withdrawal rules that differ from those rules for other terms because the summer term is offered in modules. A module is a course that does not span the entire length of a term. The summer term is 12 weeks long and summer term courses are offered in sessions that are three weeks, six weeks, nine weeks, and twelve weeks in length. For purposes of this policy, sessions that are three, six, or nine weeks in length are considered modules.

If a student enrolls in at least one module during the summer term, then the student is subject to this policy. If a student enrolls only in courses in the twelve week session, then the student is subject to the same Federal (Title IV) Financial Aid Withdrawal Policy that applies during the fall and spring terms and is not subject to this policy. This policy is also separate from the Federal (Title IV) Financial Aid Withdrawal Policy that applies to the fall and spring terms.

This policy is separate from the academic withdrawal policy related to tuition adjustments. Even if the student is not considered to have withdrawn per SAIC's academic policies, SAIC may be required to recalculate a student's federal financial aid eligibility based upon any changes in enrollment since the student's original financial aid award was made. A student who is enrolled in at least one module during the summer term will be considered to have withdrawn for federal financial aid purposes and to require a withdrawal calculation if the student does not complete all the days in the summer term that the student was scheduled to complete based on his/her course registrations.

The following scenarios would require SAIC to treat a student as a withdrawal for federal financial aid purposes:

1. A student completes attendance in at least one course in a summer term module and then drops enrollment in all courses in a future summer term module.
2. A student begins attendance in at least one course in a summer term module and then withdraws from all courses in that module.

The following scenarios would not require SAIC to treat a student as a withdrawal for federal financial aid purposes:

1. A student drops enrollment in all courses in a future summer term module while still attending at least one course in an earlier summer term module.
2. A student begins attendance in at least one course in a summer term module and then withdraws from all courses in that module and submits to SAIC at the time of withdrawal written confirmation of his/her intent to enroll in a future summer term module that begins no later than 45 days after the end of the module from which the student withdrew. Please contact Student Financial Services for information about how to provide such written confirmation.

The amount of federal financial aid\* earned by a student who has withdrawn is determined by the following formulas:

Percentage of federal financial aid earned = The number of days completed up to the withdrawal date\*\* divided by the total days of scheduled enrollment in the semester

Amount of federal financial aid earned = The percentage of federal financial aid earned multiplied by the total amount of federal financial aid eligible to be disbursed to the student's account.

Any amount of federal financial aid determined to be unearned by the student is returned to the appropriate federal aid program(s). After the calculation and any required aid adjustments are completed, the student may owe a balance to SAIC. The student should contact the Student Financial Services office to make arrangements to pay the balance.

Listed below is the formula for calculating R2T4 withdrawals.

The amount to be returned to the Title IV financial aid programs is based on the percent of earned aid using the following formula:

Percent earned = Number of calendar days completed in the summer term up to the withdrawal date divided by the total number of calendar days in the summer term.

Federal aid is returned to the federal government based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the original amount of federal aid award

When aid is returned the student may owe a balance to SAIC. The student should contact Student Financial Services to make arrangements to pay the balance.

**SAIC recommends that students meet with Student Financial Services before dropping or withdrawing from any summer term courses once the term has begun to determine the effect such action may have on eligibility for federal financial aid and the student's account balance.**

If a student who is considered as withdrawn for purposes of this policy returns to SAIC during one of the remaining summer term modules, the student is treated as though he/she did not withdraw and SAIC will undo the withdrawal calculation. SAIC may be required to recalculate a student's federal financial aid eligibility based upon any additional changes in enrollment since the student's original financial aid award was made.

*\* Federal financial aid subject to this calculation includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan, Federal Subsidized and Unsubsidized Stafford Loans and Federal PLUS Loans.*

*\*\* "Withdrawal date" is defined as the actual date the student began the institution's withdrawal process, the student's last date of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the institution.*

## UNOFFICIAL WITHDRAWAL

Students are encouraged to officially withdraw per the SAIC policies listed in the Bulletin in order to have their records processed as accurately as possible. In such cases where the student does not officially withdraw, they may be considered an unofficial withdrawal. Federal financial aid regulations state that a student who has federal aid and receives failing grades

in all courses for a semester, must be considered an unofficial withdrawal unless the institution can document that the student engaged in some academic activity beyond the 60% point of that semester. Each semester, the Registration and Records office will review these students to determine if they must be considered an unofficial withdrawal. Final determination must be made within 30 days after the last day of the semester.

If the student is determined to be an unofficial withdrawal, the Student Financial Services office is required to perform a repayment calculation to ascertain the amount of federal financial aid which was "unearned" by that student for the period in which no activity can be documented and, therefore, must be returned to the federal aid programs (excluding Federal Work-Study). This is documented in the Return of Funds Policy listed in the Bulletin. For any student for whom the last date of academic activity cannot be documented as occurring on or after the 60% point of semester, the withdrawal date will be considered the midpoint (50%) of the semester unless documented otherwise. The result is 50% of their federal aid is unearned and must be returned to the federal aid programs. This may result in a balance due on the student's account and is the student's responsibility. Any adjustments made will appear on their next invoice.

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (FASAP)

### Undergraduate Students

#### General Information

The Higher Education Act of 1965, as amended by the Program Integrity Regulations, effective July 1, 2011, mandates that institutions of higher education establish a standard of satisfactory academic progress for students who receive federal student financial aid under Title IV of the Higher Education Act (referred to in this policy as "Federal Student Aid"). Therefore, to be eligible to receive Federal Student Aid, including Pell Grants, Perkins Loans, Federal Supplemental Education Opportunity Grants, Federal Work-Study, and Federal Direct Loan Programs (Stafford and PLUS), undergraduate students must meet SAIC's financial aid satisfactory academic progress standards (FASAP) as outlined in this policy. SAIC will also use FASAP to determine a student's eligibility to receive SAIC need-based financial aid.

FASAP looks at two factors: whether the student is in good standing and the student's pace of completion. FASAP will be determined three times a year, after the completion of the fall, spring and summer semesters (each a review date). FASAP will also be determined at the end of each student's second year.

It is important to note that FASAP is calculated separately from academic satisfactory progress (Academic Standing Policy). Students are responsible for being familiar with both of these policies. Questions can be directed to Academic Advising or Student Financial Services, as applicable.

## Standards

### Financial Aid Good Standing (Qualitative)

Undergraduate students are considered to be in financial aid good standing when they (i) receive credit toward their degree for 2/3 of all credit hours attempted and (ii) earn credit toward all first year required courses in a manner consistent with the Academic Standing Policy.

SAIC adheres to a credit/no credit grading system. Successful completion of a course will result in a grade of CR for Credit and will count toward the student's degree. Grades of NCR for No Credit, W for Withdrawal and INC for Incomplete represent unsuccessful completion of a course, and will not count toward the student's degree. To determine whether a student is in financial aid good standing, FASAP measures cumulative credit hours completed (grades of CR) versus cumulative credit hours attempted (grades of CR, NCR, W and INC). Credits attributable to all repeated courses (discussed below) are included in this equation. Transfer credits accepted by SAIC are also included in this equation. It is important for students to note that hours attempted includes courses for which a W grade for withdrawal (including those received through the Academic Review Board) was received.

### Pace of Completion/Maximum Time Frames (Quantitative)

- 1. Federal Student Aid** — At each review date, students' cumulative pace of completion will be calculated. Using the same methodology stated above, pace of completion is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. In order to remain eligible for Federal Student Aid, a student must progress throughout the educational program at a pace sufficient to ensure that the student will complete the program within the maximum timeframe permitted for Federal Student Aid, which is defined at 150% of the length of the degree program as measured in credit hours. SAIC requires students to maintain a consistent pace throughout their academic program. Therefore, to meet the pace of completion standard, a student must have successfully completed 2/3 of the cumulative credit hours attempted at each review date. It is important to note that a student who reaches a point at which he or she cannot complete the degree requirements within 150% of the program's required hours will be placed on Financial Aid Suspension (defined below), unless the student successfully appeals such suspension.
- 2. SAIC Need-Based Financial Aid** — In order to maintain eligibility for SAIC need-based financial aid, a student must meet the pace of completion criteria outlined above. However, notwithstanding anything in this policy to the contrary, a student's eligibility for SAIC need-based financial aid will terminate when the student has completed the

number of credit hours required for the degree or certificate in his or her program of record or has attempted: 162 credit hours in the undergraduate programs requiring 132 credit hours for completion; or 171 credit hours in undergraduate programs requiring 138 hours for completion.

## Administration

### Notice

Students will be notified by email or in writing if they fail to achieve financial aid good standing or maintain pace of completion after FASAP is reviewed. Students who are not in financial aid good standing or maintaining pace of completion and who have received an INC grade(s) will be reviewed again after the end of the add/drop period of the next term (i.e., once a final grade of CR/NCR has been awarded).

### Financial Aid Warning

Except as noted below, at each review date, an undergraduate student who has not successfully completed 2/3 of all credit hours attempted or who has failed a first-year required course(s) on two occasions will be placed on Financial Aid Warning until the next review period. During this warning period, the student will be eligible to receive Federal Student Aid and SAIC need-based funds. At the next review date, the student who has successfully completed 2/3 of all credit hours attempted and/or who has earned credit in the first-year required course(s) that he or she previously failed will return to financial aid good standing and/or resume pace of completion. A student who, at the next review date has not successfully completed 2/3 of all credit hours attempted or has not received credit in the same first-year required course(s) for the third time will be placed on Financial Aid Suspension.

It is important to note that Student Financial Services will place a student immediately on Financial Aid Suspension rather than Financial Aid Warning if, in its determination, it is not possible for the student to achieve financial aid good standing or resume pace of completion by earning credit in all courses by the next review date, assuming a normal course load of 12-15 credit hours.

### Financial Aid Suspension

A student on Financial Aid Suspension is no longer eligible to receive Federal Student Aid or SAIC need-based financial aid.

### Appeal of Financial Aid Suspension

An undergraduate student may appeal his or her Financial Aid Suspension with the Student Financial Services Office if the student believes that extenuating circumstances exist. Appeals should be submitted on the FASAP Appeal Form available in the Student Financial Services Office and on the SAIC website. Appeals must be received at least one week prior to the first day of classes of the next semester in which the student is enrolled. The student's appeal must include why he or she failed

to make satisfactory academic progress (i.e., death of a relative, injury, illness or other circumstances) and what has changed that will allow the student to make satisfactory academic progress by the end of the next payment period. Prior to submitting an appeal, it is recommended that the student meet with his or her Student Financial Services Advisor. The decision of the Student Financial Services Office with respect to the student's appeal will be final and the student will not be entitled to amend and re-submit his or her request for appeal. Students will be notified by email or in writing if they fail to achieve good standing after FASAP is reviewed. Students who are not in good standing and receive an INC grade(s) will be reviewed again after the end of the add/drop period of the next term (i.e., once a final grade of CR/NCR has been awarded).

### **Financial Aid Probation**

If an undergraduate student successfully appeals his or her Financial Aid Suspension, the student will be placed on Financial Aid Probation and will be expected to meet financial aid good standing and/or resume pace of completion by the end of the next payment period. (SAIC has three payment periods: summer, fall and winter/spring.) Alternatively, a student on Financial Aid Probation may be placed on an academic plan that will ensure that the student is able to meet satisfactory academic progress for financial aid purposes by a specific point in time. An academic plan will be coordinated with an Academic Advisor to ensure success. If a student does not successfully meet the previously listed terms of their Financial Aid Probation, he or she will return to Financial Aid Suspension and will no longer be eligible to receive Federal Student Aid or SAIC need-based financial aid.

### **Alternative Actions**

A student who is unsuccessful in his or her attempt to appeal a Financial Aid Suspension or who does not wish to pursue an appeal of such suspension may nonetheless regain eligibility for Federal Student Aid and SAIC need-based financial aid by taking actions that bring him or her into compliance with the standards of this policy. For example, a student who continues to take classes without using Federal Student Aid or SAIC need-based financial aid may be returned to financial aid good standing when he or she successfully completes 2/3 of all credit hours attempted. Alternative actions, however, cannot serve as the basis of regaining eligibility for Federal Student Aid or SAIC need-based aid by a student who reaches a point at which he or she cannot complete the degree requirements within 150% of the program's required hours.

### **Repeated Courses**

Except for institutionally approved repeatable courses, students may repeat a course and receive Federal Student Aid only once in the case of a passed course. Students may receive Federal Student Aid for repeat of failed courses until the course is passed, subject to the eligibility requirements stated above.

## **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (FASAP)**

### **Graduate Degree and Certificate Students**

#### **General Information**

The Higher Education Act of 1965, as amended by the Program Integrity Regulations, effective July 1, 2011, mandates that institutions of higher education establish a standard of satisfactory academic progress for students who receive federal financial aid under Title IV of the Higher Education Act (referred to in this policy as "Federal Student Aid"). Therefore, to be eligible to receive Federal Student Aid, including Perkins Loans, Federal Work-Study, and Federal Direct Loan Programs (Stafford, PLUS, and Grad PLUS), graduate and certificate students must meet SAIC's financial aid satisfactory academic progress standards ("FASAP") as outlined in this policy. SAIC will also use FASAP to determine a student's eligibility to receive SAIC need-based financial aid.

FASAP looks at two factors: whether the student is in good standing and the student's pace of completion. FASAP will be measured three times a year, after the completion of the fall, spring and summer semesters. For those graduate programs that are longer than two years in length, FASAP will also be measured at the end of the participating student's second year.

It is important to note that FASAP is calculated separately from academic satisfactory progress. Students are responsible for being familiar with both of these policies. Questions can be directed to Academic Advising or Student Financial Services, as applicable.

#### **Standards**

##### **Financial Aid Good Standing (Qualitative)**

Graduate and certificate students are considered to be in financial aid good standing when they successfully complete all credit hours attempted each semester. SAIC adheres to a credit/no credit grading system. Successful completion of a course will result in a grade of CR for Credit or IP for In-Progress and will count toward the student's degree. Grades of NCR for No Credit, W for Withdrawal and INC for Incomplete represent unsuccessful completion of a course, and will not count toward the student's degree. For purposes of determining a student's financial aid standing and pace of completion (discussed below), credits attributable to repeated courses (discussed below) will be included in the evaluation, but transfer credits accepted by SAIC will not be.

##### **Pace of Completion/Maximum Time Frames (Quantitative)**

At the completion of the fall, spring, and summer semesters, each student will be reviewed to determine whether he or she has received a grade of CR or IP in 100% of the classes attempted by the student on a cumulative basis.

A student is considered to be failing to maintain pace of completion if the student receives a grade of NCR, W or INC in any course attempted. A student who receives one or more grades of NCR, W or INC will be placed on Financial Aid Warning (defined below), unless the student exceeds the following Maximum Time Frames, in which case the student will be placed on Financial Aid Suspension (defined below).

### Maximum Time Frames

- The student exceeds 66 credits in graduate degree or certificate programs requiring 60 credit hours for completion (examples: MFA, MAAT, MSHP)
- The student exceeds 72 credits in graduate degree or certificate programs requiring 66 credit hours for completion (examples: MAAD/MAAT dual degree)
- The student exceeds 54 credits in graduate degree or certificate programs requiring 48 credit hours for completion (example: MAAA)
- The student exceeds 42 credits in graduate degree or certificate programs requiring 36 credit hours for completion (examples: art history certificate, (MAAH, MAAE)
- The student exceeds 36 credits in graduate degree or certificate programs requiring 30 credit hours for completion (examples: art education certificate, post-baccalaureate certificate)
- The student exceeds 111 credits in graduate degree or certificate programs requiring 102 credit hours for completion (example, MARCH, MDES)

### Administration

#### Notice

Students will be notified by email or in writing if they fail to achieve good standing or maintain pace of completion after FASAP is reviewed. Students who are not in good standing or maintaining pace of completion and who have received an INC grade(s) will be reviewed again after the end of the add/drop period of the next term (i.e., once a final grade of CR/NCR has been awarded).

#### Financial Aid Warning

A student on Financial Aid Warning is eligible to receive Federal Student Aid and SAIC need-based financial aid for the next term in which they enroll (fall, winter, spring, or summer) provided that the student enrolls in more than six (6) credit hours. To return to financial aid good standing and/or resume pace of completion, however, the graduate degree or certificate student must receive a CR or IP grade in all courses attempted in that following term.

#### Financial Aid Suspension

A graduate degree or certificate student will be placed on Financial Aid Suspension if the student (i) failed to receive a CR or IP grade in all courses attempted while he or she was on Financial Aid Warning, or (ii) exceeded the Maximum Time

Frames permitted for aid. A student who is on Financial Aid Suspension is no longer eligible to receive Federal Student Aid and SAIC need-based financial aid.

#### Appeal of Financial Aid Suspension

A graduate or certificate student may appeal their Financial Aid Suspension with the Student Financial Services Office if the student believes that extenuating circumstances exist. Appeals must be made in writing and be received at least one week prior to the first day of classes of the following semester. The student's appeal must include why they failed to make satisfactory academic progress (i.e., death of a relative, injury, illness or other circumstances) and what has changed that will allow the student to make satisfactory academic progress by the end of the next payment period. Prior to submitting an appeal, it is recommended that the student meet with his/her Student Financial Services Advisor. The decision of the Student Financial Services Office with respect to the student's appeal will be final and the student will not be entitled to amend and resubmit his or her request for appeal.

#### Financial Aid Probation

If a graduate or certificate student successfully appeals his or her Financial Aid Suspension, the student will be placed on Financial Aid Probation and will be expected to meet financial aid good standing and/or resume pace of completion by the end of the next payment period. SAIC has three payment periods: summer, fall, and winter/spring. Alternatively, a student on Financial Aid Probation may be placed on an academic plan that will ensure that the student is able to meet satisfactory academic progress for financial aid purposes by a specific point in time. An academic plan will be coordinated with an Academic Advisor to ensure success. If the student does not successfully meet the previously listed terms of their Financial Aid Probation, they will return to Financial Aid Suspension and will no longer be eligible to Federal Student Aid and SAIC need-based financial aid.

#### Repeated Courses

Except for institutionally approved repeatable courses, students may repeat a course and receive Federal Student Aid only once in the case of a passed course. Students may receive Federal Student Aid for repeat of failed courses until the course is passed, subject to the eligibility requirements stated above.

## VETERANS' BENEFITS

Students applying for benefits may be required to provide proof of eligibility prior to receiving benefits. New students applying for benefits must make an appointment to see the Veterans' Administration (VA) certifying official in the office of Registration and Records. The VA certifying official will then certify eligibility enrollment for the student online with the VA. In order to continue to receive benefits, eligible students must maintain satisfactory academic progress for all terms in which they are enrolled.

Certain types of VA funding in which monies are sent directly to the School such as Post 9/11, Yellow Ribbon, VA Vocational, and others are then processed by the Student Financial Services office. Funding is awarded on PeopleSoft and can be seen in SAIC Self-Service as well as on invoices and statements as "Anticipated Aid". Additional information is available at [saic.edu/sfs](http://saic.edu/sfs). For information and forms, visit the "Benefits and Services" section of the Department of Veteran Affairs website at [va.gov](http://va.gov) or call 800.827.1000.

## AMERICORPS BENEFITS

Congress established the National Service Trust to provide an AmeriCorps Education Award for members who successfully complete service in AmeriCorps. Students can use their AmeriCorps Education Award to pay educational expenses at qualified institutions of higher education, for educational training, or to repay qualified student loans. The award (recently renamed the Segal AmeriCorps Education Award) varies depending on the amount of service the student completed. Students have up to seven years after their term of service has ended to claim the award.

### My AmeriCorps/AmeriCorps

#### Online Payment System

To use an AmeriCorps award as payment toward tuition, students should log on to [my.americorps.gov](http://my.americorps.gov) and complete an online payment voucher. An electronic request will be sent to the AmeriCorps representative in the SAIC Student Financial Services office to be certified. If approved, the request will be electronically certified and the funds will be sent to SAIC by (ACH) Electronic Payment. The award will appear as "Anticipated Aid" on PeopleSoft Self-Service, bills, and statements. When the funds are received, they are **disbursed to the student's account**.

## GENERAL COURSE INFORMATION

Please refer to the current SAIC Bulletin for complete listings of all certificate and degree requirements, course descriptions, and faculty biographies.

### Graduate Division MFA in studio program

Following is a list of registration rules for MFA studio students. All other graduate and certificate students should refer to the Bulletin for course requirements. MFA studio students are reminded that their program is designed to be a full-time tutorial program. Normal enrollment for the full-time student is 12 credit hours of graduate projects and 3 credit hours of art history for a total of 15 credit hours per semester. All MFA studio students are subject to the following regulations.

1. Maximum of four years to complete the degree (this includes time off for leaves-of-absence).

2. All MFA candidates are required to submit their work for showing and evaluation in the MFA Thesis Exhibition, held annually in the spring. Thesis works will be evaluated by a faculty panel.
3. All full-time graduate students must enroll in at least 3 credit hours of Graduate Projects (MFA 6009) per semester.
4. Graduate Projects enrollment must be in increments of 3 credit hours. More than 12 credit hours of Graduate Projects per term requires permission from the Associate Dean.
5. No more than two advisors (with a maximum of 6 credit hours of Graduate Projects per advisor) may be scheduled for a given semester. Exceptions to this require permission from the Associate Dean.
6. Undergraduate courses at the 1000- and 2000-level require the instructor's and Associate Dean's permission for graduate level credit.
7. No more than one undergraduate studio course per semester is allowed without the Associate Dean's permission. Only a limited number of graduate students will be permitted to enroll in each undergraduate studio or art history class.
8. Students transferring into the MFA program from other schools will be required to complete at least 30 credit hours of the studio requirement at SAIC to be eligible for a degree.
9. Full-time status is achieved by 12 credit hours of enrollment. Part-time graduate students should discuss their schedules with the Graduate Division Chair.
10. MFA students are required to take ARTHI 5002 in their first semester at SAIC if they have not previously taken at least two modern art history courses as undergraduates.
11. MFA students must complete all outstanding coursework by the end of the summer sessions following participation in the Thesis Exhibition.

All other graduate and certificate students should consult the current SAIC Bulletin or their program chairs for registration assistance.

### Undergraduate Division

1. Courses at the 1000- through 4000-level are considered undergraduate courses. Courses numbered in the 1000- and 2000-series denote introductory level courses. Beginning students should select from among courses in the 1000- and 2000-level series requiring no prerequisites. Courses numbered in the 3000- or 4000-level series are considered intermediate and advanced courses, respectively.
2. Courses at the 5000- and 6000-level are reserved for matriculated graduate students. Undergraduate participation in graduate level classes requires the signature of the faculty member.

3. Continuing students who are currently classified as first-year students or first-semester sophomores are required to see an academic advisor in the Academic Advising Office prior to registering. Call 312.629.6800 to make an appointment with an advisor.
4. Undergraduate Independent Studies Projects (ISP) require the completion of the ISP application and signatures of **both** the instructor and the appropriate Department Head. Only junior and senior status students may do an ISP. Students are limited to no more than one independent studies project per semester, and may take no more than a total of 3 credit hours of ISP. For more information, please see the SAIC Registration and Records web information.
5. Full-time status in the undergraduate programs consists of 12 credit hours per semester. Undergraduate students who wish to take more than 18 total credit hours in one semester must receive advance approval from the Assistant Dean of Student Affairs for Academic Advising.
6. Class absences, including those during the add/drop period, are factored in the satisfactory completion of course requirements, and more than three absences may result in a grade of No Credit (NCR). To receive a grade of Credit (CR) the student must achieve at least average performance in the course (the traditional grade equivalent of a C). Students should consult their course syllabi to determine the absence policy for each specific course they take.
7. Undergraduates are allowed a maximum of 10 years (including time off for leaves-of-absence) to complete their degree.

### **Students at Large (SAL)**

Adults not currently matriculated into any of SAIC's degree programs may still enroll in degree program courses and/or Continuing Studies courses as a Student at Large (SAL). Because this is not a degree program, there are no admittance policies or procedures. Students must be 18 years of age or older and have received a high school diploma or its equivalent. SAL students may enroll in degree program courses for college credit, and/or they may enroll in Continuing Studies courses designed especially for the non-degree-seeking student (although some Continuing Studies courses have a 1.5 credit option).

SAL students enjoy most of the benefits of degree-seeking students, including access to the Art Institute of Chicago, John M. Flaxman Library, Ryerson and Burnham Libraries, MacLean Visual Resources Center, Video Data Bank, discounted tickets to Gene Siskel Film Center screenings, and more.

Degree program courses at the 1000- and 2000-level are open for SAL students on a space-available basis. Courses at the 3000- and 4000-level are open to students who meet the prerequisites through prior coursework or through approval

from the instructor. SAL students are not permitted to take undergraduate independent study courses. SAL students who are subsequently admitted to the BFA or BIA program may apply up to 42 credit hours earned prior to their admission toward the degree. These credits must have been earned in the five years immediately preceding admission. SAL students may not register for Graduate Projects, an independent study course reserved for MFA students, nor can credits earned as a SAL student be applied to the MFA program should the student be subsequently admitted.

SAL students who have earned a master's degree and wish to earn additional credit for career-related professional development may apply for graduate-level credit in courses at the 2000-level or above. To apply for graduate level credit, the student must request permission from the instructor and the Graduate Division Chair.

## **FINANCIAL AID FOR NON-SAIC DEGREE SEEKING (ACE) STUDENTS**

Financial aid for Non-SAIC degree-seeking (ACE) students is available to those students eligible for AIC/SAIC Employee Remission, Teacher Remission, Art Education Student Teacher Supervisor Remission, Art Therapy Fieldwork Supervisor Remission, and the Grace and Walter Byron Smith Scholarship.

### **Financial Aid Eligibility Requirements and Application Procedures**

#### **Employee Remission**

Employees eligible for remission should secure the remission form from Human Resources. The completed form must be submitted with the registration form of the student or eligible spouse or dependent.

#### **Teacher Remission**

Active elementary, middle, secondary, and community college educators may be eligible for this remission which covers one half of the regular tuition for courses taken for credit through the division of Continuing Studies or the degree program.

#### **Art Education Student Teacher Supervisor Remission**

Students eligible for this will receive an eligibility card from the Art Education department at the time they supervise a student teacher. This card must be submitted with their completed registration form.

#### **Art Therapy Fieldwork Supervisor Remission**

Students eligible for this will receive an eligibility card from the Art Therapy department at the time they supervise a student doing their fieldwork. This card must be submitted with their completed registration form.



## HOUSING INFORMATION

Summer housing is available in the 162 North State Street Residences, located on the corner of State Street and Randolph Street, within walking distance of SAIC. This facility serves summer students, adult continuing students, and various conference groups. The building houses approximately 470 residents in downtown loft-style living. Each room is equipped with a kitchen, private bath, track lighting, and warehouse-style windows. Common facilities include studio/work space, study lounges, TV rooms, laundry and vending rooms, a computer lab, and an exercise room with weight and cardiovascular training equipment. It is important to note that each room is configured differently. To view detailed room configuration, visit our website at [saic.edu/life/housing](http://saic.edu/life/housing).

Lakefront biking, tennis courts, and jogging paths are located within two to three blocks of the building. Oak Street Beach is a short bus ride up Michigan Avenue, or a scenic mile walk around the lake. Chicago's numerous museums, galleries, shopping districts, theaters, and music spots are within easy walking distance or a bus ride from the residence hall. SAIC's immediate campus includes the world-renowned Millennium Park and Grant Park, where numerous summer festivals are held.

### Room Rates

Session	Dates	Contract Rate
<b>Single room:</b>		
All summer	5/27-8/17	\$5,160
Session 3W1	5/27-6/16	\$1,290
Session 3W2	6/17-7/7	\$1,290
Session 3W3	7/8-7/28	\$1,290
Session 3W4	7/29-8/17	\$1,290
Session 6W1	5/27-7/7	\$2,580
Session 6W2	7/8-8/17	\$2,580
MFA Low-Res	6/16-7/30	\$2,580

### Double room:

All summer	5/27-8/17	\$3,900
Session 3W1	5/27-6/16	\$975
Session 3W2	6/17-7/7	\$975
Session 3W3	7/8-7/28	\$975
Session 3W4	7/29-8/17	\$975
Session 6W1	5/27-7/7	\$1,950
Session 6W2	7/8-8/17	\$1,950
MFA Low-Res	6/16-7/30	\$1,950

**In order to be considered for housing at SAIC for the summer 2018 term, you must follow the steps outlined below:**

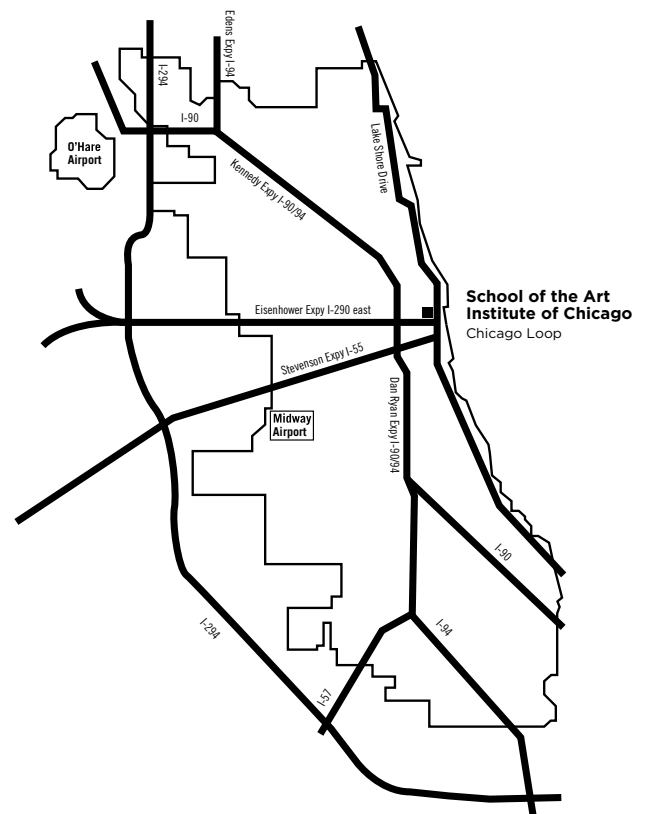
#### Summer housing application process:

1. Complete the online Housing Application, located at [saic-housing.artic.edu](http://saic-housing.artic.edu). The application contains an electronic contract which requires an electronic signature in order to submit.

2. Make a \$150 prepayment.
  - Non-SAIC degree-seeking students: mail a \$150 check payable to SAIC to the Residence Life Office.
  - SAIC degree-seeking students: mail a \$150 check, or make your prepayment through CASHNet.
3. Upon receiving your complete application, which is comprised of the contract and prepayment, Residence Life will email confirmation if space is available. Spaces are assigned on a first come, first served basis. There are peak times when spaces are limited in the summer term. It is highly recommended that you submit your housing application form no later than May 1, 2018 to secure your reservation.
4. Residence Life will email your room assignment and roommate information approximately a week prior to your stay, time allowing.

## ROUTES TO SAIC'S 162 NORTH STATE STREET RESIDENCE HALL

1. O'Hare Airport: Blue train to Washington Street stop for the 162 North State Street Residence Hall.
2. Midway Airport: Orange line to State/Lake stop for the 162 North State Street Residence Hall.
3. Union Station (AMTRAK): Cab to 162 North State Street Residence Hall.



**Non-SAIC degree-seeking students:**

Continuing Studies summer housing application materials will be available at [saic.edu/summer/courses](http://saic.edu/summer/courses) under the “Summer housing options” tab in April.

**SAIC degree-seeking students:**

Summer housing application materials will be available at [saic.edu/housing](http://saic.edu/housing) in April.

**Please note:** The \$150 prepayment is non-refundable after May 1. Please carefully review the Housing Contract for detailed cancellation policies.

Return application materials to the Residence Life Office at:

The School of the Art Institute of Chicago  
36 South Wabash Avenue, suite 1203  
Chicago, IL 60603  
Fax: 312.629.6801

Questions? Email [stulife@saic.edu](mailto:stulife@saic.edu) or call 312.629.6870

**GENERAL INFORMATION****Grades**

SAIC operates under a credit/no credit grading system. The following grade symbols are used to denote credit status:

<b>CR</b>	Credit
<b>NCR</b>	No Credit
<b>W</b>	Withdrawal
<b>INC</b>	Incomplete
<b>IP</b>	Thesis in Progress
<b>NR</b>	Grade was Not Reported by Instructor
<b>AUD</b>	Course Audited (Non-Credit)

**Hours**

All student services offices are open Monday through Friday, 8:30 a.m.-4:30 p.m., except for the Bursar’s office which is open Monday through Friday, 10:00 a.m.-4:30 p.m.

280 South Columbus Drive:  
Summer hours: 8:00 a.m.-11:00 p.m., 7 days per week\*

MacLean Center (112 South Michigan Avenue):  
Summer hours: 8:00 a.m.-11:00 p.m., 7 days per week\*

Sharp Building (37 South Wabash Avenue):  
Summer hours: 8:00 a.m.-11:00 p.m., 7 days per week\*

Sullivan Center (36 South Wabash Avenue)  
Summer hours: 8:00 a.m.-11:00 p.m., 7 days per week\*

\* *Overnight access is available with authorization from the specific department head and SAIC Department of Protection Services.*

**Health Insurance**

SAIC summer health insurance coverage is compulsory for all **new** domestic undergraduate, graduate, exchange, and certificate students enrolled full-time and all **new** international students. This requirement may be waived by those students who have their own health insurance coverage by (1) completing an online health insurance waiver form; and (2) providing proof that such coverage meets SAIC’s minimum standards; and (3) granting SAIC or its designee permission to verify coverage.

Summer health insurance is not compulsory for domestic undergraduate, graduate, exchange, and certificate students enrolled part-time, but it is available upon request.

Students wishing to use SAIC’s Wood and Metal Shop facilities must have health insurance in order to do so.

Summer health insurance-related inquiries should be directed to Debra Stephens, SAIC Director of Collections and Student Insurance, at [saicstudentinsurance@saic.edu](mailto:saicstudentinsurance@saic.edu).

**Locker Policy**

Lockers are made available on a first come, first served basis at no charge, on the condition that students using them do not hold SAIC responsible for any claims (based on negligence or otherwise) for loss or damage to the contents. It is recommended that nothing irreplaceable be stored in these lockers. To obtain a locker, log in to SAIC Self-Service from the Portal. To view the list of available lockers, click on the link for “Locker Registration.” Select a locker and register it. Registered lockers must have a lock placed on them by the end of Add/Drop for the fall and spring semesters. Lockers are checked for valid registration after those dates. If an unregistered locker is found locked, the lock will be cut and the contents disposed of. If a registered locker does not have a lock, it will be released and made available to others. Announcements will be sent out notifying you when locker checks will be taking place. Only one locker may be registered per person. If additional lockers are needed due to a disability, please contact the Disability and Learning Resource Center. For all other questions, contact the Office of Student Affairs.

**Student Identification Cards**

All students are required to obtain a student identification card after completing their registration and payment. Student identification cards allow students to access appropriate SAIC facilities as well as to enter the Art Institute museum for free, enjoy discounts at the Museum Shop, the Film Center, and several of the museums in the city of Chicago. After registering for your class, detailed information regarding dates, time, and location will be provided to assist you in securing your student identification card.

## Campus

SAIC enjoys an ideal location, nestled in the hub of the city's cultural and business districts. The Loop is its immediate campus with major museums such as the Field Museum, Adler Planetarium, the Shedd Aquarium, the Museum of Contemporary Art, and others located within walking distance of SAIC's main facilities.

Columbus Drive building is located at 280 South Columbus Drive.

The MacLean Center building is located across the street from the Art Institute museum at 112 South Michigan Avenue

Sharp Building is located at 37 South Wabash Avenue, on the corner of Wabash and Monroe Avenues.

The Sullivan Center building is located at 36 South Wabash Avenue, at the corner of Wabash and Monroe Avenues.

Jones Hall is located on the corner of State and Madison Streets, one block north of the Sharp Building.

162 North State Street Residences are located on the corner of State and Randolph Streets, two blocks north of the Chicago Building.

## The Art Institute of Chicago

Located at Michigan Avenue and Monroe Street, the museum houses a vast collection of more than 300,000 works in African and Amerindian arts; architecture; European decorative arts and sculpture and classical art; European painting; Asian art; photography; prints and drawings; textiles, and 20th-century painting and sculpture. Special resources of the museum include: the Ryerson and Burnham Libraries, which together comprise one of the largest art and architecture libraries in the country; and the Glore Print and Drawing Study Room, where students can view original prints and drawings of major artists from the 15th century to the present.

## The Gene Siskel Film Center

Students of SAIC receive a discount to all Gene Siskel Film Center screenings. The Gene Siskel Film Center is a film theater, research center, and archive located in SAIC's 162 North State Street building. More than 500 screenings per year are presented in one of the most comprehensive international film exhibition programs in the United States. The Gene Siskel Film Center's programs include: premieres, extensive retrospectives, and thematic series in American, foreign, and avant-garde cinema from 1885 to the present. Discounted admission is \$5 with a current SAIC ID. To receive a Gene Siskel Film Center Gazette contact the Gene Siskel Film Center directly at 312.443.3733.

## SAIC Galleries

SAIC's exhibition spaces include the Sullivan Galleries and Betty Rymer Gallery at 33 South State Street, and the SITE Galleries: SITE Columbus in the Columbus Drive building at 280 South Columbus Drive, and SITE Sharp on the first floor of the Sharp Building at 37 South Wabash Avenue.

## SAIC Store: Dick Blick

The store, run by Dick Blick and located on campus, offers a comprehensive inventory of art supplies at competitive prices. Utrecht has two locations at SAIC: in Sharp, second floor, across from the Student Gallery and Lounge; and in the Columbus Drive building, main floor.

## Video Data Bank

The Video Data Bank contains the country's largest collection of tapes by and about contemporary artists. Housing more than 1,500 titles, the Video Data Bank's archive and study collection includes experimental tapes spanning the history of video as an art form.

## Parking

Public parking is available at the Millennium Park Parking Garage located at Columbus Drive and Monroe Street; at other commercial parking lots in the Chicago Loop including Grant Park North (Monroe Street and Michigan Avenue); and at metered spaces on nearby streets.