Read This!

If you had just a few minutes to tell new students how to be successful at SAIC, what would you say?

The New & Transfer Student Guide is the answer to that question. This is the important information you need to know now that you’re here. Keep this guide with you, in your backpack, on your desk, and definitely bring it whenever you come in for an advising appointment—your advisor will refer to it often. You can read this booklet in 20 minutes, but the information in these pages will help you for much longer.

First-Year Students: This guide can help take some of the mystery out of what it means to be a successful student in college in general and at SAIC specifically. Take extra care reviewing the "You Own It" section, where we give you our take on the things for which you are responsible now that you are in college.

Transfer Students: SAIC is a unique place, and we believe all of the advice in this guide can make a big difference for you as you make the transition from your last campus to your new home. Time may be a factor, depending on how many credits you transferred, and we encourage you to spend some real time thinking about “Curating Your SAIC Experience” and how your SAIC education goes far beyond the classroom and even “Beyond Degree Requirements.”

About the Academic Advisors

Your advisor is a great resource you connect with regularly each semester for the entire time you are here. SAIC academic advisors are experienced artists, teachers, and student affairs professionals who will show you how to make the most of your educational experiences. All new freshmen at SAIC participate in Integrated Advising, where you will meet with your advisor regularly for at least two years, both outside and inside the classroom. Transfer students will work with a faculty advisor for their first year attending SAIC. Many advisors contributed to writing this guide, so read on, and come see us!

Paul Jackson
Assistant Dean of Student Affairs for Academic Advising

P.S. Don’t worry if you lose this copy. Drop by Sullivan 1204, and we’ll get you a new one.

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A Brief History of SAIC

1866 SAIC is founded as the Chicago Academy of Design; its 35 founding artists intend to run a school with its own art gallery.
1872 The collecting arm of the school is founded.
1882 Name is changed to the Art Institute of Chicago to accommodate a distinct museum and school.
1893 The Art Institute of Chicago school and museum move into their iconic building, built for the World's Columbian Exposition, on Michigan Avenue.
1934 Students begin taking liberal arts courses, subsequently enabling SAIC to begin awarding Bachelor of Fine Arts degrees in 1936.
1936 First annual Student Fashion Show.
1936 SAIC is the first art school to be accredited by a regional accrediting association.
1940 First Master of Fine Arts degrees awarded.
1949 SAIC’s interdisciplinary approach to art education is established, allowing students to determine their own curricula with faculty consultation.
1972 The Department of Art and Technology Studies is founded.
1993 First residence hall is constructed to house a growing student population, resulting in a truly urban campus by 2000.
1997 U.S. News and World Report ranks SAIC #1 fine arts program in its annual Best Graduate Schools edition; SAIC has been consistently ranked in the top three ever since.
2001 Art and Technology Studies department develops technology for Millennium Park’s Crown Fountain, which increases SAIC’s focus on civic collaborations.
2002 SAIC is named the “most influential art school in the United States” in a survey of art critics conducted by the National Arts Journalism Program at Columbia University.
2006 Introduction of new graduate programs in design, including the Master of Architecture, Master of Design in Designed Objects, and Master of Interior Architecture.
2009 SAIC produces the most Fulbright Scholars among all art and design schools.
2011 The Department of Architecture, Interior Architecture, and Designed Objects receives full accreditation from the National Architectural Accrediting Board.
2012 The LeRoy Neiman Center, the first student center in the history of SAIC, opens.
2015 SAIC celebrates its 150th academic year.

SAIC Core Values

At SAIC, our Core Values connect to everything, including Academic Advising. When your advisor guides you to a class you never thought you would take, when they help you think over an important critique, when they show you how to map out the next semester or the next four years, the Core Values are at work. Any guide to SAIC must begin here, in the very center of who we are and what we believe is unique about this place.

We Are Explorers

At SAIC, we exceed boundaries. Our commitment to an open structure is embodied in a curriculum of self-directed study within and across disciplines and approaches that promote critical thinking, rigorous investigation, and playful creativity. Through interdisciplinary practices and in deeply focused mediums, faculty and students conceive and accomplish exchanges in cultural study and production and research with artists and scholars around the world. We are a community that challenges the notion that any field is ever beyond rediscovery.

Meaning and Making Are Inseparable

At SAIC, we believe that meaning and making are inseparable, existing as a perpetual and productive cycle driven by experience, research, and critique. Our commitment to a wide range of media and processes supports our assertion that the artist, designer, scholar, and writer are uniquely qualified as makers to provide leadership, creative perspective, and hands-on skill for shaping today’s world, as well as contributing to its opportunities. Critique, as a fundamental component of the creative process, provides assessment as well as new ideas, possibilities, and directions that enable our community to sustain argument, rigor, experimentation, playfulness, invention, subversion, and mutual respect.
**We Are Artists and Scholars**
The students, faculty, and staff of SAIC are engaged and innovative creators of art, design, scholarship, and writing. The faculty drives our curriculum, and each member brings the diverse experiences of his or her practice directly into the classroom and studio. Our students are viewed as emerging peers and full participants in the learning that occurs in collaboration with faculty and each other. Through their diverse practices, the staff participate to support the learning process, promote the overall well-being, growth, and development of students, and enhance student success and the realization of students’ full artistic potential.

**Chicago**
Our relationship with the city radiates outward as students, faculty, and staff connect themselves to the diverse communities of Chicago and the entire world. Forming a city within a city, a campus close and yet not contiguous, we are urban. The city’s richness, complexity, and contradictions are the perfect environment for our own diverse community.

**We Make History**
Our major encyclopedic art museum, libraries, special collections, and public programs create an unparalleled environment for maintaining a thoughtful and tangible relationship to history and the ways in which it is continually revisited and represented, fueling our innovation and experimentation and keeping our historical and critical discourse completely active. Students, faculty, and alumni of SAIC have made significant and groundbreaking contributions to the art, design, and scholarship of the twentieth century and continue to do so in the twenty-first.

**Your New Support Network**
You only need to remember one thing when you run into obstacles, unexpected challenges, and circumstances you can’t control at SAIC: Ask for help! You have a support team here that is always standing by, ready to spring into action. Sometimes you don’t even need to ask. In those instances, be willing to accept assistance or at least hear us out on what your options are.

Your faculty, academic advisor, Wellness Center staff, orientation leaders, RAs, and all SAIC staff have joined your family and friends in lining up to support you. When you graduate, be ready for a BIG celebration!

**You Own It**
SAIC is a community of artists, educators, and professionals who are here to help you succeed and get the most out of this amazing experience. We understand that a great education comes with great responsibilities, so come to Academic Advising to talk over any questions or concerns you have about your education or life in Chicago. Here are some tips on engaging with your new community; they will be covered in more depth in the following pages:

- There are many paths to get you to where you want to be as an artist, designer, or scholar. Your academic advisor can help you make your own customized plan for success.
Curating Your SAIC Experience: What You Need to Know (and Do) to Be an Engaged Student

Participate and Collaborate
Now that you have arrived at SAIC, you’ve entered into a community filled with artists, writers, musicians, performers, and much more. Years of collective experience from the faculty and staff provide a vast pool of resources and knowledge. Beyond SAIC, Chicago has a diverse creative community that can shape and enhance your experience. Absorb your surroundings. Start asking questions and making connections. Collaborate with your peers, SAIC staff and faculty, and the community of Chicago. Be an active participant in this distinctive and rich community!

Practice Mindfulness
...And be mindful of your practice. Everything you do while you’re at SAIC can help lead you to the practice and career you want to build for the future. Practicing mindfulness means looking at every class you pick, from your academic requirements and your Contemporary Practices (including CP courses for transfer students) to each elective, as an opportunity to refine your practice. See campus involvement and student leadership opportunities as ways to embrace taking risks and putting yourself and your ideas out there. You get to determine what your success looks like, so be conscious of how your time at SAIC will lead you to your personal and professional goals.

Find Your Voice
...And listen. It’s time to take ownership of your practice and trust your instincts. Take initiative in seeking out opportunities and resources. SAIC provides a curriculum that allows for self-directed exploration. Be your own best advocate
by actively seeking out the things most interesting to you. As a transfer student, you may have less time in the SAIC community, so jump in and own your experience. As a creative individual seeking to enter a competitive world, you may encounter rejection and failure, but don’t dwell on those moments; rather, learn from them and spring back! Endurance and persistence are keys to success, however you define it.

As you make your transition to SAIC, here are a few questions to get you thinking about your life, your artwork, your career, and the “big picture.”

- What kind of work would you regard as a personal challenge or an opportunity for growth?
- When in your life have you felt most respected for your work, whether paid or unpaid?
- When have you felt most energized and most filled with purpose and motivation? Identify two or more occasions in your life when you were fully involved and getting things done.
- What are your favorite ways to spend your free time?
- Imagine a service or product that would most benefit you or your community. What would it be?

### Beyond Degree Requirements

The SAIC academic experience is about you—what you want to learn, what you want to make, and who you want to be as an artist, designer, or scholar. Below are key things to consider during your sophomore, junior, and senior years as you map out your degree. No matter what path you choose, your academic advisor can help you meet your goals and create a degree plan that you complete at your pace and with your goals in mind.

**Getting to Know Your Advisement Report**

Whether you are a first-year student or a transfer student, it’s important to review your academic information and know how to access it. Your academic advisor will review your transcript with you during your first meeting. In the meantime, you may want to review the number of AP, IB, or other transfer credits you received and how they apply to your SAIC degree. The Office of Undergraduate Admissions, your academic advisor, and the registrar are all resources for you when you have questions about transfer credits you see on your Academic Advisement Report.

- Log in to your SAIC Self-Service account by going to saic.edu and clicking on “Current Students.” Then click on “Self-Service” on the left-hand side of the page.
- Once you have logged into Self-Service, click on the “My Academics” link. When you click on the “My Academics” link, you can view:
- Your assigned academic advisor
- Unofficial transcripts
- Transfer credits applied toward your degree
- Your advisement report and more

(The above are instructions for viewing your Advisement Report, but keep in mind this is not an official transcript. To obtain official transcripts online, visit the SAIC registrar’s web page at saic.edu/academics/registrationandrecords/records/transcriptrequests.

Your advisement report summarizes your degree plan, how many credits your degree plan requires, and how many credits you have actually completed, and includes all courses you are currently enrolled in, transfer credits, and incomplete grades.

Items in bold and red indicate degree requirements that are not yet complete. The words “required, actual,” and “needed” and the correlating numbers throughout the report show what you have left to complete.

*PLEASE NOTE: In-progress courses (where no grade is posted), transfer credits (T), grades that have not been reported (NR) and grades of incomplete (INC) are included in the Advisement Report. If you withdraw or drop courses or fail to earn credit for in-progress or incomplete courses, you will have to rerun your advisement report and/or factor these changes into your planning.
Planning
What are the things you need to do now and next?

First-Year Students
• Explore studio electives that you are not familiar with. Don’t be afraid to try something new!
• Get recommendations from Core and Research Studio instructors about classes and faculty they recommend.
• Submit work to the first catalog during fall semester and apply for Art Bash in the spring. These are great opportunities to show your work.
• Meet with your academic advisor at least twice one-on-one and let him or her know your interests and goals.

Sophomores
• Use what and who inspires you to motivate your planning.
• Review your credits with an academic advisor. It will help in planning and making connections between your interests and resources.
• Select a Sophomore Seminar class with a faculty member whose work and teaching philosophy intrigues you.
• Go beyond the intro courses and think about what intermediate and advanced (3000- and 4000-level) coursework you might take.
• Find out what classes your favorite faculty and upper-classmates recommend.

Juniors
• Think about what you want your senior year to look and feel like. Do you want to use the last semesters to wrap up academic courses? Participate in an internship? Take an Advanced Studio course?
• Determine which semester you will likely be participating in your senior exhibition/thesis. Make a timeline to complete the work. Go to the shows that precede yours.
• If you are interested in graduate school, start looking at schools and find out if they require a GRE score. Plan the time and finances to visit graduate programs of interest.

Seniors
• Research jobs, apprenticeships, and residencies along with other post-graduation opportunities.
• Prepare for and take the GRE if needed.
• Think about where you want to live after graduation. Do you need to be looking for an apartment or roommates?
• Develop one-year, three-year, and ten-year goals.
• Make a schedule that includes time for good health, career development, studio work, social activity, and rest.

Connecting
How can others positively impact your life and help you achieve your goals?

First-Year Students
• Get to know your new colleagues and share your experiences.
• Take advantage of artist lectures and exhibitions at museums and galleries around the city.
• Explore new neighborhoods. Grab some friends and explore Chicago outside of downtown.
• Get involved on campus and connect with students outside of your classes. Check out Engage SAIC (engage.saic.edu) for groups that fit your interests and explore new opportunities.
• Residence halls offer programming year-round. Keep an eye on postings or ask your Resident Advisor.

Sophomores
• Establish relationships with faculty. You should feel free to take more than one class with faculty you really like. Make it a priority to build relationships with these individuals.
• Consider instructors’ biographies and websites when choosing classes. Request class syllabi from faculty before deciding between courses.
• Create a network of fellow students with whom to connect for critique and conversation outside the classroom.
• Organize events with your peers.
• Explore the many student groups at SAIC. Not only are they a great way to connect, but extracurricular interests can add luster to your résumé,
especially if you take a leadership role. Visit Engage SAIC (engage.saic.edu) to start connecting to student groups and events.

- Offer to review and edit personal and artist statements and have friends do the same for you.
- Read artist statements, websites, and articles related to the artists and professionals you admire.

**Juniors**

- Identify faculty and staff who you may want to ask to write recommendations for you in the future.
- Read alumni stories and ask faculty and staff about how they got to be where they are. Your mentors have their own insights into how you can pursue similar goals.
- Consider a Co-op internship. An internship can be an opportunity to find mentorship outside of school.
- Go to museum and gallery openings and talk to artists, curators, and writers.
- Schedule a meeting with a career advisor at the Career + Co-op Center to look at your résumé, curriculum vitae, portfolio, and/or personal statement.

**Seniors**

- Confirm faculty commitment for recommendations. Let them know the dates they are due and provide appropriate envelopes and postage.
- Continue to maintain and foster new and old relationships with mentors. You may need recommendations after school ends.
- Practice job interviewing skills with peers and/or the Career + Co-op Center.
- Have peers and/or colleagues give you feedback on your website, portfolio, résumé, and personal statement.
- Let people know you are entering the job market.
- Inform family/friends of your graduation date, and make sure to pick up graduation tickets!

**First-Year Students**

- Focus on learning new skills in your Core and Research Studio classes. It’s a good time to get exposed to new and unfamiliar media that will inform your practice later.
- Be prepared to practice documenting your work and sign up for installation spaces as needed for the documentation. This may also be an important part of any Contemporary Practices classes you are taking.
- Hone your writing and revising skills by visiting the Writing Center. Writing will be an essential part of your experience at SAIC.
- You’ll likely be spending a lot of time in your studio classes, and time management is your secret weapon. Academic Advising and the Disability and Learning Resource Center can provide you with some helpful tips and printed resources.

**Sophomores**

- Choose academic classes that can influence and inspire your studio practice.
- Consider an internship. Meet with an academic advisor about eligibility, then connect with SAIC’s Career + Co-op Center. If you want an internship in your hometown or elsewhere over your winters or summers, start your search this year.
- If you are interested in studying abroad, start prep work now. Introductions to Study Abroad workshops are typically held each Wednesday in the Office of International Affairs and Study Abroad.
- Document your work in high-quality images, suitable for applications. Attend work documentation workshops offered via the Career + Co-op Center.
- Financial planning is also an art. Use SALT (saltmoney.org) for a lot of great financial planning tools and resources. This is a free and extensive service for all SAIC students. Try to set a reasonable budget and stick to it as closely as you can.
- Look for grant and fellowship opportunities. Allocate time for this process and submitting applications.

**Building:**

**There’s always something to work on, but take it one piece at a time.**
Juniors

- Take 3000-level courses or above. Consider themes or a focus for your remaining coursework.
- Consider which Professional Practice Experience class you are interested and explore options for advanced studios.
- Build your résumé: exhibitions inside or outside of classes, work experience (including volunteer work internships), and skills relevant to your job search. Take a résumé-building workshop offered by the Career + Co-op Center.
- Practice writing a cover letter or letter of intent.
- Develop a Web presence, consider ways to promote yourself via social media, and make business cards.
- Set aside money for upcoming graduate school, residency, and other application fees.
- Apply for exhibitions, jobs, grants, and residencies.

Seniors

- Create a timeline that spaces your work out as you approach deadlines.
- Select a Senior Capstone class.
- Refine your business card with your email and professional Web presence.
- Update and use your mailing list.
- Go over your final credits with your academic advisor.
- Review and update your artist or personal statement.
- Review the online graduation checklist (saic.edu/graduation).
- Install your thesis exhibition, screening, or presentation.

Being a "Well Being"

Want to get the most out of your experience? Make wellness a priority! As many of us are fellow artists, we can show you how to take care of yourself even though your days are busy and your nights may be long.

The SAIC Wellness Center is on the 13th floor of 116 S. Michigan Ave. It includes

Health Services.................................................................312.499.4288

Counseling Services .........................................................312.499.4271
The Disability and Learning Resource Center.....................312.499.4278
The Wellness Center offers free programing and services to all SAIC students. They can diagnose and treat many illnesses and injuries, perform health screenings, provide counseling, facilitate accommodations, offer daylight therapy, and refer you to quality and specialty health care in Chicago. All SAIC students are eligible for 16 free counseling sessions through Counseling Services, and they can also connect you to local providers when needed.

- Talk it over when you are feeling stressed out. Your advisor, RA, and Counseling Services are great supports during times of stress.
- Don’t stay up all night! The quality of your practice and performance will suffer. Your mind and body need to recharge. Even a 15-minute nap can increase your productivity.
- Be mindful of your environment, what you put into your body, and how you schedule your time. Eating healthy and caring for your mind and body will make you a better student and artist.
- Schedule smart. Set aside time for exercise, activity, and time to pursue your work. Wall-to-wall classes and obligations may feel productive, but may undermine the quality of your work.

No Letter Grades?

SAIC has a credit/no credit (CR/NCR) grading system. In other words, there are no letter grades. In most classes, if you receive the equivalent of a "C" or higher, you will receive credit (CR) for that class. Talk to your faculty to make sure you understand what is required to earn credit for any given class. If your performance in a class does not meet the standards spelled out in the syllabus, you may receive no credit.

Though it is true that SAIC does not have a GPA system, you receive credit hours that indicate positive performance. Academic standing is based on passing 2/3 of your classes each semester (and passing any first-year courses you may be required to take in a timely manner). Refer to the 2015–16 SAIC Bulletin for more information or talk to your academic advisor.

A "W" on your transcript indicates voluntary withdrawal. If you leave a class after the add/drop period and before the withdrawal deadline, this is the grade you will get. Talk to your academic advisor before withdrawing.
On rare occasions (usually involving extenuating circumstances), some faculty may agree to give a student a grade of incomplete (INC), providing extra time to complete class requirements. If you want to request an INC for a class, your academic advisor can give you more information on how to speak to your faculty about your options.

Critique

You can expect to hear the critique process referred to as “crit,” a part of studio classes when the instructor and fellow students closely consider individual student work to discuss possibilities for development.

By participating in the critique process, you are practicing your ability to analyze works of art and share constructive feedback. You may experience discomfort at the idea of having your work examined or at having to examine the work of others. This is a natural feeling. Remaining open to feedback and willing to incorporate criticism into your work is key to your growth as an artist!

Some ways to prepare for crit:

Manage your schedule in a way that gives you time to fully realize your piece. Your efforts won’t go unnoticed, and you’ll be in a prime position to get the most useful feedback during your crit.

Consider the space (framing, hanging, lighting, location) your piece will occupy during the crit. Preparation and presentation are just as important as the piece itself.

Think about how you will describe your piece to the audience—what went into creating it, the feelings you had and hoped your audience would experience, the thoughts or dialogue you hoped it would provoke. Some professors may even require an artist statement.

Crits are meant to help artists think about new avenues of development. Keep in mind that not all feedback needs to be incorporated into future projects; rather, ask clarifying questions during crit and then make a conscious decision about what feedback to include.

Keep in mind that you are in an environment that encourages learning through experimentation. The purpose of crit is to highlight areas of your work that could be done differently so that the desired emotions and dialogue you hoped to invoke are more closely realized in future productions. The ideas of others will provide you with an arsenal of possibilities and a means to evolve as an artist.

Eat well and get plenty of rest! It makes a world of difference.

Many professors use The Critique Handbook: The Art Student’s Sourcebook and Survival Guide to clarify expectations for crits. Picking up this guide and giving it a read will undoubtedly give you additional insight into the many crits that lie ahead, but also ask questions when you’re reviewing the syllabus at the beginning of the semester!

Add/Drop

After you register for an upcoming term, you will have the ability to adjust your course selection during the Add/Drop period using Self-Service. The best (and safest) way to adjust your schedule is to do so before classes start. Once classes begin, making changes can be risky.

• If you want to add a class to your schedule during Add/Drop, start by connecting to the faculty teaching the class. If a class is filled to capacity, there may be a wait list, but it also helps to have in mind another course you might like. Faculty will often give you direction regarding the class and the work you will need to have produced if a spot opens up. If you must change your class schedule during Add/Drop, cover your bases. Attend a back-up class in case you cannot get into your first choice. If you are trying to add a class, don’t double-book yourself. That way you haven’t missed time in any class even if your Add/Drop plan doesn’t work out.

• You can request permission to sit in on classes that are already full during the Add/Drop period. It is important to ask faculty for permission to do this and let them know you are attending in case a spot becomes available. If a spot does not open, you will not be able to continue attending the class.

• Be aware that shopping around for classes during the Add/Drop period has significant risks and students are held accountable for attendance and coursework missed during that time.

• Do not add a class if you have not attended at least one of the first two sessions or if you have not done the assignments. Starting a semester with two absences is not advised.
Attendance

It is crucial to be present and participate in your classes at SAIC. Absences are often the largest contributing factor to receiving no credit in a class and not being present impacts what you get out of the class overall. If you know in advance that you will be absent, tell the faculty. Communicate about each absence you have and know what it means in terms of your progress in the class.

Review your class syllabus and clarify the terms of attendance with your faculty. Take time to confirm how much coursework is required and assess whether you have the time available to be successful.

Each session matters! Most classes at SAIC will meet 16 times per semester. Since most classes at SAIC meet only once or twice a week, it is imperative you don’t miss class unless you absolutely have to.

- **Two absences may mean that you are in danger of receiving no credit.** Talk to your academic advisor as well as your instructor and/or teaching assistant. They will want to know what is going on and will do their best to help you.

- **Three absences may mean you cannot receive credit in the class.** Talk to your instructor and academic advisor ASAP. Do not assume that you have not passed and stop attending class. Ask your instructor and advisor for support and follow their recommendations.

Involve yourself! In order to succeed in your classes, you will be asked to participate in class discussions, group projects, and critiques. Make sure your voice is heard every day. Participating is also a great way to help your faculty get to know you. Faculty are the final judges of your participation and absences, so read the syllabus and talk to them to make sure you are aware of their policies.

Class Progress Reports

Faculty members communicate with students in a variety of ways. Class Progress Reports (CPRs) are a type of email communication that faculty sometimes use to give students feedback about their class performance. These communications can help you understand what you need to do to get back on track or to continue your good work. Students often receive CPRs from faculty regarding absences, tardiness, missed assignments, class participation, and concerns related to overall class performance. Check your SAIC email at least once a day to make sure you are receiving all communications from your faculty and to look for any CPRs.

If you receive a CPR, use the opportunity to have a conversation with your instructor. Ask for feedback and update faculty on your plans to address the concerns outlined in the CPR. You should also talk to your academic advisor about CPRs you receive. You may be feeling frustrated with your class or unsure how to respond. Copy your advisor on emails between you and your faculty. Don’t be concerned if your academic advisor contacts you after you receive a CPR. Your advisor will want to help with the issues addressed in the CPR.

You are responsible for knowing how you are doing in each class. CPRs are just one way that faculty may communicate with you about your status in class. Some faculty may prefer using other methods.

Be proactive! The big trap students often fall into is avoiding or ignoring CPRs. Use the CPR information to create solutions and communicate early and often with faculty and advisors.

Lingo/Glossary

**Add/Drop** is a short period at the beginning of each semester where you are allowed to make changes to your classes for that term. Many Student Service offices offer extended hours during Add/Drop (Academic Advising, Student Financial Services, Registrar, Residence Life, Career + Co-op Center). Most are open until 6:00 p.m. to provide students with additional time to take care of business.

**Advance Registration** is the period of time when degree-seeking students are first allowed to register for the next spring or fall term’s classes. You are assigned an enrollment date and time based on the number of credits you have accrued and your year in school.

**Class Progress Reports (CPRs)** are used by some faculty to communicate with you about your status in class. Academic advisors often review CPRs and may also reach out to you to offer assistance (see previous page).

**Computer Resources and Information Technologies (CRIT)** is the Help Desk for assistance with your SAIC laptop. Check with CRIT to request software installation such as speech-to-text or screen-reading programs like Dragon and Naturally Speaking, or for more information about other programs that come pre-loaded onto your computer. CRIT has two locations: MacLean Center 905 and Sharp Building 401. They can be reached via phone at 312.345.3535.

**Crit** is an abbreviation of “critique.” A critique is a collaborative and constructive process to help you refine and reflect on the work you produce.
In classroom settings, you will present artwork(s) to the rest of the class for discussion. Crits can take a variety of different forms while addressing the overall process.

**Critique Week** is a week in the later part of each fall and spring semester when graduate students share and discuss their work with a panel of faculty and other graduate students. Many classes do not meet during Crit Week as faculty take part in panels each day; however, some courses do meet and other courses may make alternative arrangements to meet, so consult with your faculty and syllabi regarding what your schedule will be during this week each term.

**The LeRoy Neiman Center** (also called the Neiman Center or the LNC) is SAIC’s amazing campus center, named after the painter and SAIC alumnus LeRoy Neiman. The Neiman Center is located at 37 South Wabash Avenue (in the Sharp Building) and serves as a meeting space for the entire SAIC community. It contains the Neiman Center Café, lounge, work spaces, and one of the Student Union Galleries.

**Pre-registration (pre-reg)** appointment is a meeting in which you connect with an academic advisor to go over what you need know in order to correctly select and register for classes. Certain groups (including freshmen, sophomores, and transfer students) are required to meet with an advisor before they can register.

**Self-Service** is the school website portal where you can access your academic information (including class registration), update your phone number and billing and mailing addresses, check holds on your accounts, and more.

**Syllabi** outline the class structures, schedule, guidelines, and attendance policies for your courses. Read each class syllabus carefully and make sure you understand what is expected of you and when it’s expected.

## Academic Resources

**Flaxman Library:** Want to check out DVDs, CDs, and books? It’s like having your own campus Netflix, iTunes, and Amazon. The library is located on the 6th floor of Sharp, 37 South Wabash Avenue.

**Wellness Center:** Professional care for minor injuries, health screenings, counseling for nutrition and sleep issues, daylight therapy, and referral to specialty health care. The Wellness Center is located on the 13th floor of 116 South Michigan Avenue.

**Internet Access:** Wi-fi is available everywhere on campus. You will need to set up a personal wi-fi account for your laptop and mobile devices. Contact CRIT at 312.345.3535 if you have questions or need assistance.

**Museums:** Most museums in Chicago have free days, and you can check out museum passes at the Chicago Public Library. The Art Institute of Chicago is always free when you present your student ID.

**The LeRoy Neiman Center:** The Neiman Center is on the first and second floors of the Sharp Building, 37 South Wabash Avenue. It hosts various free events put together by student groups, student organizations, and SAIC administration. Campus Life even offers a free Thanksgiving meal. Keep an eye out in your email for details on this and other free events.

**Student Union Galleries:** The Neiman Center Gallery is located at the rear of the first floor of the Neiman Center, and Gallery X is in Room 113 of the Columbus Building, 280 South Columbus Drive.

**Prints and Drawings Study Room:** The Glore Print and Drawing Study Room is located in the Jean and Steven Goldman Study Center at the Art Institute of Chicago. This collection includes works on paper not currently on view in the museum galleries. Study room visits are by appointment only. Classes and groups have access 10:30–11:45 a.m., Tuesday–Friday. Individual access 1:30–4:15 p.m. Tuesday–Thursday. Call 312.443.3660 or email pdstudy@artic.edu to schedule an appointment.

**Roger Brown Study Collection:** The preserved home of influential SAIC alumnus Roger Brown. This quirky collection of art and paraphernalia is a great resource for inspiration. It is available by appointment only and is located at 1926 North Halsted Street. Call 773.929.2452 to schedule an appointment.

**Wood and Metal Shops:** All the DIY resources you could ever want. You’ll need to go through the authorization process to use or borrow the equipment in the shops. Contact the shops directly for authorization schedules.

**Writing Center:** Located in the MacLean Center basement at 112 South Michigan Avenue, private tutors will work with you on a specific project or paper. To schedule an appointment online, visit supersaas.com/schedule/saic/writingcenter.

**Video Data Bank:** A resource for information and videos about and by contemporary artists and one of the nation’s largest collections of artist interviews. The Data Bank also maintains a small collection of relevant print materials. It is located on the third floor of the MacLean Center, 112 South Michigan Avenue.
Our Vertical Campus

116 South Michigan Avenue Building (also known as 116)
116 is home to some classrooms, campus offices, and the Wellness Center. The Wellness Center on the 13th floor offers free support for your mind and body with Health Services, Counseling Services, and the Disability and Learning Resource Center.

162 North State Street Residences (also known as 162)
162 is a residence hall next door to SAIC’s Gene Siskel Film Center and in the center of Chicago’s theater district. The building is a combination of new construction and an existing 1906 structure. It is the home of the Nuveen Center for International Student Learning and the Siragusa Gallery.

The Art Institute of Chicago
Located at 111 South Michigan Avenue, the Art Institute of Chicago is one of the premier art museums in the world. The museum started out as a small teaching collection for SAIC students and has been housed in its current building since 1893.

The Buckingham Residences
Located at 59 East Van Buren Street, the Buckingham houses SAIC students on its 14th through 19th floors. The renovated 1929 Art Deco National Landmark building promotes green practices that are beneficial to the health of residents and the environment.

The Columbus Building (also known as the Columbus Drive Building)
Located at 280 South Columbus Drive and attached to the back of the Art Institute of Chicago’s Modern Wing, the Columbus Building is where many studio classes are held. The Ceramics, Performance, Photography, Print Media, and Sculpture departments are located here, as well as many Painting and Drawing studios and classrooms. Check out the Foundry in the basement and the painting studios on the top floor. It is also home to the Columbus Café, one of the three food service locations on campus.

Gene Siskel Film Center
Located at 164 North State Street, the Gene Siskel Film Center of SAIC was established in 1972 and presents cutting-edge independent and international cinema. It is open to the public, with more than 100 programs every month.

Jones Hall
Jones Hall is a residence hall located at 7 West Madison Street, at the 0/0 point of the city, the corner of State and Madison. Named in honor of Tony Jones, former President and current Chancellor of SAIC, Jones Hall is a historic building designed by Chicago architects Holabird and Roche in 1906.

MacLean Center (also known as the Michigan Building)
Located at 112 South Michigan Avenue, this building is home to the MacLean Ballroom, academic classrooms, various departmental offices, and a school café that overlooks the museum, Millennium Park, and Lake Michigan. The Holiday Art and Spring Art Sales are held in the MacLean Ballroom every year.

The Sharp Building (also called Sharp)
Located at 37 South Wabash Avenue, Sharp houses a number of SAIC’s administrative and departmental offices and classrooms, including Contemporary Practices. You can also find the Flaxman Library on the sixth floor and Flaxman Special Collections on the fifth floor. The LeRoy Neiman Center is located on Sharp’s first and second floors.

Located at 610 South Michigan Avenue, the Spertus Center for Jewish Learning and Culture hosts a number of SAIC academic classes. This building also houses a library and exhibition spaces.

Sullivan Center (also called Sullivan)
The Sullivan Center, located at 36 South Wabash Avenue, houses many student services offices and the Architecture, Interior Architecture, and Designed Objects department on the 12th floor and the Fashion department and Sullivan Galleries on the seventh floor. The Sullivan Galleries are accessible from the 33 South State Street side.

Sustainable SAIC
SAIC has signed the American College and University Presidents Climate Commitment, committing SAIC to several green initiatives to promote environmental sustainability. For more information on green initiatives on campus, visit saic.edu/about/goinggreen. Outlined below are a few of the ways that SAIC promotes green initiatives.
New Student Orientation
- Green gift (reusable grocery totes provided at check-in)
- Minimal paper handouts for new students and families such as this little booklet to minimize brochure waste
- Locally produced T-shirts for staff
- Recycling available at events

Campus Wide Single-Stream Recycling
All buildings feature commingled recycling. The following post-consumer items are accepted:
- Glass jars and bottles
- Aluminum cans, foil, and pie tins
- Tin or steel cans
- Cereal boxes and paper towel rolls
- Cardboard
- Plastic bottles and containers
- Plastics #1, #2, #3, #4, #5, and #7
- Junk mail
- Magazines and catalogs
- Telephone books
- Paper bags
- Office paper and file folders
- Newspaper and inserts

Composting at 280 South Columbus Café
Composting of food scrap and organic material is now available in the 280 South Columbus Café. All unwanted food items, food-soiled napkins and marked compostable disposable items (e.g., corn-based forks, knives, and spoons, and 100% paper plates) can be disposed of in the GREEN BIN located next to the trash and recycling receptacles inside the café. Please remove as much food residue as possible from recyclable containers before placing them in receptacles. The containers do not need to be completely sterilized before recycling, but please do not throw your entire leftover plate of food in the recycling. If you are unsure if your item is compostable, you are welcome to ask the compost attendant for advice. SAIC’s compost material is picked up weekly by Collective Resources, a local compost-hauling organization, and then taken to a commercial composting site where the food scraps are processed into nutrient-rich compost. This compost is used to grow food and nourish plants and trees. We hope to expand this service to other areas of the campus in the near future.

Surplus Service Station
Surplus is a system for material reuse at SAIC. It is a service station located at 280 S. Columbus Dr., Room 122, where used and excess materials can be made available for other students to take and use for free. Students can bring anything they no longer need, such as materials and former art projects as long as they meet the material guidelines posted, and take away stuff that they can use. Surplus provides a constantly changing resource for materials for making art, and it keeps quantities of used and excess materials that the school produces out of landfills. Hours vary each semester. Check out saic.edu/about/goinggreen/ for updates. To make an appointment, please call Becky Grajeda at 312.857.7131.

Bottleless Water Coolers and Bottle-Filler Stations
The bottleless water cooler provides cool and hot water but eliminates all the plastic bottles and the delivery truck traffic, pollution, and noise, minimizing our greenhouse gas footprint. You may refill your reusable water bottles at bottle-filling stations all over the SAIC campus.

Residence Life Goes Green with
- Recycling on each floor
- Programming and events promoting awareness and education about green initiatives
- Low-energy light bulbs and aerated faucets to reduce energy and water waste

Tips for Green Cleaning at Home and in Your Residence Hall Room
Ingredients to stay away from when selecting products to clean your Residence Hall room or apartment include ammonia, alcohol, dyes, heavy perfume, butyl, glycol ethers, solvents, phosphates, caustics or acidic, nonylphenol ethoxylate, or bleach.
Products to use that can be purchased in most stores that sell cleaning products: Nontoxic glass cleaners, nontoxic all-purpose cleaner, Magic Eraser, BonAmi, hydrogen peroxide-based cleaners, nontoxic and acid-based bathroom cleaners

E-Cycling with Computer Resources and Information Technologies (CRIT)
Recycle your electronic waste (e-waste) with CRIT. Computers, printers, monitors, scanners, inkjet and toner cartridges, cell phones, batteries, and power supplies can be dropped off Monday–Friday, 8:30 a.m.–5:00 p.m., at the following locations:
- CRIT Help Desk, MacLean 905 or Sharp 401
- CRIT Service Bureau, Sharp 1111
- CRIT Advanced Output Center, Sullivan 1232
- Columbus 204 Photography Digital Lab

Going Green Outside of SAIC
Below are some local Chicago organizations and businesses that provide eco-friendly resources. Check out the websites or locations listed for more information:
- Green City Market | 1790 N. Clark St. | chicagogreencitymarket.org
- Resource Center | 222 E. 135th Pl. | resourcecenterchicago.org
- The Fair Trader | 1623 E. 55th St. | thefairtraderchicago.com
- Chicago’s Downtown Farmstand | 66 E. Randolph St. | chicagofarmstand.com
- Green Grocer Chicago | 1402 W. Grand Ave. | greengrocerchicago.com
- True Nature Foods | 6034 N. Broadway St. | truenaturefoods.com
- Kramer’s Health Foods | 230 S. Wabash Ave.
- Uncommon Ground | 1401 W. Devon Ave & 3800 N. Clark Street | uncommonground.com
- Chicago Diner | 3411 N. Halsted St. | veggielinediner.com
- Chicago Diner | 2333 N. Milwaukee Ave. | veggielinediner.com
- Logan Square Farmer’s Market | Logan Blvd. from Milwaukee Ave. to Whipple St. | logansquarefarmermarket.org
- Dill Pickle Food Co-op | 3039 W. Fullerton Ave. | dillpickle.coop
- Downtown Farmer’s Markets | Daley, Federal, and Willis Tower Plazas

Save These Dates

2015
- Sep. 2  Fall semester classes begin
- Sep. 7  Labor Day (no classes)
- Sep. 15  Fall add/drop ends
- Oct. 14  Winter Interim 2016 study trip registration
- Nov. 3  Last day to withdraw from a Fall class
- Nov. 16  Winter Interim 2016 open registration begins
  - Spring 2016 advance registration for students with disabilities and RAs
  - Spring 2016 advance registration for MA/MS students
- Nov. 17  Spring 2016 advance registration for MFA/MFAW/PBACC students
- Nov. 17–20  Spring 2016 advance registration for undergraduates
- Nov. 23  Spring 2016 advance registration for currently enrolled SAL students
- Nov. 25–29  Thanksgiving break (no classes)
- Nov. 30  Spring 2016 open registration for new students begins
- Dec. 7–11  Critique Week (see Lingo/Glossary)
- Dec 21  Fall 2015 classes end

2016
- Jan. 4  Winter Interim 2016 classes begin
- Jan. 6  Winter Interim Add/Drop Ends
- Jan. 14  Last day to withdraw from winter interim classes with a grade of "W"
Jan. 18  Martin Luther King Jr. Day (no classes)
Jan. 25  Winter Interim 2016 classes end
Jan. 28  Spring 2016 classes begin
Feb. 10  Spring Add/Drop ends
Mar. 7–11 Critique Week (see Lingo/Glossary)
Mar. 16  Summer 2016 study trip registration begins
Mar. 21  Summer 2016 registration begins
Mar. 24–27 Spring break (no classes)
Mar. 30  Last day to withdraw from a spring class with a grade of “W”
Apr. 11  Fall registration begins for students with disabilities and RAs
        Fall 2016 advance registration for MA/MS students
Apr. 12  Fall 2016 advance registration for MFA/MFAW/PBACC students
Apr. 12–15 Fall 2016 advance registration begins for undergraduates
Apr 18  Fall 2016 advance registration for currently enrolled SAL students
Apr. 25  Fall 2016 open registration for new students begins
May 15  Spring semester ends
May 16  Graduation

Office of Student Affairs Events

Thursday, September 3, 4:00 p.m.
All-School Barbecue Celebration
Columbus Drive Pit and MacLean Ballroom

Join us in celebrating the beginning of the year with our annual Fall All-School Barbecue Celebration. This year, SPB is adding some live music directly after the event. The menu includes traditional BBQ fare as well as vegetarian-friendly options. The rain location for this event is the MacLean Ballroom.

Tuesday, September 8, 4:15 p.m.
IMPACT Self-Defense Workshop
MacLean Ballroom

IMPACT Chicago is a not-for-profit self-defense organization, committed to ending violence and building a non-violent world in which all people can live safely and with dignity. Join representatives from IMPACT as they lead a workshop in setting boundaries verbally and basic self-defense moves. All are welcome.

Thursday, September 10, 4:15 p.m.
Student Group Fair and Ice Cream Social
Columbus Drive Pit

Don’t miss out on this awesome opportunity to get to know a little bit more about student groups at SAIC. September is Student Groups Month, and the annual Student Group Fair is your chance to talk to current student group leaders about getting involved and joining our amazing groups. With such diverse groups and a variety of programming, there is a group for everyone here at SAIC. You may even be inspired to start your own group.

Friday, September 18–Saturday, September 19
150th Anniversary Celebration Block Party
609 S. State Street

Please join us for this Fall celebration of SAIC’s 150th year! Nothing is more Chicago than a block party, and this block party will be one to remember. This event, which is held at 609 S State St from 7-10 pm will include performances, live DJ’s bands, installations, and much more! All current SAIC students are invited to attend.
Monday, September 21, 4:15 p.m.
or Thursday, September 24, 12:00 p.m.
or Wednesday, September 30, 12:00 p.m.

Holiday Art Sale Information Session
Sharp 327

Students are required to attend an informational meeting or complete the online informational session to submit an application for this year’s 25th Annual Holiday Art Sale (see description below for more information). If admitted to the sale, there are follow-up meetings and workshops throughout October and November. Contact Campus Life (312.629.6880, Neiman Center, Room 201) for more information.

Friday, October 16–Saturday, October 17
Family Weekend

Family Weekend provides families an opportunity to reunite with their students, learn more about SAIC, experience the art-making and academic processes, and explore the city of Chicago. Register today! Visit our website at saic.edu/parents to register online. There is a $75 per person registration fee for each parent and guest (excluding the SAIC student), which includes a Friday evening reception, Saturday breakfast and lunch, and two opportunities to participate in classes taught by SAIC faculty. There is no charge for enrolled SAIC students coming with a paid guest.

Friday, October 30, 9:00 p.m.

Annual Halloween Ball
MacLean Ballroom

Join the Student Programming Board as we prepare for our 2015 Halloween Ball. This SAIC tradition provides a safe and fun option for students during the Halloween season. Enjoy free food, music, dancing, a costume contest, and a photo booth. Look for other fall events in October leading up to the Halloween Ball.

Friday, November 20–Saturday, November 21

27th Annual Holiday Art Sale
MacLean Ballroom

Campus Life sponsors the Annual Holiday Art Sale in the MacLean Ballroom. This is a wonderful opportunity for students to show and sell their work. Participating students receive the majority of their total sales. Campus Life collects a small commission on all works sold to support the Art Sale each year to fund other projects and educational programs.

Keep up to date with events on campus! New events are added to the calendar each week. You can find event details, locations, and times listed on
• The SAIC website (click the “Calendars” link at the top of the home page)
• The “Happening at SAIC” weekly Monday emails, featuring academic events happening on campus
• The “Campus Life” weekly Thursday emails, featuring extra- and co-curricular events happening on campus, including events sponsored by student groups
• The digital flatscreens located in many on-campus building lobbies
• The printed monthly calendars posted around campus

Questions about upcoming events? Contact Campus Life at the Neiman Center, Room 201, 312.629.6880.
My Class Schedule Next Semester

Use this page to keep track of how your class choices fit together while planning your next semester. And remember, your choices may change, so use pencil!

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SAIC Directory

Intercampus telephones are available for student and staff use on most floors of school buildings, near main stairways and elevators. To dial any campus buildings from a school telephone, dial the last five digits of the phone number.

The resources below are those advisors most often connect students to, but please note that this information was last updated in August 2015. For the most up-to-date information and a more extensive directory of contact information, please visit the SAIC website.

24-Hour Security Emergency Line 312.899.1230
24-Hour On-Call Nurse Line 800.850.4556

Academic Access Program
312.345.3784
MacLean Center, B1-05F

Academic Advising
312.629.6800
Sullivan Center, 1204

Admissions
312.629.6100
Sullivan Center, 1201

Alumni Relations
312.499.4195
116 S. Michigan Ave., 5th floor

Architecture, Interior Architecture, and Designed Objects
312.629.6650
Sullivan Center, 1257

Art and Technology Studies
312.345.3564
MacLean Center, 512

Art Education and Art Therapy
312.899.7481
Sharp Building, 713

Art History, Theory, and Criticism
312.345.3788

MacLean Center, 601

Articard/Ventra U-Pass Programs
312.629.9362
Sharp Building, 254

The Art Institute of Chicago
312.443.3600
111 S. Michigan Ave.

Arts Administration and Policy
312.345.3788
MacLean Center, 601

Bursar
312.899.5122
Sharp Building, 711

Campus Life
312.629.6880
The LeRoy Neiman Center, 201

The Career + Co-op Center
312.629.6810
116 S. Michigan Ave., 14th floor

Ceramics
312.443.3732
Columbus, 112B
<table>
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<tr>
<th>Department</th>
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<td>CRIT Help Desk</td>
<td>312.345.3535</td>
<td>MacLean Center, 905</td>
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<td>MacLean Center</td>
<td>312.345.3535</td>
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<td>Sharp Building</td>
<td>312.345.3535</td>
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<td>Laptop Questions</td>
<td>312.345.3738</td>
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<td>Contemporary Practices</td>
<td>312.899.5180</td>
<td>MacLean Center, 801</td>
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<td>Sharp Building</td>
<td>312.345.3535</td>
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<td>Continuing Studies</td>
<td>312.629.6170</td>
<td>Sullivan Center, 1440</td>
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<td>Counseling Services</td>
<td>312.499.4271</td>
<td>116 S. Michigan Ave., 13th floor</td>
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<tr>
<td>Dean of Faculty</td>
<td>312.899.1236</td>
<td>Sharp Building, 821E</td>
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<tr>
<td>Deans and Division Chairs (Undergraduate And Graduate)</td>
<td>312.629.6800</td>
<td>Sullivan Center, 1204</td>
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<td>Dean of Student Affairs</td>
<td>312.629.6800</td>
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<td>Disability and Learning Resource Center</td>
<td>312.499.4278</td>
<td>116 S. Michigan Ave., 13th floor</td>
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<td>English for International Students</td>
<td>312.345.3785</td>
<td>MacLean Center, B1-05E</td>
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<tr>
<td>Exhibitions/Exhibition Studies</td>
<td>312.629.6635</td>
<td>Sullivan Center, 7th floor</td>
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<tr>
<td>ExTV</td>
<td>312.345.3609</td>
<td>MacLean Center, 1401</td>
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<tr>
<td>F Newsmagazine</td>
<td>312.345.3840</td>
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<tr>
<td>Editorial</td>
<td>312.345.3838</td>
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<tr>
<td>Faculty Advisor</td>
<td>312.345.3756</td>
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<tr>
<td>Fashion Design</td>
<td>312.629.6710</td>
<td>Sullivan Center, 7th floor</td>
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<td>Fiber and Material Studies</td>
<td>312.899.5134</td>
<td>Sharp Building, 901</td>
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<tr>
<td>Film, Video, New Media, and Animation</td>
<td>312.345.3827</td>
<td>MacLean Center, 512</td>
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<td>Foundry</td>
<td>312.443.3552</td>
<td>Columbus, B1-026</td>
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<td>Free Radio SAIC</td>
<td>312.345.3609</td>
<td>MacLean Center, 1401</td>
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<td>Galleries</td>
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<tr>
<td>Gallery X</td>
<td>312.857.7140</td>
<td>Columbus, 113</td>
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<td>The LeRoy Neiman Center Gallery</td>
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<td>Sharp Building, 1st floor</td>
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<td>Sullivan Galleries</td>
<td>312.629.6635</td>
<td>33 S. State St., 7th floor</td>
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<td>Gene Siskel Film Center</td>
<td>312.846.2600</td>
<td>164 N. State St.</td>
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<td>Graduate Division (Studies)</td>
<td>312.629.6175</td>
<td>Sullivan Center, 368</td>
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<td>Health Services</td>
<td>312.499.4288</td>
<td>116 S. Michigan Ave., 13th floor</td>
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<td>Historic Preservation</td>
<td>312.629.6680</td>
<td>116 S. Michigan Ave., 15th floor</td>
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<td>Instructional Resources and Facilities Management</td>
<td>312.899.5221</td>
<td>116 S. Michigan Ave., 1600</td>
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<td>International Affairs (International Student Services and Study Abroad)</td>
<td>312.629.6830</td>
<td>Sullivan Center, 1203</td>
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<tr>
<td>The LeRoy Neiman Center</td>
<td>312.899.7439</td>
<td>Sharp Building</td>
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<td>Liberal Arts</td>
<td>312.345.3707</td>
<td>MacLean Center, 601</td>
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<td>Libraries</td>
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<td>John M. Flaxman Library</td>
<td>312.899.5097</td>
<td>Sharp Building, 6th floor</td>
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<td>John M. Flaxman Library Special Collections</td>
<td>312.899.7486</td>
<td>Sharp Building, 5th floor</td>
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<td>Ryerson and Burnham Library</td>
<td>312.443.7279</td>
<td>The Art Institute of Chicago, 1st floor</td>
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<td>MacLean Visual Resource Center</td>
<td>312.899.1224</td>
<td>Sharp Building, 508</td>
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<td>Mail Centers</td>
<td>312.629.6191</td>
<td>Sharp Building, 8th floor</td>
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<td>Sullivan Center</td>
<td>312.629.6191</td>
<td>Sullivan Center, 12th floor</td>
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<td>Media Centers</td>
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<td>MacLean Center</td>
<td>312.345.3512</td>
<td>801</td>
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<td>Columbus Drive</td>
<td>312.443.3759</td>
<td>201</td>
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<td>Sharp Building</td>
<td>312.899.5081</td>
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<td>Multicultural Affairs</td>
<td>312.629.6677</td>
<td>Sullivan Center, 1203</td>
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<td>New Arts Journalism</td>
<td>312.345.3707</td>
<td>MacLean Center, 601</td>
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<td>Office of Institutional Advancement</td>
<td>312.499.4130</td>
<td>116 S. Michigan Ave., 5th floor</td>
</tr>
<tr>
<td>Ox-Bow School of Art and Artists’ Residency</td>
<td>800.318.3019</td>
<td>Sullivan Center, 1425</td>
</tr>
<tr>
<td>Painting and Drawing</td>
<td>312.443.3785</td>
<td>Columbus Drive Building, 301</td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MacLean Visual Resource Center</td>
<td>312.899.1224</td>
<td>Sharp Building, 508</td>
</tr>
<tr>
<td>Mail Centers</td>
<td>312.629.6191</td>
<td>Sharp Building, 8th floor</td>
</tr>
<tr>
<td>Sullivan Center</td>
<td>312.629.6191</td>
<td>Sullivan Center, 12th floor</td>
</tr>
</tbody>
</table>
Performance
312.443.3782
Columbus Drive Building, 112B

Photography
312.443.7277
Columbus Drive Building, 103

Post-Baccalaureate Program
312.345.3853
MacLean Center, 303

President’s Office
312.899.5136
Sharp Building, 821

Print Media
312.857.7660
Columbus Drive Building, 103

Registration and Records
(Registrar)
312.629.6700
Sullivan Center, 1210

Resale Centers
Columbus Drive Building
312.857.7173
B1-31
MacLean Center
312.345.9127
801
Sharp Building
312.629.6524
302
Sullivan Center
312.629.6699
1203
Residence Life
312.629.6870
Sullivan Center, 1203

Sculpture
312.443.3754
Columbus Drive Building, 112C

Security
Security 24-Hour Emergency Number
312.899.1230
Security Non-Emergency Numbers
162 North State Street
Residences Desk
312.846.2100
Jones Hall
312.516.5300
7 W. Madison St. Desk
Columbus Drive Building
312.443.3760
280 S. Columbus Dr. Desk
MacLean Center
312.345.3528
112 S. Michigan Ave. Desk
Sharp Building
312.899.1210
37 S. Wabash Ave. Desk
Sullivan Center
312.629.6199
33 S. State St. Desk, 12th Floor
Sullivan Center
312.629.6197
33 S. State St. Desk, 12th Floor
Sullivan Galleries
312.629.6645
33 S. State St. Desk, 7th Floor
116 S. Michigan Ave. Desk
312.499.9422
Security Lost & Found
312.629.9180
37 S. Wabash Ave., 707

Service Bureau
312.629.9155
Sharp Building, 1111

Shops (Metal and Wood)
312.443.3773
Columbus, B1-24, B1-27

Sound
312.345.3579
MacLean Center, 512

Office Of Student Affairs (OSA)
312.629.6800
Sullivan Center, 1204

Student Financial Services
312.629.6600
Sullivan Center, 1218

Student Government
312.899.7437

The LeRoy Neiman Center,
Sharp Building, 202
Student Programming Board
312.899.7437

The LeRoy Neiman Center,
Sharp Building, 202
Student Union Galleries
(SUGS) and SUGS Projects
312.629.6860
Sullivan Center, Suite 1405

Study Abroad
(International Affairs)
312.629.6830
Sullivan Center, 1203

Sullivan Galleries
312.629.6635
33 S. State St., 7th Floor

Video Data Bank
312.345.3550
MacLean Center, 310

Visiting Artists Program
312.899.5185
Sharp Building, 1220

Visual Communication Design
312.849.5190
Sharp Building, 1101

Visual and Critical Studies
312.345.3787 MacLean Center, 601

Writing Center
312.345.3588
MacLean Center, B1-03

Writing Program
312.899.5094
Sharp Building, 713
| Today's Date: ________________________________ | Today's Date: ________________________________ |
|____________________________________________|____________________________________________|
| Next Appointment: ____________________________ | Next Appointment: ____________________________ |
|____________________________________________|____________________________________________|
| **Next Steps:**                                | **Next Steps:**                                |
| ______________________________________________________________________________________ |
| ______________________________________________________________________________________ |
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| ______________________________________________________________________________________ |
Visit saic.edu, your best source of up-to-date information on resources and policies, to become familiar with all things SAIC.

From the home page click on “Current Students”—that’s you now!—to find details on the following topics and much more:

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- Student groups and events
- The Career + Co-op Center
- Residence Life
- Registering a locker
- Course evaluations
- Campus jobs
- Libraries and Special Collections
- Technology, media centers, and shops
- The Wellness Center
- Campus Security

And you can download a copy of *Student Rights & Responsibilities*, an important document outlining policies and expectations for a safe and successful campus.