

RESIDENCE HALL GUIDE

LIVING ON CAMPUS AT SAIC

Welcome to your new home! 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 residents are expected to maintain high standards of personal conduct at all times. Residents should 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 resident is responsible for reading and adhering to the Residence Hall Policies as set forth in the Residence Hall Guide, as well as the Rules of Conduct located in the Student Rights and Responsibilities section of the SAIC Student Handbook. This guide is intended for students living on campus at SAIC in Jones Hall and 162 North State Street Residences. From time to time because of demand for housing, SAIC may lease additional space in an off-campus residence hall. Residents of that building should follow the guide provided for them at move-in, as well as the Residence Hall Guide.

SAIC STAFF ON CAMPUS

THE PROFESSIONAL STAFF

The SAIC Residence Life staff is here to help you. Five professional staff members live on campus in our residence halls, and a staff member is available 24 hours a day to respond to emergencies. The staff members who manage the residence halls are the Residence Hall Directors. They can be found around the hall, most often at the Residence Life desks. Additionally, there are individuals who work in the Sullivan Center who are available to help you with any questions and concerns you may have. All professional staff members can also assist in providing opportunities for you to get involved on campus and are dedicated to helping residents transition to SAIC and Chicago. The professional staff are excellent resources for residents, and we encourage you to get to know them.

THE RESIDENT ADVISORS (RAS)

Student RAs work with residents to build community and help them navigate both SAIC and Chicago. Your RA is your first source for support and assistance on campus. These talented individuals have been selected because of their concern for others and their involvement on campus. RAs are responsible for helping students maintain a safe and productive living environment. This includes enforcing SAIC and residence hall policies and helping residents mediate conflicts. Please be cooperative whenever a staff member approaches you or requests your assistance.

RAs are a great resource for questions about SAIC, Chicago, the residence halls, or if you would like some friendly advice. Like other students, RAs 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. Your RA will make sure you have their contact info, which would be a quick way to let them know you have a question. Remember, if there is something that needs to be addressed immediately, do not hesitate to contact the Residence Life Desk or Campus Security.

GETTING INVOLVED

PROGRAMS AND EVENTS

The Residence Life experience is intended to be socially, culturally, and artistically enriching. The staff partners with residents to sponsor events throughout the year. These programs may include tours of Chicago, meetings with visiting faculty and artists, informal critiques, movie nights, and poetry readings. The goal of these programs is to enhance the living environment while complementing residents' academic and studio experiences. We encourage you to get involved with your floor community. Contact your RA to find out how to join in the activities.

NUVEEN CENTER FOR INTERNATIONAL STUDENT LEARNING

The Nuveen Center for International Student Learning provides resources and events for all on campus students. The Nuveen Center, located on the 16th floor of the 162 North State Street Residences, helps to foster a diverse and engaged community in the residence halls and encourages students, international and domestic alike, to share their cultural experiences and backgrounds with fellow residents. The Nuveen Center staff present a wide variety of programs that support SAIC students who are interested in travel and culture. Some programs sponsored by the Nuveen Center have included an annual bus trip to H-Mart Asian grocery store; study abroad interest sessions presented by International Affairs; foreign film nights; holiday celebrations, including *Días de los Muertos*, Ghana's Independence Day, and Passover; anime and mosaic workshops; and much much more. We encourage all students living in the residence halls to attend Nuveen programs, utilize the tables and comfortable couches to hang out or study during Program Assistant center hours and collaborate with Nuveen if you are passionate about a programming idea.

RESIDENCE HALL EXHIBITIONS (RHE)

Many students choose to participate in the student-run Residence Hall Exhibitions committee (RHE). RHE plans exhibitions in many of the common spaces of the residence halls, including the Siragusa Gallery located on the 16th floor of the 162 North State Street Residences. This exhibition space, along with other public exhibition spaces, gives students in our residence halls the opportunity to gain experience exhibiting their work and/or running a gallery. RHE is an exciting student group on campus and all residents are encouraged to participate.

SAIC GREEN

Residence Life, along with other departments at SAIC, has adopted several initiatives to make the operation of the residence halls more environmentally sustainable. These changes include the installation of low wattage light bulbs throughout the buildings, the installation of devices on showers and toilets to control water flow, and the use of environmentally friendly products by housekeepers. Each room has a recycling bin to make recycling easy. In addition, the products purchased by Residence Life and Campus Life, such as T-shirts, bags, pens, and refillable water bottles, are all aimed at lessening the impact on the environment. Programming initiatives include efforts to help students understand how to live in an environmentally responsible way, including lessening their impact during key times of year such as move in and move out. However, this effort will only be as successful as the students who help implement it. Please contact a Residence Life staff member to find out how you can become more involved in this initiative.

SHARING YOUR ROOM

STUDENT LIVING PLAN

Living with a roommate and participating in a community is an essential part of the educational process at SAIC. In order to assist you with your adjustment to living on campus, we recommend that all roommates work together to complete a Student Living Plan. This plan will help guide you and your roommate in discussions on areas such as guests and visitors; music and noise; cleaning schedules; and sharing food, personal belongings, and art supplies. After you have completed this plan, your RA will keep it on file so that he or she may help you if any conflicts arise.

ROOMMATE ISSUES/CHANGING ROOMS

The first step to dealing with an issue with your roommate is to sit down and discuss the situation. Communication is essential in working out differences and learning how to interact with people who are different from you. If you are having trouble facilitating this conversation, your RA 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 RA, you are still having roommate concerns, please contact your hall director to discuss your options. In order to allow residents time to settle into their new living situations, room changes are not permitted during the first three weeks of each term. Keep in mind that spaces are limited, so we are often unable to accommodate room and/or roommate changes.

ROOMMATE SWAP FAIR

Approximately three weeks after the beginning of each term, the Residence Life staff organizes a roommate swap fair for students interested in moving out of their rooms. While moving into an open space is unlikely at the beginning of each term, residents may decide to “swap” roommates, and essentially trade places. If all residents involved in the “swap” agree to move, contact your hall director to gain final approval for the room change.

REASSIGNING ROOMS/CONSOLIDATION/VACANT SPACES

Residence Life reserves the right to require changes in room assignments at any time in order to maintain an educational environment conducive to intellectual and personal growth and/or in order to ensure maximum utilization of space and resources. While we will always try to communicate with residents ahead of time when vacancies occur, SAIC reserves the right to show rooms and assign new occupants to fill the vacancies without prior notice of the resident.

While we do our very best to give residents of double or triple rooms prior notification of a new roommate, sometimes situations arise that prevent us from doing so. Throughout the semester, students may leave the residence hall, creating vacant spaces in a double or triple room. It is the responsibility of the resident currently living in the room to make the living space welcoming to the new resident. This includes cleaning and clearing off one desk and one bed, emptying one closet, and providing space in the bathroom and kitchen for the other person's belongings.

RESIDENCE HALL FACILITIES

RESIDENCE HALL ROOMS

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.

INTERNET CONNECTIONS

Each room is equipped with a hard-wired Ethernet connection that gives students direct access to the Internet through SAIC's network. In addition, students may use the wireless Internet connection in the residence halls. For more information about SAIC's network, please see the Acceptable Use of Network and Computing Resources Policy in the Student Rights and Responsibilities section of this handbook. If you have trouble accessing the Internet, please contact the Residence Life desk in your building.

RECYCLING CONTAINERS

Each room is provided with a recycling container at the beginning of the year. 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, 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 your Residence Life desk.

ROOM CONDITION AND REPAIRS

Residents are responsible for notifying Residence Life staff of any damages in their rooms upon move-in. Any damages not noted to Residence Life staff at this time may result in charges being applied to students' accounts.

After move-in, you should submit an Online Work Request if the facilities in your room need repair. Work requests may be submitted by signing on to the SAIC Portal; click on the Online Building Work Request System under the Resources tab. Once a work request has been submitted, an engineer 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 and notify the officer on duty. Campus Security will contact the appropriate staff, and the situation will be resolved as soon as possible.

At move-out, Residence Life staff will inspect rooms. Residents with damages and/or excessive cleaning needs will be assessed charges to their student accounts.

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. 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 Residence Life desk

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

TELEPHONES AT SAIC

SAIC provides each resident with an individual telephone line and voicemail in their room. Residents are responsible for providing their own telephone. All phone lines may receive calls and make campus calls. For on campus calls, use the last five 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).

COMMON AREA FACILITIES

All of the common area facilities in the 162 North State Street Residences and Jones Hall, except for the Exercise Room at the 162 North State Street Residences, are open 24 hours a day and are accessible to residents from all of our residence halls. Residents are expected to help keep these facilities in good condition. Please clean up after yourself, and report any facilities issues to the Residence Life desk or your RA.

ARTICARD

When you arrive on campus you will receive a student identification card: the ARTICard. The ARTICard is used to access both residence halls, as well as many common area 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. For more information, call the ARTICard office from any campus phone at 312.629.9362.

BICYCLES/BICYCLE STORAGE

A limited amount of indoor bicycle storage space is available for residents on a first-come, first-served basis. Please contact the Residence Life desk for more information about access and security. Bicycles are not allowed in any other areas of the residence hall, including resident rooms. Please note that SAIC is not responsible for any bikes that may be damaged or stolen.

COMPUTER LABS

The computer labs are equipped with items such as workstations, scanners, slide scanners, a printer, and other peripheral equipment. Docking locations for laptops are also available. Please do not leave items unattended. If you have technology issues in the computer lab, please e-mail critHelpDesk@saic.edu. The issue will be addressed as soon as possible.

EXERCISE ROOM (162 NORTH STATE STREET RESIDENCES)

The Exercise Room is located on the 4th floor of the 162 North State Street Residences, and is equipped with fitness equipment for cardiovascular and strength training. All residents must attend an orientation and training meeting before being given access to the facility. Hours of operation for the facility are 6 a.m.–midnight, 7 days a week. This facility is open to residents of both residence halls, but is not accessible for guests and visitors.

FLOOR LOUNGES (162 NORTH STATE STREET RESIDENCES)

Each floor of the 162 North State Street Residences has a lounge equipped with a TV, DVD player, couches, and study areas. This is a great place for residents to hang out, and many RAs hold programs here.

KITCHENS

Cooking and food preparation can be an exciting and important part of building a community. Both residence halls have common area kitchen facilities that contain 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. Kitchens are not to be used for making art of any kind.

LAUNDRY

Laundry rooms are located on the 15th floor of Jones Hall, and the 4th floor and 16th floor of the 162 North State Street Residences. Coin and ARTICard-operated washers and dryers are available, and a change machine is available by the vending machines. 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 emails/texts when their laundry is done by visiting the www.saic.edu/laundry. Residents only have to navigate to this site and pick the laundry room they wish to view.

MAIL

Each resident will be issued a mailbox at the beginning of the year. If you receive a package, a notice will be left in your mailbox and you may pick up the package at the Residence Life desk. Please be sure to check your residence hall mailbox frequently for important SAIC communications.

MEDIA ROOMS

The media rooms in the residence halls are located on the 15th floor of Jones Hall and the 16th floor of the 162 North State Street Residences. These rooms contain state-of-the-art equipment including a large TV, DVD player, and digital video player. Many RAs 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 Residence Life desk.

QUIET STUDY SPACE

The lounge adjacent to the 162 North State Street Residences computer lab is designated for 24 hour quiet study and individual work. This space is equipped with large work tables as well as couches to meet your different needs. Please respect the community by refraining from group projects in this space.

RESIDENCE LIFE DESKS

The Residence Life desks are located on the 3rd floor of Jones Hall and the 4th floor of the 162 North State Street Residences. At these desks you may pick up any packages; check out equipment such as a vacuum or broom; get answers to lots of questions; or speak to many of the Residence Life professional staff. During the fall and spring terms, the hours of operation for the desks are:

JONES HALL:

MONDAY–FRIDAY: 10:00 A.M.–8:00 P.M., SATURDAY–SUNDAY: 12:00 P.M.–5:00 P.M.

162 NORTH STATE STREET RESIDENCES:

MONDAY–FRIDAY: 8:30 A.M.–8:00 P.M., SATURDAY–SUNDAY: 10:00 A.M.–5:00 P.M.

STUDIOS

The residence halls are equipped with painting studios on the 16th and 17th floors of the 162 North State Street Residences, and on the 15th floor of Jones Hall. In addition, 162 North State has a clean studio (for non-

wet media) and a spray room for use of spray paint and other aerosols on the 17th floor. For more information on studio use, please see the “Studio Use” section of the Residence Hall Policies.

TRASH AND RECYCLING ROOMS

Trash rooms are located on each floor of the residence halls near the elevator lobby. Residents are asked to bring their trash and recycling in separate bags and place them into the appropriate containers.

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
- Always lock your door and take your keycard, 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 Residence Life desk or Campus Security immediately.
- Please see the specific policies section for this guide for a list of restricted appliances.

EVACUATION DRILLS

In accordance with state and federal laws, evacuation drills will be conducted several times throughout the year. All residents and guests/visitors occupying the building at the time of the drill are required to participate in the evacuation. 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 and you feel comfortable operating a fire extinguisher.
- 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.
- Failure to evacuate the building in a timely manner 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.

EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

Residents who have permanent disabilities that would inhibit them from using the stairs during emergency evacuations should register with the Disability and Learning Resource Center (DLRC) who will inform Residence Life staff. Residents who have temporary disabilities that would prevent them from using the stairs during emergency evacuations should notify Residence Life staff. These residents should abide by the following plan for their hall:

JONES HALL

Unless fire or smoke inhibits you, residents with impairments should proceed to the stairwell landing. Do not impede or block the exit for others who are leaving. Emergency Personnel will give you further instruction. If fire or smoke inhibits you from following this plan, please stay in place and contact Campus Security or pull the nearest fire pull station.

162 NORTH STATE STREET RESIDENCES

Unless fire or smoke inhibits you, residents with impairments should proceed to the south stairwell landing (across from the "14" & "15" rooms). Do not impede or block the exit for others who are leaving. Emergency Personnel will give you further instruction. If fire or smoke inhibits you from following this plan, please stay in place and contact Campus Security using the EMERGENCY button on a campus phone or pull the nearest fire pull station.

Residents with Guests and Visitors with impairments are responsible for notifying the Campus Security desk upon their arrival. During emergency evacuations, they should follow the above listed plan for the appropriate building.

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.

FIRE SAFETY

- Activation of any fire detection device (including heat detectors, pull stations, sprinkler heads, or sprinkler valves) will trigger the building fire alarm system.
- 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. Residence Life staff will 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, and the residents of the room will be charged. If policy violations are found, Residence Life staff will address them.

HOSPITALIZATION

Residents who are hospitalized during the time they are living in the halls should notify Residence Life or Campus Security staff immediately. Residence Life will work to assist you both during and after your hospital stay.

INJURY/ILLNESS REPORTING

If you are injured or ill and need immediate attention, notify Campus Security at Jones Hall (312.516.5300) or at the 162 North State Street Residences (312.846.2100). Campus Security will obtain emergency assistance for you. You also may call for outside emergency assistance by dialing 8.911 from an on-campus phone, or use the emergency information on one of the common area telephones. If you need non-emergency medical assistance, please contact the Residence Life desk, 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 need to 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 find yourself locked out of your room, contact Campus Security. You may be asked to provide your ARTICard in order to verify your residency. Excessive lockouts is considered a violation of SAIC policy.

REPORTING EMERGENCIES

Residents may immediately contact Campus Security by calling the number located on each on-campus phone. Some phones are equipped with “emergency” buttons that automatically dial the number. If you cannot access an on-campus telephone, you may contact the Campus Security desk in the lobby of the residence halls by dialing 312.516.5300 (Jones Hall) or 312.846.2100 (162 North State Street Residences). You may also contact a 911 dispatcher by dialing 8.911 from an on-campus telephone. We encourage staff and students to contact Campus Security when dialing 911 so that SAIC staff can also assist you. If you cannot reach a telephone in an emergency, pull a fire alarm pull station located near the stairwell.

ROOM ENTRY

Authorized SAIC Residence Life/maintenance personnel may enter rooms without the Resident's permission for maintenance and housekeeping purposes, fire and safety inspections, for damage inspections, or when authorized personnel have reasonable belief that a violation of SAIC regulation, local ordinance, and/or state or federal statute has occurred or is in progress. General room inspections may be conducted periodically. 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 in emergency situations without prior notice to the Resident and with or without his or her presence. SAIC, in its sole discretion, may decide that such access is necessary and proper to determine that all provisions of this agreement and the rules and regulations of SAIC are being complied with or to protect the safety/health of any person or property.

VOICE ALARM SYSTEM

The residence halls are 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, such as a utility outage, a bomb threat, severe weather, or other emergencies.

MOVING OUT

MOVE-OUT PROCEDURES

WHEN CHANGING ROOMS OR LEAVING THE RESIDENCE HALL, RESIDENTS ARE REQUIRED TO FOLLOW PROPER CHECK-OUT PROCEDURES:

- Unless it is the end of the contract period, make an appointment with your residence hall director to discuss your move.
- Make an appointment to check out with your RA at least 24 hours in advance of your check-out meeting.
- Remove all personal belongings from your room.
- Clean your room.
- Complete check out paperwork with your RA and turn in your key.

If proper check-out procedures are not followed, you may be charged a \$50 improper check-out fee.

MOVING OUT—BREAKING YOUR CONTRACT

Residents who leave the residence hall before the end of their contract, may be granted a contract release upon submission of a Housing Withdrawal Form. The resident shall vacate his/her room within 72 hours after filing this form. A resident granted a contract release may receive an adjusted room rate based on his/her move-out date. The resident will also be assessed a Contract Breakage Fee. Please see your specific contract for further details.

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 guests/visitors are expected to adhere to the Residence Hall Policies, as well as the SAIC Rules of Conduct in the Student Rights and Responsibilities section of this handbook. Committing one or more of the following acts of misconduct may subject the student to SAIC's Student Conduct Procedures.

STUDENTS MUST REFRAIN FROM THE FOLLOWING:

- Using, possessing, manufacturing, or distributing alcoholic beverages while on school property or at school-sponsored activities (except as expressly permitted by SAIC's Alcohol Policy set forth in the Specific Policies section of the Student Rights and Responsibilities section of this handbook, the Residence Hall Alcohol Policy found in the Residence Hall Guide ("guide"), and by law).

- 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 .
- Failing to disclose a criminal conviction to the Residence Life staff as outlined in the Criminal Convictions Policy found in this guide.
- Using unauthorized and/or hazardous materials, improperly disposing of waste, failing to wear protective equipment, 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.
- Smoking cigarettes, pipes, hookahs, burning 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.
- Possessing incense, prohibited candles, or a hookah in the residence hall. Information about candle restrictions, as well as additional guidelines are set forth in the Fire Safety Policy found in this guide.
- Using, possessing, manufacturing, or distributing certain drugs, drug paraphernalia, and narcotics including the abuse or misuse of any over-the-counter medication or prescription medication. Additional details are set forth in the Drug Policy found in this guide.
- Tampering with window blocks, window screens, or placing items in windows. Additional guidelines are set forth in the Windows Policy found in this guide.
- Failing to leave a situation where a rule/policy violation is occurring.
- 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.
- Failing to evacuate the building during a fire alarm in a timely manner, or failing to follow instructions regarding emergency procedures.
- Making artwork in your room that may cause damage (e.g painting)
- Damaging your room or items in your room provided by SAIC, or leaving your room in a condition different from when you moved in.
- Setting up a non-SAIC wireless Internet connection in your residence hall room.
- Maintaining unhealthy or unsafe conditions in your residence hall room as a result of cleanliness issues or excessive clutter.
- Cohabiting with a person (either a resident or nonresident) in a residence hall room to which he/she is not assigned.
- Moving or changing rooms without the permission of the Residence Life office.
- Failing to produce your ARTICard identification when asked by an SAIC official.
- Loaning your room key or ARTICard to another person.

- 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.
- Posting unauthorized materials in the residence hall or on areas other than bulletin boards. All advertising and posting in the residence halls must be approved by Residence Life. For more information, please see the Residence Life desk.
- Using bicycles, skateboards, and roller blades in the residence halls or in any other SAIC buildings.
- Using frisbees, footballs, or any other type of activity in the residence hall that may injure others or damage property.
- Selling items or soliciting in the residence hall without a written authorization from Residence Life.
- Removing furniture and amenities from your room or taking furniture provided in common area rooms into residence hall rooms.
- 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.
- 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.
- Leaving food cooking unattended at any time, including in the common area oven. Do not leave any appliance you have provided unattended during use. Additional guidelines are set forth in the Fire Safety Policy found in this guide.
- 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 UL or FM approved appliance in the residence hall. Additional guidelines are set forth in the Fire Safety Policy found in this guide.
- Using power tools (such as power saws, drills, etc.) in a resident room or areas except the approved areas on the 17th floor studio in the 162 North State Street Residences.
- Failing to carry your room key or failure to obtain a new room key when needed, resulting in excessive lockouts.
- 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.
- Failing to prepare a room for the arrival of a new resident.

SPECIFIC POLICIES

ALCOHOL

Residence hall policies concerning the consumption of alcohol comply with the Illinois State Liquor Law. If you are under 21 years of age, it is illegal in the State of Illinois for you to possess or consume any alcoholic beverage. Residents must adhere to the following policies:

- Alcoholic beverages may not, under any circumstances be used by, possessed by, or distributed to any person under 21 years of age.
- Open containers of alcohol are not permitted in any public/common areas of the residence hall.
- Students who are under the age of 21 may NOT be present in a room where alcohol is being possessed or consumed, except when all of the following conditions are met:
 - a. The student is in their assigned residence hall room.
 - b. Their roommate is 21 years of age or older.
 - c. No other person present in the room is under the age of 21.
- Students who are over the age of 21 may consume alcohol in the residence hall when:
 - a. All persons present in the room are 21 years of age or older.
 - b. All persons present in the room are 21 years of age or older except in cases when the assigned roommate is under 21 years old. In these cases, it must be clear that the alcohol is being possessed or consumed only by those 21 years old or older.
- Multi-quart containers (kegs, etc), are not allowed in the residence halls.
- Guests and visitors may not consume or possess alcohol if their host (resident) is under the age of 21. It is not an acceptable excuse to assert that you were under the influence of alcohol at the time of the violation. Violations of any portion of the alcohol policy may result in disciplinary action. All alcohol will be disposed of (even if the residents are over the age of 21) when a violation of the alcohol policy occurs.

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 throughout the duration of the contract.

DRUGS

Federal and State laws prohibit the possession, manufacture, distribution and use of certain drugs, drug paraphernalia, and narcotics. Any student known to be possessing, using, abusing, manufacturing, or distributing illegal drugs or drug paraphernalia is subject to Student Conduct procedures, which could result in expulsion from the residence hall and/or SAIC, and may be referred to the appropriate authorities for prosecution. This also applies to the abuse or misuse of any over-the-counter medication or prescription medication.

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 and their guests and visitors must comply with fire safety policies. Failure to comply with these policies will initiate SAIC's student conduct proceedings, which could result in sanctions ranging from residence hall probation to 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. Hookahs and incense paraphernalia (incense sticks, powders, etc) are not allowed in the residence halls.
- Candles—Candles may not be lit in the residence halls. Candles are not allowed in the halls unless the wick has been completely cut or the candle has never been burned.
- 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)
 - Halogen lamps/tungsten lights

GUESTS AND VISITORS

A visitor is defined as any non-resident who will be in the hall for a short time, not overnight. An overnight guest is defined as any nonresident who is staying overnight. Residents of either building are exempt from these definitions as they are welcome to use both residence halls.

- All visitors and overnight guests must be escorted by their host resident at all times while in the facility. The visitors or overnight guests must be met at the security desk by their host resident upon their arrival and be escorted from the building upon their departure.
- Residents must clearly delineate between "visitor" and "guest" upon sign-in at the security desk.

- All visitors and overnight guests must register with a photo ID and be digitally photographed at the security desk. Visitors and overnight guests will not be allowed to enter the residence hall without a photo ID. Exceptions may be made for people who are underage and do not have a photo ID if the Residence Life staff is notified at least 48 hours in advance.
- All visitors and overnight guests will be issued a guest ID. Visitors and overnight guests must have a valid guest ID with them at all times. When an overnight guest ID is issued, the resident will receive an email reminding him/her of who they registered, what time they registered, and other policies related to having visitors and overnight guests.
- When visitors and overnight guests are ending their stay, they should submit their guest ID to the security desk so they can be removed from the registry. Failure to submit guest IDs may cause the host resident to lose guest and visitor privileges.

OTHER VISITOR AND GUEST POLICIES

- Each resident may have up to five visitors/overnight guests at one time with the approval of their roommate (as defined in the Student Living Plan). However, the total number of people that may be in a room at any one time, including residents of the room, is eight people.
- An overnight guest may only stay five consecutive nights in the residence hall, regardless of who checks them in. Each resident may have up to five nights of overnight guests each month with the approval of their roommate (as defined in the Student Living Plan). Residents may further limit the number of overnight guests and visitors in their room through the Student Living Plan. However, both roommates need to agree on any new guidelines.
- If you would like to request an extended stay for an overnight guest (past the five nights allotted), you must have approval from your roommate and approval from the hall director through the Extended Stay Request Form prior to the arrival of your guest. Please be aware that submitting an Extended Stay Request Form does not guarantee an exception.
- All overnight guests and visitors are subject to the SAIC Rules of Conduct and Residence Hall Policies.
- Residents are responsible for the actions of their overnight guests and visitors. In the event that an overnight guest or visitor violates policies and/or causes damages, the host resident may be subject to disciplinary action, responsible for charges, and may have further visitation and overnight guest privileges limited.
- Overnight guests and visitors may be required to leave the residence hall if they or their host are involved in a residence hall policy violation. Depending on the issue, the overnight guest or visitor may have their access revoked permanently.
- Residents may sign in a visitor or overnight guest 24 hours a day. However, if the safety and security of the community is in question, if a roommate issue occurs, or if this policy is being abused, these privileges may be limited or revoked.

- Residents who do not adhere to the guest and visitor policy may lose their privileges. Violation of the of guest and visitor policy includes, but is not limited to, having more than five overnight guests per month without approval from their roommate and hall director, registering non-residents as “visitors” although they are “overnight guests”, and not having your guests and visitors properly check out of the residence halls.

QUIET HOURS

Quiet hours are in effect Sunday–Thursday, 11 p.m.–8 a.m.; and Friday and Saturday, midnight–8 a.m. During quiet hours, noise in public areas should be kept to a minimum. This includes TV lounges and studio spaces. When quiet hours are not in effect, residents should still maintain noise levels that are considerate of the needs of others. Please be considerate of your fellow residents and the needs of the community. Please note there is a 24 hour quiet study space available in the 162 North State Street Residences on the 16th floor adjacent to the computer lab.

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 compliance with state and local laws, smoking is completely prohibited in all SAIC buildings, including residence halls and classroom buildings. Smoking is not permitted in residence hall rooms, classrooms, common areas, or anywhere else in SAIC buildings or within fifteen feet of the entrance to all SAIC buildings.

STUDIO USE

The studio workspace has been designed to provide the necessary ventilation for oil paint.

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 these items include 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 also not allowed in the studios 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, liquin oil color, Japan medium, Copal medium, turpenoid, 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 each 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 each semester 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 spray booth on the 17th floor of the 162 North State Street Residences; in the Sharp Building, room 307B; in the Sullivan Center, room 1248; or in the Columbus Drive building, room 032. While in the studio in the 162 building, spray fixative/spray paint must be placed in the yellow flammable/combustible storage cabinet in the spray room when the material is not in use. Empty spray cans must be placed in the flammable waste containers.

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.

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). MSDSs 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 should not be used in the studio or in resident rooms. Pink foam must only be machined or shaped on the downdraft table located on the 17th floor studio of the 162 North State Street Residences.

POWER TOOL USE IN THE STUDIO

Hand-held electric power tools are only allowed in the designated area of the 17th floor studio at the 162 North State Street Residences. No gas-powered tools are allowed in the studio or anywhere in the residence hall. The downdraft table is appropriate for sanding or other materials. Drilling or cutting wood or other materials should take place at the designated worktables. When using any tools:

- Dress appropriately (e.g. pull long hair back and no loose jewelry, baggy clothes, or open-toed shoes).
- Wear proper protective eyewear, hearing protection, and dust masks.
- Secure the tool so it will not drop.
- Secure the material so that it does not move.
- Do not lock the tool in the "on" position.
- Do not use the tool on items with moving parts.
- Do not leave any tool unattended.
- If using a cutting tool, make sure that the cut path is clear on the underside of the material.
- If using a cutting tool, make sure that the cutting edge of your tool is sharp.
- Make sure that you are cutting away from yourself.
- Check to make sure sharp blades/edges will not come into contact with yourself or others.

If you are tired, not feeling well, or under the influence of alcohol or drugs, you should not work with any tools.

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 without prior permission from Residence Life. Contact your Hall Director for more information.

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. Residents should consult MSDSs for specific art materials to assist in determining the appropriate equipment for the particular media.

WINDOWS

Residents 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 guest or 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. Failure to comply with these policies may initiate the Student Conduct procedures, which could result in expulsion from the residence hall and/or SAIC.

Campus Security will conduct periodic unannounced inspections of windows blocks and screens throughout each term. Contact a Residence Life or Campus Security staff member immediately if your window or screen is not secured.

STUDENT CONDUCT PROCEEDING

Violating the Rules of Conduct and/or the Residence Hall Policies may subject a student to the SAIC's Student Conduct Procedures, as outlined in the Rights and Responsibilities section of this handbook. For very minor conduct violations, the Residence Life staff has the discretion to resolve the matter by sending the student a letter of warning instead of meeting with that student. If the student disagrees with the letter of warning, he/she should schedule a meeting with the Residence Life staff member who sent the letter.