STUDENT INFORMATION
Adult Continuing Education (ACE) Noncredit Courses

ABOUT THE SCHOOL OF THE ART INSTITUTE, p. 2
--ARTICard
--Helpful Links

REGISTRATION, PAYMENT, POLICIES, p. 3
--Registration Confirmation
--Building Codes
--Registration and Payment
--Cancellations and Schedule Changes
--Refund Policy

STUDENT RESOURCES, p. 4
--ARTIC Accounts
--Library Privileges
--Storage and Lockers
--Supplies
--Accommodations for Students with Disabilities

MISC. RESOURCES, p. 5
--Security
--SAIC Safe Ride Service
--Discounted Parking

STUDENT RIGHTS AND RESPONSIBILITIES, p. 6
ABOUT THE SCHOOL OF THE ART INSTITUTE (SAIC)

The School of the Art Institute of Chicago (SAIC), a leading professional school of art and design, is affiliated with the Art Institute of Chicago museum within one of the country’s most exciting and diverse cultural communities. SAIC currently enrolls 3,000 full-time students and employs approximately 140 full-time faculty, 500 part-time faculty, and 300 staff members.

What most distinguishes SAIC from other art and design schools is the breadth and depth of its curriculum and the freedom our students have to navigate among choices of study. A commitment to experimentation is perhaps the most significant quality of SAIC’s undergraduate and graduate programs. One aspect of this commitment is that students often cross between disciplines in their art making, designing, art historical research, critical thinking, and writing.

SAIC offers six undergraduate degrees and fifteen graduate degrees with four Post-Baccalaureate Programs.

ARTICard (Student ID)
All students must obtain an ARTICard, the identification card for SAIC students, faculty, and staff. It provides access to campus buildings and the Art Institute of Chicago museum.

To obtain an ARTICard, bring a government-issued photo ID with you to the ARTICard office and fill out the Terms and Conditions form. The ARTICard office is located in room 254 at 37 South Wabash Avenue. Regular hours are Monday and Tuesday from 8:30 a.m. to 5:00 p.m., and Wednesday through Friday, from 8:30 a.m. to 4:30 p.m. For more information, call 312-629-9362, email articard@saic.edu, or visit saic.edu/articard.

Note: There is a $15 replacement fee for lost of stolen cards.

Helpful Links
Calendar: saic.edu/calendar
Courses: tinyurl.com/ace-courses
Downloadable PDFs: tinyurl.com/ace-forms-downloads

Continuing Studies
School of the Art Institute of Chicago
36 South Wabash Avenue, suite 1201
Chicago, IL 60603
312/629-6170
312/629-6171 fax
cs@saic.edu
saic.edu/cs

Office hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.
REGISTRATION, PAYMENT, POLICIES

Registration Confirmation
Please review your registration confirmation email carefully and contact Registration and Records at 312-629-6170 if any information is incorrect.

Building Codes
116BLD: Michigan Building, 116 South Michigan Avenue
AIC-FRONT: Front lobby of the Art Institute of Chicago, 111 South Michigan Avenue
CO: Columbus Drive Building, 280 South Columbus Drive
FLMCNTR: Gene Siskel Film Center, 164 North State Street
MC: MacLean Center, 112 South Michigan Avenue
SC: Sullivan Center, 36 South Wabash Avenue
SP: Sharp Building, 37 South Wabash Avenue
SPERTUS: Spertus Building, 610 South Michigan Avenue

Registration and Payment
Note: Registration will not be accepted prior to the start of the registration period.

Students enrolling in Adult Continuing Education courses must be 18 years of age or older and have received a high school diploma or equivalent. Registration is accepted by fax, in person, or by mail on a first come, first served basis. A completed registration form and payment in full is required at the time of registration.

Continuing Studies accepts checks, credit cards (American Express, Discover, MasterCard, VISA), and money orders. If paying by check or money order, please make payable to SAIC and include the student’s name, ID number (if available), and term (i.e., fall 2014).

Registration will not be accepted following the second class.

Cancellations and Schedule Changes
Continuing Studies reserves the right to cancel or alter the fees, schedule, or staffing of courses when circumstances warrant. If a cancellation or change is necessary, students will be notified prior to the first class, and students enrolled in the cancelled course will have the option of taking another class or receiving a full refund.

Refund Policy
All withdrawal requests must be submitted in writing to cs@saic.edu and include the student’s name, ID number, and course information. The date the request is received in writing is the date used to calculate the refund amount.

- 100 percent tuition refund prior to the second class
- No refunds will be issued after the second class

Students may withdraw from a class following the add/drop period. Charges will remain on the student’s account.

Refunds take four to six weeks to process, depending on payment type.

Note: Non-attendance does not constitute an official withdrawal, nor a cancellation of tuition and fees.
ARTIC Accounts
All CS Adult Continuing Education students may provision an ARTIC account, which entitles them to:

- Access SAIC’s wireless networks
- $12 of Articprint funds per year, for use at self-serve stations and the Service Bureau
- Use of the General Access Lab in the MacLean Center, 112 South Michigan, room 901
- Access Lynda.com - see http://www.saic.edu/lynda for details
- CRIT Help Desk support to answer account creation and wireless connectivity questions
- Access Canvas courses

To do so, provision the account at password.artic.edu and establish a password. After provisioning the account online, visit the CRIT Help Desk to have the necessary certificate installed on your laptop, tablet, and/or iPhone for access to SAIC’s wireless networks.

The CRIT Help Desk is located in the Sharp Building, room 401. Phone: 312-345-3535. Email: crithd@saic.edu.

Library Privileges
All Adult Continuing Education students have access to use and check out materials from the Flaxman Library on the 6th floor of the Sharp Building. Students must have a valid ARTICard in order to check out materials. Privileges are only extended for the duration of the term in which the student is registered, and are described on the library’s website under “Services.”

Storage and Lockers
There are unsecured, shared painting racks on the 3rd floor in the Columbus Drive building. Students should be prepared to transport artwork and supplies to and from class each week.

Adult Continuing Education students can register lockers through the Office of Student Affairs. Call 312-629-6800 or email studenthelp@saic.edu with the building, floor, and locker number(s) you would like to register. The Office of Student Affairs will confirm the use of that locker, at which time you can put a lock on the locker.

Registered lockers must have a lock placed on them by the end of the degree program add/drop period 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 students when locker checks will be taking place.

Supplies
Unless otherwise indicated, students are responsible for purchasing their own art supplies. A list of required supplies is provided at the first class session. Students should come to the first class with a sketchbook or notebook and a writing utensil.

Accommodations for Students with Disabilities
The School of the Art Institute of Chicago is committed to full compliance with all laws regarding equal opportunities for students with disabilities. Continuing Studies students with disabilities should call 312-629-6170 or email cs@saic.edu for further information.
MISC. RESOURCES

Security
Security guards are stationed at the entrance of all SAIC buildings 24 hours a day. All students must show their ARTICard to access campus buildings.

SAIC Safe Ride Service
During the fall and spring semesters, students and employees may request a ride at the SAIC security desks. A security officer will provide transportation between campus buildings and designated public transportation stops. Safe Ride operates between 9:00 p.m. and 6:00 a.m., Monday through Sunday, stopping at the following locations:

280 S. Columbus Dr.
162 N. State St.
Jones Hall, 7 W. Madison St.
Sullivan Center, 36 S. Wabash Ave.
Sharp Building, 37 S. Wabash Ave.
MacLean Center, 112 S. Michigan Ave.
116 S. Michigan Ave.
The Buckingham, 59 E. Van Buren Street
Near 162 N. State St. (Red Line)
Dearborn and Washington St. (Blue Line)
Adams St. and Wabash Ave. (Brown, Pink, Orange, Green, and Purple Lines)

Upon boarding the Safe Ride, present your valid ID to the driver. The driver will swipe your ID card and return it to you.

Discounted Parking
SAIC does not have its own parking facilities. Discounted parking is available at the Mid-Continental Plaza Building at 55 East Monroe Street after 4:00 p.m. on Monday through Friday or any time Saturday and Sunday, and is valid for up to seven hours. Registered students may apply for a discount card at the garage office on level P2. Students must show a current ARTICard to receive the parking discount.
RIGHTS AND RESPONSIBILITIES FOR CONTINUING STUDIES STUDENTS

Adult Continuing Education (ACE) students at SAIC have certain rights and responsibilities commensurate with those of degree-seeking students. These rights and responsibilities, which are subject to change from time to time, can be found at saic.edu/students (see Student Handbook in Forms, Guides, and Policies) and include SAIC specific policies and student rules of conduct. All ACE students are expected to be familiar with and abide by the most current version of the Student Rights and Responsibilities as stated on the SAIC website, subject to the following modifications:

I. The following provisions of the Student Rights and Responsibilities do not apply to ACE students:

• Student Participation In Institutional Government;
• Off Campus Studies Experiences;
• Academic Misconduct;
• Health Insurance;
• Accident Insurance;
• Grade Appeals;
• Academic Review Board; and
• Student Employment Committee.

II. The Dean of Continuing Studies (or designee) may participate in or lead the intake, investigation and/or resolution of any claim arising under the following provisions of the Student Rights and Responsibilities:

• The Procedures for Resolution of Discrimination, Harassment, or Retaliation;
• Involuntary Withdrawal Policy;
• Sexual Assault, Relationship Violence, or Stalking; or
• Student Conduct Procedures.