ADVANCED PLACEMENT SUMMER INSTITUTE (APSI) PARTICIPANT INFORMATION

Summer 2015
APSI Art History – Session 1, June 22–25
APSI Art History – Session 2, June 29–July 2
APSI Studio Art – Session 1, July 20–24
APSI Studio Art – Session 2, July 27–31

Registration Confirmation: Please review your registration confirmation email carefully and contact Continuing Studies at 312.629.6170 or cs@saic.edu if any information is incorrect.

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

Registration and Payment: Participants enrolling in APSI must complete the APSI Application Form and the optional Housing Form (if staying in SAIC residence hall). Registration is accepted by fax, in person, by mail and phone on a first come, first served basis. A completed registration form and payment in full is required at the time of registration.

Third party billing arrangements can be made by completing a Tuition Repayment Agreement (promissory note). Please visit this link to download the Third Party Billing Form:
http://www.saic.edu/cs/teacher/formsanddownloads/

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 participant’s name, ID number (if available), and term (i.e., Summer 2015).

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

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

Refund Policy: All withdrawal requests must be submitted in writing to cs@saic.edu and include name, id number, program name, and course title. The date the request is received in writing is the date used to calculate the refund amount:

• 100 percent refund one week or more prior to the start of the program:
  Monday, June 15 for APSI Art History Session 1
  Monday, June 22 for APSI Art History Session 2
  Monday, July 13 for APSI Studio Art Session 1
  Monday, July 20 for APSI Studio Art Session 1

• No refunds are issued after the dates listed above.

NOTE: Refunds take approximately four to six week to process, depending on payment type.
ARTCard Student ID: All participants are required to email a photo of themselves against a white background no later than one week prior to the start of the session. For complete details, please see the SAIC ID Cards for APSI information sheet below.

Residence Hall Check-In/Check-Out: APSI participants have the option of staying in the SAIC residence hall, located at 162 North State Street, just a few blocks from the SAIC campus and the Art institute of Chicago museum. Participants are required to bring their own bedding (2 twin flat sheets & light blanket) or sleeping bag, towels, and cooking utensils. For check-in and check-out dates and times, please see the APSI Residence Hall Check-in/Check-out schedule below.

Transportation: For information on traveling to/from the airport to SAIC, please see the Transportation to SAIC train, taxi, and shuttle service information below.

If You Plan On Driving To Chicago: There are many parking garages in the area surrounding the 162 North State Street Residences. They vary in price from $16.00-$25.00 per day. We recommend the Grant Park Parking Garage and the Monroe Parking Garage, both within close walking distance of the residence hall and SAIC campus.

What to Bring: The SAIC Residence Hall at 162 North State Street is in the heart of downtown Chicago and in close proximity to the SAIC campus, lakefront, parks, restaurants, shopping, and other cultural attractions. Please review the What to Bring to APSI information sheet below for details.

Art Supplies: Most supplies are provided for APSI. Participants are encouraged to bring sketchbooks, cameras, iPad or laptop, and digital storage devices (USB flash drive). Blick Art Supply is located within close walking distance.

Studio/Lab Space: Participants will work in shared studio/lab spaces. You can register a locker through the Office of Student Affairs by calling 312.629.6800 or emailing studenthelp@saic.edu. You will need to provide the building, floor, and locker number (that is not already in use) with your request. The Office of Student Affairs will confirm the use of that locker, at which time you can claim it by placing a lock on it. Please note: If an unregistered locker is found, the lock will be cut and the contents disposed of.

Library Privileges: Participants can use and check out materials from the Flaxman Library on the 6th floor of the Sharp Building with their ARTCard. Privileges are only extended for the duration of the program in which you are registered. For more information, please refer to the library website at this link: http://www.saic.edu/academics/librariesandspecialcollections/johnmflaxmanlibrary/

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.

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 ID CARDS FOR APSI PARTICIPANTS

Welcome!

All APSI participants receive an ARTICard, SAIC’s official ID card, which is to be carried at all times and must be shown to access all campus buildings.

In order to have your SAIC ARTICard ready for you when you arrive, please email a photo of yourself (portrait only) against a white background **no later than one week prior to the start date** of the session you are enrolled in (see details below).

HOW TO OBTAIN YOUR ARTICARD (STUDENT ID)

In order to have your ARTICard ready for you when you arrive, the ARTICard office requires a photo and signed contract.

Email the ARTICard office a color photo of your head and shoulders against a plain white background (like a passport photo). ARTICard cannot accept photos with colored backgrounds or objects in the background. Please do not use photo effects or wear hats or sunglasses in the photo. Email your photo to articard@saic.edu along with your full name, program (i.e., APSI Art History), and dates of your session; ARTICard will not accept photos sent via mail.

Next, download and print the ARTICard Terms & Conditions for Students at: tinyurl.com/articard. The contract contains important information on using ARTICard and what to do if it is lost or stolen. ARTICard requires a signed copy of your contract on file before they can activate your ARTICash account.

Read through the contract, sign it, and keep a copy for your records. Then scan or photograph the signed contract and email to the ARTICard office at articard@saic.edu, or mail it to:

ARTICard Office
Sharp Building
37 S. Wabash Ave., suite 254
Chicago, IL 60603

If you are unable to send a photo or return your contract in advance, you will be able to do so in the ARTICard office during regular business hours. You must present a government-issued photo ID or passport to pick your ARTICard at the start of your program. Your ARTICard is valid for two years and should be used for any future classes that you may take. A lost ARTICard costs $15 to replace.

For more information, call 312-629-9362, email articard@saic.edu, or visit saic.edu/articard.
RESIDENCE HALL CHECK-IN/CHECK-OUT

Housing

APSI participants stay in single occupancy rooms in the SAIC residence hall located at 162 North State Street, just a few blocks from SAIC campus and the Art Institute of Chicago museum.

All of the residence hall rooms have private baths and kitchenettes. You are required to bring your own bedding or sleeping bag, towels, and cooking utensils.

APSI – Art History, Session 1
  • Check-in Sunday, June 21, between 12:00-5:00 p.m.
  • Check-out Friday, June 26 by 10:00 a.m.

APSI – Art History, Session 2
  • Check-in Sunday, June 28, between 12:00-5:00 p.m.
  • Check-out Friday, July 3 by 10:00 a.m.

APSI – Studio Art, Session 1
  • Check-in Sunday, July 19, between 12:00-5:00 p.m.
  • Check-out Saturday, July 25 by 10:00 a.m.

APSI – Studio Art, Session 2
  • Check-in Sunday, July 26, between 12:00-5:00 p.m.
  • Check-out Saturday, August 1 by 10:00 a.m.

Please refer to SAIC’s Student Handbook for the residence hall rules and regulations:
TRANSPORTATION TO SAIC

Chicago has two airports, O’Hare International Airport and Midway Airport, to which most major airlines fly. The Chicago Transit Authority (CTA) rapid transit system has a stop at each airport, and the signs marking them are clear. It takes approximately 40-50 minutes to arrive at SAIC from O’Hare and about 20-30 minutes from Midway. Taxi or airport shuttle bus service to the School is also available.

Via Chicago Transit Authority
CTA Train fare is $2.25-5.00

From O’Hare Airport
Blue Line
Take Loop-bound train
Exit at Washington station
Walk one block east on Randolph Street to 162 North State Street

From Midway Airport
Orange Line
Take Loop-bound train
Exit at State/Lake station
Walk one block south on State Street to 162 North State Street

From Union Station
Orange Line or Brown Line
Take Loop-bound train
Exit at State/Lake station
Walk one block south on State Street to 162 North State Street

Via Taxi
Please see estimated costs below.

From O’Hare Airport
Fare is approximately $35.00-$40.00
Exit the terminal; taxi stand is located curbside Stand in line; tell the driver your destination: 162 North State Street
It is customary to give a 10-15% tip

From Midway Airport
Fare is approximately $35.00-$40.00
Exit the terminal; taxi stand is located curbside Stand in line; tell the driver your location: 162 North State Street
It is customary to give a 10-15% tip

From Union Station
Fare is approximately $15-$20.00
Exit the station, taxis available on all sides Stand in line; tell the driver your location: 162 North State Street
It is customary to give a 10-15% tip

Shuttle Service Option
If you would prefer to utilize a shuttle service for your transit to and from downtown Chicago, we suggest Airport Express. You may call 1.888.2THEVAN, or visit airportexpress.com to make a reservation. Airport Express operates from 4:00 a.m. to 11:30 p.m. daily, and will take participants directly to the residence hall from either Midway or O’Hare International Airports.

Cost from O’Hare: $49.00 round trip for one person.
Pick up shuttle across from baggage claim in the domestic terminal doors 1E, 2D or 3E.

Cost from Midway: $39.00 round trip for one person.
Pick up shuttle at lower level across from baggage claim by door.
WHAT TO BRING

The SAIC residence hall is located at 162 North State Street (please see campus map and traveling directions provided). The facility is in the heart of downtown Chicago and in close proximity to the SAIC campus, lakefront, parks, restaurants, shopping, and other cultural attractions. You will need to bring a few items with you to make your stay in Chicago a comfortable one or you can purchase necessities as needed at nearby stores:

- **Macy's**  Across the street from the residence hall
- **Target**  2 blocks south of the residence hall on State Street
- **Walgreens**  Across the street from the residence hall

The residence hall rooms are bare when you arrive. You are required to bring your own linens, including: Pillow/ Pillowcase, Sheets, Blanket, and Towel/ Washcloth.

The beds in the residence hall are extra long twin, and past participants have suggested bringing flat sheets from home instead of buying new sheets or using a sleeping bag. The rooms tend to be cold, so you may also want to bring a sweater/sweatshirt. You can turn on/off the air conditioning in the room but you cannot adjust the temperature. Each room has its own private bath. There are self-serve laundry facilities on the premises for your convenience. The washers and dryers run on quarters.

The weather in Chicago is as unpredictable as the residence hall room temperatures. We suggest that you check the weather forecast in Chicago, www.weather.com, before you leave to ensure you are properly equipped for your visit. We recommend that you bring casual attire, a light sweater or jacket, and comfortable walking shoes. Dressing in layers is also recommended.

Every residence hall room is equipped with a kitchenette for those who would like to prepare their own meals. These rooms, however, do not contain any cookware or utensils; you will need to bring your own cooking supplies or purchase them when you arrive.

All residence hall rooms are equipped with telephones that provide service for incoming and outgoing calls within the school system. You may place all other outgoing phone calls by cell phone or calling card.

**A welcome reception and orientation will be held on the first Sunday night of all sessions** (you will be notified of the time and location at check-in). This event allows participants to meet, learn about the week’s activities, and meet the faculty and staff. Light snacks and beverages will be served.

If you choose to eat out, there is a wide selection of restaurants within close walking distance of the residence hall including the LeRoy Neiman Center, SAIC’s student center located at 37 South Wabash Avenue. Other downtown eateries include: Au Bon Pain, Bennigan's, Chipotle, Corner Bakery Café, Cosi, HotWoks Cool Sushi, Jamba Juice, Jimmy John’s, McDonald’s, Potbelly Sandwiches, Subway, and Under 55 Café (assorted options).

**Additional items to bring:** Alarm Clock, Backpack/ Tote Bag, Digital Camera, iPad/ Laptop, iPod/ Music, Sketchbook/ Notebook, Sunscreen, Umbrella, and Walking Shoes.