STUDENT and PARENT/GUARDIAN INFORMATION
Early College Program (ECP) for High School Students, Grades 9-12

Helpful Links
Fall, spring, and summer schedules: tinyurl.com/ECP-fall-springcourses
Downloadable PDFs, such as Consent Form: tinyurl.com/ECP-formsdownloads

Registration Confirmation
Please review your registration confirmation email carefully and contact Continuing Studies at 312.629.6170 if any information is incorrect. Please note that a welcome email will be sent approximately three days before your first class, which will list updated information such as room locations.

Building Codes
AIC-FRONT: Front lobby of the Art Institute of Chicago, 111 South Michigan Avenue
CO: Columbus Drive Building, 280 South Columbus Drive
MC: MacLean Center, 112 South Michigan Avenue
SC: Sullivan Center, 36 South Wabash Avenue
SP: Sharp Building, 37 South Wabash Avenue

Attendance
Students enrolled for credit in the Early College Program are expected to attend all classes at the scheduled time, arrive prepared, and successfully complete all assignments. Students with more than two unexcused absences or who do not complete assignments may not receive credit for a course. SAIC functions under a credit (CR)/no credit (NCR) grading system. Multiple absences or habitual tardiness for students taking audited classes will not be tolerated and may prevent participation.

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 cancelled courses will have the option of taking another class or receiving a full refund.

Note: Courses with low enrollment may be cancelled a week or more prior to the start date, thus early registration is encouraged.

Open Studios
All classes culminate with open studios on the last day of class unless otherwise noted. Details are discussed with the instructor and sent near the end of the term via flyer/email.

Consent Form
A signed Consent Form is required to participate in the Early College Program at SAIC; failure to submit a signed Consent Form prior to the first class may prevent participation. Students under 18 must have a parent/guardian complete the form; students that are 18 years old may fill out the form themselves.
Field Trips
ECP students may go on field trips to learn about contemporary art and design. Classes either walk to a surrounding location or take the CTA with the instructor. Students without a signed Consent Form miss out on these educational opportunities and must stay behind.

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% tuition refund prior to the second class meeting
- No refunds will be issued after the second class has met

Credit students may withdraw through 60% of the term and receive a W grade; no refund will be issued after the second class has met.

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. Students must submit a withdrawal request in writing to cs@saic.edu prior to the second class meeting to qualify for a refund.

ARTICard (Student ID)
All students will receive an ARTICard, SAIC’s mandatory identification card. This card permits access to School facilities and the Art Institute of Chicago Museum, and must be worn at all times. Students who send in the required items (see below) will receive their id on the first day of class. Students who are unable to attend the first day should still send in their photo for an id.

We are now printing ids before the first class- please visit the following link for instructions:
http://tinyurl.com/CS-articard

Info on refunds and FAQs: tinyurl.com/articardFAQ

Food/Drinks
Students are responsible for bringing or purchasing their own food and drinks for breaks and lunch. Dining facilities are located within the Columbus Drive Building (280 South Columbus Drive, second floor), the MacLean Center (112 South Michigan Avenue, 12th floor), and the LeRoy Neiman Center in the Sharp Building (37 South Wabash Avenue, second floor). Supervision is not provided during the lunch hour for students attending morning and afternoon classes. Please note that café hours may be restricted on weekends and during the summer.

Note: Due to the increase in severe nut allergies, we ask that students do not bring any foods with nuts in them. This is for the safety of all students, and we thank you in advance for your cooperation!

Supplies
Supplies are the responsibility of the student. While the Early College Program may provide some basic materials for the first class meeting and instructor demonstrations, students will receive a supply list on the first day of class and are responsible for obtaining the items on this list. The cost of supplies varies by course, and can range between $50 and $200. Students may need to purchase additional supplies for specific projects as needed.
Homework
ECP students may receive a small amount of homework to reinforce skills taught in the classroom, build research for projects, and/or for idea generation.

Communication
Continuing Studies will attempt to alert students/parents to any changes during the term, such as road closures that affect drop-off and pick-up locations, room changes, instructor changes, and holiday breaks, among others. Please make sure to provide an active email address during registration so we are able to communicate effectively.

Road Closures + Loop Events
Due to SAIC’s downtown location, city events may impact roads and access to buildings. CS will attempt to alert all parents and students well ahead of time regarding any road closures through flyers, email, and/or social media. Public transportation is always recommended during these closures. We appreciate your patience in advance.

Electronic Devices
Electronic devices such as Game Boys, iPods, iPads, cell phones, etc., are not permitted unless they are an approved part of the curriculum (camera phones, etc.). Electronic devices may be used during lunch and for emergency situations only.

Allergies and Other Medical and Health Conditions
Parents/guardians of students with allergies and/or other medical/health conditions that might require emergency assistance should complete an Allergy History Form and/or Emergency Action Plan form, or email cs@saic.edu. This information is confidential and only shared with program staff.

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. Parents/guardians of students with disabilities should call 312.629.6170 or email cs@saic.edu for further information. Parents/guardians are strongly encouraged to provide any information that will ensure a positive experience for all participants. This information is confidential and only shared with program staff.

SAIC Security Alert System
To sign up for SAIC’s security alert system, please visit http://www.saic.edu/forms/life/parentnewsletter/ and fill in the request form. Please note that parents cannot sign up for this unless their child is a current student; registration should be complete and a registration email sent to you with a student ID.

Transcripts
Transcript requests can be made online, in person, and by mail or fax. Transcripts are not available until several weeks after the last class. Full details are available online: tinyurl.com/SAIC-transcripts

ECP on FaceBook
Make sure to like the Early College Program @ SAIC on Facebook for extra information, instructor news, and images of work created in our programs.

Have additional questions? Feel free to contact us, M-F, 8:30 a.m. – 4:30 p.m.

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
RIGHTS AND RESPONSIBILITIES FOR CONTINUING STUDIES STUDENTS

Early College Program (ECP) 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 (ECP students should refer only to sections entitled Student Rights and Responsibilities) and include SAIC specific policies and student rules of conduct. All ECP 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 ECP students:

   • Student Participation In Institutional Government;
   • Off Campus Studies Experiences;
   • Health Insurance;
   • Accident Insurance; 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.

*NOTE: ECP conduct matters are generally resolved using the informal resolution process.