LIVING ON CAMPUS AT SAIC

Welcome to SAIC! Participating in the Early College Program (ECP) and living on campus will allow you to immerse yourself in our community of artists, designers, and scholars. We encourage you to take full advantage of all the opportunities and services available at SAIC. A strong community depends on respect for the rights of others, considerate behavior, and good judgment, so ECP residents are expected to maintain high standards of personal conduct at all times. ECP residents are expected to show respect toward community members, as well as personal and school property. Behavior that threatens or endangers the safety or property of others is inconsistent with the community goals and values at SAIC. Each ECP resident is responsible for reading and adhering to the Residence Hall Policies as set forth in this ECP Student Housing Handbook. This guide is intended for Early College Program students living on campus at SAIC in the Jones Hall.

SAIC STAFF ON CAMPUS

The Professional Staff
Bianca Gay, the Hall Director, is here to help! You can find Bianca’s office on the 3rd floor of Jones Hall. Don’t hesitate to stop by and visit; she is available to talk with you about questions and concerns you may have and is dedicated to helping residents become familiar with SAIC and Chicago. In addition to Bianca, there are four other professional staff members who live in the residence halls and are available to help meet students’ needs 24 hours a day.

The Summer Residence Educations (SRAs)
SRAs work with residents to build community and help them navigate both SAIC and Chicago. Your SRA lives right down the hall from you in the 07’ room, making them the closet and most familiar source of support and assistance on campus. These talented individuals have been selected because of their concern for others and their involvement on campus. SRAs are also responsible for helping students maintain a safe and productive living environment, which includes enforcing SAIC and residence hall policies and helping residents mediate conflict. It is your responsibility to cooperate accordingly whenever a staff member approaches you or requests your assistance.

Connecting with your SRA
SRAs are a great resource for questions about SAIC, Chicago, the residence halls, or if you would like some friendly advice. SRAs also help organize events to help you get to know each other, SAIC, and Chicago. Check out the programming calendar on your arrival date. This calendar will show all the amazing programs they have planned for you. You’ll see the calendar will range from nightly dinner programs at favorite local restaurants, to visiting Chicago attractions, to learning about your SRA’s favorite art connection! The residence life experience is intended to be socially, culturally, and artistically enriching, however the success of the experience depends upon your participation. We encourage you to get involved with your floor community. Like other college students, SRAs are busy, and while they do their best to be on their floor(s) as much as possible, you might stop by their room at a time when they are not there. Remember, if there is something that needs to be addressed immediately, do not hesitate to contact the 3rd Floor Office or Campus Security.

SHARING YOUR ROOM

Roommates
You checked into the building, your bags are unpacked, and you have finally met your new roommate. Now what? Living with a roommate and participating in a community is an essential part of the educational process at SAIC. Just like developing a quality work of art, relationships take thought, communication and effort. We recommended that all roommates work together to develop a plan for living together. Think about and discuss such things as music and noise before or after certain times of the day; cleaning schedules; and how to share food, personal belongings, or art supplies. Talking to your SRA with your roommate about the details of this process is great first step in building a roommate relationship.

If the plan you created with your roommate is not working well the first step to dealing with the issue is to sit down and discuss the situation. Communication is essential in working out disagreements and learning how to interact with people who are different from you. If you are having trouble facilitating this conversation, your SRA can help. Small communication issues or lifestyle changes can often be the key to improving a living situation. If after meeting with your roommate and your SRA, you are still having roommate concerns, please contact Bianca to discuss your options.
Room Condition
Residents must notify SAIC of any defects in the condition of his/her assigned space at the time of move-in. If no notice of a problem is received, the assigned space is deemed to be in good condition. If a Residence Life staff member finds damage to your room or if the room needs excessive cleaning, a charge will be placed on your student account.

Room Locks
Each room is equipped with an electronic room lock, similar to one you might find in a hotel. Residents should be aware of the “status” of the lock, and immediately report any issues with your lock. The following is a guide to the lights on your lock:

- Green light: Entry approved
- Red and yellow light: Insert key more slowly
- Two yellow lights: Door does not recognize key
- Green and red light: Low battery in door, contact the hall desk

If you lose your key, you will be charged a $20 replacement fee, and you and your roommate will be issued new keys. If you find yourself locked out of your room, contact Campus Security. You may be asked to provide your ARTICard ID in order to verify your residency.

*Residents should not hang any items from their door handle inside the room, as this may cause the lock to malfunction.*

Internet Connections
Each room is equipped with a hard-wired Ethernet connection that gives students direct access to the Internet through SAIC’s network. The residence halls are also equipped with wireless internet that you can access with a guest login and password. Ask your SRA if you need help connecting to the wireless network.

Heating/Cooling Units
Every room contains a unit to help students control the temperature of the living environment. The units run on a seasonal system, providing heat only in the winter and cool air only in the summer. In an effort to conserve energy, please do not open your windows while operating your heating and cooling systems.

Recycling Containers
Each room is provided with a recycling container at the beginning of the summer. When the container in your room is full, please place the items in a bag in the designated space in the trash room to be transported to the recycling center. The recycling program currently accepts plastic, cardboard, and aluminum or tin cans, and glass. Remember to rinse items out before recycling them. If you have specific questions about items that can be recycled, please contact the 3rd Floor Office.

Telephones at SAIC
SAIC provides each resident with an individual telephone line. Telephones are available upon request. Lines may receive calls and make internal campus calls using the last 5 digits of the phone number. For outgoing calls, residents must dial “8” for an outside line, and use a calling card. For questions regarding SAIC telephone service, please call 312.899.1451 (x9.1451).

RESIDENCE HALL FACILITIES – COMMON AREA SPACES

All of the common area facilities in Jones Hall are open 24 hours a day. Residents are expected to help keep these facilities in good condition. Please clean up after yourself, and report any facilities issues to the hall desk or your SRA.

Residence Hall Desk – 3rd Floor Office
The residence hall front desk is located on the 3rd floor of Jones Hall. At the desk you may pick up any packages; check out equipment such as a vacuum, broom, or mop; get answers to lots of questions; or speak to Bianca Jones the Hall Director. During ECP, the hours of operation for the desk are:

10 a.m.-8 p.m. Monday - Friday
12 p.m.-5 p.m. Saturday & Sunday
15th Floor Kitchen
Cooking and food preparation can be an exciting and important part of building a community. Jones Hall has a common area kitchen that contains stoves, ovens, and an open space for group meals. Residents should not leave any appliance in the kitchen or in their room unattended while it is in use. Please be considerate of your fellow residents and clean up after you use the kitchen facilities. The kitchen is not to be used for making art of any kind.

Studios
The residence hall is equipped with a painting studio on the 15th floor of Jones Hall. Residents must abide by the posted studio use policies. For more information on studio use, please see the “Studio Use” section of the Residence Hall Policies.

Media Rooms
The media room in the residence hall is located on the 15th floor of Jones Hall. These rooms contain state-of-the-art equipment including a large TV, DVD player, and digital video player. Many SRAs and residents plan programs in this space throughout the year to watch movies or TV shows together. To reserve this space for a program, please contact the 3rd Floor Office.

Laundry
The Laundry room is located on the 15th floor of Jones Hall. Coin and ARTICard-operated washers and dryers are available, and a change machine is available in the vending machine area. SAIC is not responsible for items left unattended in the machines or laundry rooms.

Laundryview
Residents may check the availability of laundry machines or get e-mails when their laundry is done by visiting www.saic.edu/laundry. Residents only have to navigate to this site and pick the laundry room they wish to view.

Computer Labs
The computer lab in the residence hall is open 24 hours for use by ECP students. The lab is equipped with computers, scanners, and a printer. Ask your SRA for help if you have any questions about using the equipment in the lab.

Trash Rooms
Trash rooms are located on each floor of the residence hall near the elevator lobby. Residents are responsible for bringing their trash to the trash rooms in bags and placing these bags into the trash containers within the rooms.

ARTICard
When you arrive on campus you will receive a student identification card called the ARTICard. The ARTICard is used to access the residence hall, the academic buildings, as well as many common areas within these facilities. You may also put money on your ARTICard to pay for laundry service, campus food service, off-campus restaurants and businesses, and vending machine services. To deposit money on your ARTICard you can bring cash or a check to the ARTICard Office on the 2nd floor of the Sharp building located at 37 S Wabash. There is also a deposit terminal in each academic building that accepts cash deposits. For more information, call the ARTICard office from any campus phone at x9.9362 or 312-629-9362 with any phone.

Mail
Each resident will be issued a mailbox at the beginning of the summer. If you receive a package, a notice will be left in your mailbox and you may pick up the package at the residence hall desk. Also, be aware that the 3rd Floor Office does not accept outgoing mail.

Repairs and Maintenance
If the facilities in your room need attention, you go to the 3rd Floor desk and ask that a work request be placed to resolve the issue. Once a work request has been submitted, SAIC Operations staff will enter your room and attempt to resolve the problem. In order to maintain the quality and upkeep of each room, residents are asked to immediately report any damages or required repairs. If you have an emergency maintenance problem that may cause harm to people or damage to property (e.g., an overflowing toilet or power outage), immediately contact the 24-hour Campus Security desk in your residence hall and notify the officer on duty. Campus Security will contact Operations staff, and the situation will be resolved as soon as possible.
RESIDENCE HALL SAFETY

Campus safety is everyone’s responsibility, and your cooperation is essential to maintaining a safe environment in our residence halls. To enhance the safety of our residence halls:

- Get to know the Residence Life and Campus Security staffs; they are here to help you.
- Always lock your door and take your keycard with you, even when you are just going down the hall.
- Never prop doors open.
- Never leave valuables unattended.
- Be aware of your surroundings at all times.
- If you observe suspicious behavior, contact a Campus Security officer or Residence Life staff member.
- Report lost keys/ARTICards to your hall desk or Campus Security immediately.

Appliances

Overloading the electrical circuits can present both fire and safety hazards. Only Underwriters Laboratories (UL) or Factory Mutual (FM) approved appliances are allowed in the residence halls. The following appliances are not allowed in the residence halls:

- Halogen lamps/tungsten lights
- Open element appliances, such as space heaters and broilers
- Potpourri pots (candles or electric)
- Sun lamps

Evacuation Drills

In accordance with state and federal laws, evacuation drills will be conducted several times throughout the summer. All residents and visitors occupying the building at the time of the drill are required to participate in the evacuation.

Evacuation Route Maps

Floor plans indicating the evacuation routes to the internal stairwell(s) and exterior fire escape are posted on each floor.

Evacuation Procedures in the Event of a Fire Alarm

- The entire residence hall, including individual rooms and common area facilities will be evacuated in the event of a fire alarm.
- If you discover a fire, walk to the nearest pull station, pull the alarm, and exit the building as quickly as possible. If you cannot reach a pull station because it is blocked by fire or smoke, go to the nearest exit and leave the building.
- Do not attempt to extinguish a fire unless it is impeding your exit.
- Evacuate through the nearest stairwell door. Follow EXIT signs, proceed downwards to the building’s exit, and move away from the building. Follow instructions of SAIC and Emergency Response personnel.
- The fire escape should only be used if other stairwell exits are blocked.
- Tampering with fire equipment is a felony offense in the State of Illinois.
- Failure to evacuate the building during a fire alarm is against city ordinance and is considered a violation of SAIC policy. When you choose not to evacuate the building, you are putting your life and the lives of others in danger. Serious sanctions (up to, and including expulsion from your SAIC residence hall and suspension from SAIC) may be assigned to any student not evacuating when the fire alarm sounds. In addition, the Chicago Fire Department and Police Department may decide to press charges against any student failing to evacuate.

Injury/Illness Reporting

If you are injured or ill and need immediate attention, notify Campus Security at Jones Hall 312.516.5300 (x6.5300). Campus Security will obtain emergency assistance for you. Should you wish to go to the emergency room or visit an Immediate Care health clinic, please contact the 3rd Floor Office, and a Residence Life staff member will assist you. If you need assistance after the desk is closed, please contact Campus Security and they will contact a Residence Life staff member on your behalf.

Keys

Each resident will be given an electronic room key. For safety reasons, residents should report lost keys and IDs immediately. You will be charged a $20 replacement fee for lost keys, and you and your roommate(s) will be issued new keys. If you notice any lock light flashing green, other than when you insert your key, notify the hall desk or Campus Security.
Reporting Emergencies
Residents may immediately contact Campus Security by calling the number located on each house phone. Some phones are equipped with “emergency” buttons that automatically dial the number. If you cannot access a house phone telephone, you may contact the Campus Security desk in the lobby of the residence hall by dialing x6.5300 on a campus phone or 312.516.5300 with any phone. Contact Campus Security rather than dialing 911 so that Campus Security can properly direct the Chicago Police, Firefighters, or EMTs. If you cannot reach a telephone in an emergency, pull a fire alarm pull station located near the stairwell.

Fire Alarm notification
Activation of any fire detection device (including heat detectors, pull stations, sprinkler heads, or sprinkler valves) will trigger the building fire alarm system. All residents must evacuate every time the fire alarm sounds. Tampering with fire equipment is a felony offense in the state of Illinois.

Health and Safety Inspections
All residents should maintain adequate cleanliness and facilities that are in good condition in their rooms. SAIC staff reserves the right to conduct periodic checks of resident rooms to ensure healthy living conditions. If unhealthy or unsafe conditions come to the attention of the Residence Life staff, you will be notified and given an opportunity to clean the area. If this is not completed, you may be charged for the time and labor it takes to clean the problem areas. All damages to the room will be repaired by operations or housekeeping staff, and the residents of the room will be charged.

Hospitalization
If a resident is hospitalized during the time he or she is living on campus at SAIC, the Residence Life staff should immediately be notified. Residence Life will work to assist you both during and after your hospital stay.

Room Entry
Authorized personnel will knock on the door and announce who they are before entering a room. SAIC reserves the right to immediate access to the premises without prior notice to the Resident and with or without his or her presence whenever SAIC, in its sole discretion, decides that such access is necessary.

Special Instructions and Assistance for Individuals with Mobility Impairment
In the event of an emergency, persons having any mobility impairment should go to the nearest available emergency phone in the hallway and call Campus Security by dialing the emergency number on any campus phone. Many phones are equipped with “emergency” buttons that connect you directly with Campus Security. Notify Campus Security of your exact location in the building, and unless fire or smoke forces you to enter the stairwell, you should stay on the floor just inside the stairs. Do not impede or block the exit for others who are leaving. Mobility-impaired visitors, upon entry to the building for any reason, are responsible for notifying the Campus Security desk of their exact location within the building. There are telephones located near/within common areas in the residence halls. In the event an emergency is verified, the Chicago Fire Department will first attempt to clear the floor where the fire or emergency is located while other rescue teams will go to all other floors. Working in a progression from the closest to the furthest floor from the fire, the rescue team will remove everyone from the building. If you are on a floor where the conditions are life threatening, you should call Campus Security as described above and go to the landing in the stairwell. Close the door and remain there until Emergency Response personnel can reach you.

Voice Alarm System
The residence hall is equipped with a voice alarm system that allows emergency personnel to communicate with all rooms and common areas in the building. The voice alarm system may be used to direct evacuation of the building in non-fire related emergencies. Emergency Response personnel may use the voice alarm system to direct activities and communicate in emergencies, such as a utility outage, a bomb threat, severe weather, or other emergencies.

MOVING OUT

Move-Out Procedures
When leaving the residence hall, residents are required to follow proper check-out procedures:

1) Attend a check-out meeting.
2) Make an appointment to check out with your SRA at least 24 hours in advance of your check-out meeting.
3) Clean your room.
4) Remove all personal belongings from your room.
5) Complete check out paperwork with your SRA.

Note: if proper check-out procedures are not followed, you may be charged a $50 improper check-out fee.
RESIDENCE HALL POLICIES

Residence hall and school policies have been established to assist in creating a comfortable living environment that is conducive to artistic and personal growth and development. All residents, students, and visitors are expected to adhere to the Residence Hall Policies, as well as the Rights and Responsibilities in the Student Handbook.

Students must refrain from the following:

A. Hosting a guest/visitor for an unauthorized length of time, improperly registering a guest/visitor, or failing to escort a guest/visitor registered to you. Additional guidelines are set forth in the Guest and Visitors Policy found in this guide.

B. Failing to disclose a criminal conviction to the Residence Life staff as outlined in the Criminal Convictions Policy found in this guide.

C. Using unauthorized and/or hazardous materials, improperly disposing of waste, failing to wear protective equipment, failing to follow posted studio policies, and improperly using models and/or failing to register the use of a model in the common area studio space. Additional guidelines are set forth in the Studio Use Policy found in this guide.

D. Smoking cigarettes, pipes, hookahs, burning items (e.g., candles), lighting incense, or any other fire code violation in any residence hall room. Additional guidelines are set forth in the Smoking Policy located in the Specific Policies section, and the Smoking and Fire Safety Policies found in this guide.

E. Possessing incense, prohibited candles, or a hookah in the residence hall. Information about candle restrictions, as well as additional guidelines is set forth in the Fire Safety Policy found in this guide.

F. Tampering with window blocks, window screens, or placing items in windows. Additional guidelines are set forth in the Windows Policy found in this guide.

G. Failing to leave a situation where a rule/policy violation is occurring.

H. Tampering with fire safety equipment such as sprinklers, pull stations, fire extinguishers, smoke alarms, fire curtains, or any other fire prevention equipment. Additional guidelines are set forth in the Fire Safety Policy found in this guide.

I. Failing to evacuate the building during a fire alarm in a timely manner, or failing to follow instructions regarding emergency procedures.

J. Making artwork in your room that may cause damage (e.g., painting)

K. Setting up a non-SAIC wireless Internet connection in your residence hall room.

L. Maintaining unhealthy or unsafe conditions in your residence hall room as a result of cleanliness issues or excessive clutter.

M. Cohabitating with a person (either a resident or nonresident) in a residence hall room to which the student is not assigned.

N. Moving or changing rooms without the permission of the Residence Life office.

O. Loaning your room key or ARTIcard to another person.

P. Possessing a pet other than fish. Fish that can cause injuries, such as piranha, are prohibited. A fish tank may not exceed 10 gallons. Service animals are permitted in the residence halls.

Q. Using bicycles, skateboards, and roller blades in the residence halls (or in any other SAIC buildings).

R. Using frisbees, footballs, or any other type of activity in the residence hall that may injure others or damage property.

S. Building beds or other loft furniture in your room, or decorating your room in a way that is unsafe. Additional guidelines are set forth in the Room Damage/Room Decorating policy found in this guide.

T. Failing to abide by the quiet and courtesy hours as described in the Quiet Hours policy of the Specific Policies section found in this guide.

U. Leaving food cooking unattended at any time, including in the common area oven. Do not leave any appliance unattended during use. Additional guidelines are set forth in the Fire Safety Policy found in this guide.

V. Using space heaters, broilers, sun lamps, potpourri pots, hot pots, any open coil heating element, halogen lights, or tungsten lights (for photography/video/filmmaking), or any non-Underwriters Laboratories (UL) or Factory Mutual (FM)-approved appliance in the residence hall. Additional guidelines are set forth in the Fire Safety Policy found in this guide.

W. Using power tools (such as power saws, drills, etc.) in a resident room or areas except the approved area on the 17th floor studio in the 162 North State Street Residences.
X. Failing to carry your room key or failure to obtain a new room key when needed, resulting in excessive lockouts.

Y. Using electronic musical equipment and amplifiers in the residence halls except when played through headphones.

   Acoustic musical instruments are to be played only during courtesy hours. For more information, see the Quiet/Courtesy Hours Policy found in this guide.

Z. Failing to prepare a room for the arrival of a new resident.

AA. Sleeping in common area spaces of the residence halls.

BB. Installing equipment to enhance or alter the provided amenities in residence hall rooms (e.g. bidet).

CC. Missing Curfew

DD. Using Public Transportation without accompaniment by ECP staff

SPECIFIC POLICIES

Alcohol
The consumption, use, possession, manufacture or distribution of alcoholic beverages by an Early College Program – Summer Institute Student (ECP student) either on or off campus is strictly prohibited. Any ECP student who is present when another ECP student is consuming, using possessing, manufacturing or distributing alcoholic beverages is subject to disciplinary action as determined by the School of the Art Institute of Chicago (SAIC) in its sole discretion.

Criminal Convictions
All applicants for housing must disclose any prior criminal conviction as they apply for housing. Applicants must disclose any instance in any state or county where they have pled guilty or were found to be guilty by a judge or jury to charges that were committed other than minor traffic offenses. This disclosure does not include any arrest or criminal history record information ordered expunged, sealed or impounded under applicable law or any conviction reversed on appeal. In addition, residents have a continuing duty to disclose their criminal convictions during the time they live in the residence halls.

Drugs
Each of the following activities, whether conducted on or off campus by an ECP student, is strictly prohibited:

- The consumption, use, possession, manufacture or distribution of illegal drugs;
- The use, possession, manufacture or distribution of drug paraphernalia; and
- The misuse or abuse of over-the-counter or prescription medications by an ECP student.

Any ECP student who is present when another ECP student violates any of the above rules is subject to disciplinary action as determined by SAIC in its sole discretion.

Fire Safety
One of the primary ways each resident can help make the community safer is to make sure that any potential risk of a fire is eliminated. All residents must comply with fire safety policies. Failure to comply with these policies could result in removal from the residence hall. Specific examples of policies pertaining to fire safety include the following:

- Fire Safety Equipment—Do not tamper with fire safety equipment such as sprinklers, pull stations, fire extinguishers, smoke alarms, fire curtains, or any other fire prevention equipment.
- Smoking—Do not smoke pipes, cigarettes or hookahs, burn candles or light incense in your room. Hookahs and incense paraphernalia (incense sticks, powders, etc.) are not allowed in the residence halls.
- Candles—Candles are not allowed in the residence halls.
- Cooking—Do not to leave food cooking unattended in your room or in the common area kitchens.
- Appliances—Do not overload the electrical circuits as this can present fire hazards. The following appliances are not allowed in the residence halls:
  - Open element appliances, such as space heaters and broilers
  - Sun lamps
  - Potpourri pots (candles or electric)
  - Hot pots
  - Halogen lamps/tungsten lights

Hazardous Materials
If you have any questions about the content of your art materials, you should consult the manufacturers of the materials and ask them to provide you with a Material Safety Data Sheet (MSDS). MSDS contain information about the hazardous components of your art materials, the flammability and toxicity of the materials, as well as information about first aid, symptoms of exposure, incompatibilities, spill clean-up, and personal protective
equipment use. Highly flammable materials such as lint, hay, cornstalk, furniture/batting materials, and/or wood chips, or pink foam should not be used in the studio.

Visitors
The only visitors allowed for ECP students are the parents/legal guardians. Any exceptions must be approved by your Hall Director. ECP student residents are not allowed to have more than three other ECP student residents in their room at any given time. The total number of ECP student residents allowed in a residence room must not exceed five (two roommates and three visitors).

Quiet hours
Quiet hours are in effect:
Sunday – Thursday: 11 p.m. – 8 a.m.; Friday and Saturday, 12:00 a.m. – 8:00 a.m.

During quiet hours, noise in public areas should be kept to a minimum. This includes the TV lounge and studio space. When quiet hours are not in effect, residents should still maintain noise levels that are considerate of the needs of others.

Room Damage/Room Decorating
The Resident must notify SAIC of any defects in the condition of his or her assigned space at the time of move in. If no notice of defects is received, the assigned space is deemed to be in good condition. At the end of the Contract period, the Resident agrees to return his or her assigned space to SAIC in the same condition as when received. The following items are not allowed when decorating your room:

- Items that hang from the ceiling, overhead pipes, or sprinkler heads (e.g., plants, blankets, cloth).
- Screws, nails, or hooks in walls, ceilings, or door frames.
- Decals, bumper stickers, or contact paper affixed to SAIC property.
- Materials used to hang posters that leave marks.
- Decorations in your residence hall room that are not labeled or rated as “fire retardant” or “non-combustible.”

Also please note:
- All electrical decorations and extension cords must bear the Underwriters Laboratories (UL) or Factory Mutual (FM) label and be identified for indoor use.
- Electrical decorations should be inspected for cracked sockets, bared wires, and loose connections before use.
- No more than three light sets should be used, and they should not run under carpet, or through doorways, aisles, or corridors.
- Lights and electrical appliances should be off when the area is not occupied.
- Do not install decorations in areas that may conceal exits, sprinkler heads, or fire safety devices, or reduce the width of an exit in any way.

Smoking
In the state of Illinois, it is illegal for people under the age of 18 to be in possession of tobacco products and paraphernalia. Therefore, all students are required to refrain from using and/or possessing tobacco products. If an ECP student is found using or possessing tobacco products, including rolling papers, they may be removed from the program. ECP students who are 18 years old or older may only smoke 15 feet beyond the entrance of any SAIC Building. ECP students who are of legal age to smoke may not smoke around other ECP students who are not of legal age. Any ECP student found providing cigarettes or other tobacco products to underage students will be removed from the program.

Curfew
In accordance with the City of Chicago’s curfew ordinance, ECP students who have elected housing will not be allowed to leave the residence hall after 10:00 p.m. on weeknights (Sunday through Thursday) and 11:00 p.m. on the weekends (Friday and Saturday). All residents will be required to “sign in” for the evening immediately after the curfew time. All requests to be away from the residence hall for the night must be approved by the Hall Director. Your parent or legal guardian must contact the Hall Director via telephone and via a signed fax at least 48 hours prior to the date of departure. Requests to return to the residence hall after curfew will not be granted. Failure to comply with curfew requirements may result in your expulsion from the residence hall.

Public Transportation
Students must exercise caution when travelling in and around the campus and are highly encouraged to travel in groups at all times. In addition, students are strongly discouraged from using Chicago’s public transportation system (CTA “L” Lines, CTA buses, PACE buses, etc.) unless travelling in groups with at least one person who is familiar with the Chicago area.
**Studio Use**
The studio workspace has been designed to provide the necessary ventilation for oil paint. However, the studio is not designed to accommodate the use of power tools nor is their use allowed anywhere in the building.

**Flammable/Toxic Material Not Approved For Use**
Odor or fume-producing materials, toxic/hazardous, and/or flammable materials may not be used anywhere in the residence halls. Examples of some odor-producing, toxic/hazardous, and/or flammable materials include items such as, but are not limited to, turpentine, paint thinner, epoxies or resin materials, strong acids or bases, mineral spirits and solvent-based paints. Manipulation of hot wax is not allowed in the studio or anywhere in the building.

**Flammable Materials Approved for Use with Safe Storage**
Materials such as linseed oil, stand oil, walnut oil, poppy seed oil, safflower oil, linqiuin oil color, Japan medium, Copal medium, turpeneoid, and varnish can be used in the studio in volumes less than one pint (16 ounces). These items must be stored in the yellow flammable/combustible storage cabinet in the studio while not in use. If residence hall staff finds approved flammable material left unattended, the staff member may confiscate the material, or place the material in the yellow flammable/combustible storage cabinets provided in the studio. Cabinets will be purged at the end of the summer and all materials will be containerized and disposed of by SAIC as hazardous waste.

**Use of Spray Fixative/Spray Paint, Lacquer, or other Aerosols**
Use of spray paint, lacquer, and other aerosols are not permitted in the residence hall studios or in any other school studio. Special facilities designed for spraying paint and using fixatives are available in the Sharp building, room 307B; in the Sullivan Center, room 1248; or in the Columbus Drive building, room 032.

**Waste Disposal**
Regular trash containers are to be used exclusively for the disposal of regular household trash and debris. Combustible solids such as dirty towels, rags, paint tubes, flammable/combustible material, and brown paper should be disposed of properly in containers present in the studio. These materials must be disposed of in the yellow waste containers, not in the regular trash bins. Typically the flammable/combustible disposal containers are 3–5 gallon containers with an attached lid and foot lever.

Flammable/combustible liquids such as turpenoid must be disposed of in liquid waste safety cans. Flammable/combustible liquid waste safety cans are red, 3-5 gallon cans with a small mouth. Bulk water-based materials, such as acrylic paint, must be disposed of properly and are not to be rinsed down the sink. You should contact your hall director to arrange for disposal of bulk water-based waste materials.

**Models**
To ensure the accessibility and open use of the studios and common areas for all residents, nude models are not allowed in the studio or any other common area.

**Personal Protective Equipment**
Safety goggles, gloves, smocks, and other types of personal protective equipment may be necessary when working with certain types of art materials or creating artwork. It is the resident’s responsibility to ensure that he/she has the proper equipment to work safely with the materials. ECP residents should consult with the Hall Director for specific art materials to assist in determining the appropriate equipment for the particular media.

**Windows**
ECP students must not tamper with the window safety equipment (including but not limited to window screens and window blocks) in the residence hall, nor allow any visitor to tamper with the window safety equipment. Any issues concerning the proper operation of window safety equipment and/or damage to screens or window safety equipment must be immediately reported to Residence Life. Hanging items in the window or throwing objects from a window is strictly prohibited. Students may not place signs in or on their windows.

**Violating Policies**
Violating Residence Hall Policies as described in this ECP Student Housing Handbook may initiate disciplinary actions by SAIC. SAIC may, in its sole discretion, impose sanctions against the Student, including but not limited to expulsion from the Early College Program – Summer Institute and/or residence hall, if the Student fails to adhere to the rules and regulations set forth in the ECP Student Housing Handbook. Additionally, SAIC may, in its sole discretion, deny the Student admission to any other program administered by SAIC, including but not limited to SAIC’s full time college program for violating the ECP Student Housing Handbook.