

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. Because a strong community depends on respect for the rights of others, considerate behavior, and good judgment, residents are expected to maintain high standards of personal conduct at all times. Behavior should reflect maturity and respect for the rights of other people. 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.

SAIC STAFF ON CAMPUS

The Professional Staff

The SAIC Residence Life staff is here to help you. These include individuals who work in the Sullivan Center, as well as staff who live and work on campus. The Residence Life staff supervise the resident advisors, are available to help you with your room selection, can assist in providing opportunities for you to get involved on campus and are dedicated to helping residents transition into SAIC and Chicago. The professional staff are excellent resources for residents, and we encourage you to get to know them! 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 Resident Advisors (RAs)

Twenty-two student RAs work with the residents to build community and to 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 also responsible for helping students maintain a safe and productive living environment, including enforcing SAIC and residence hall policies. Please be cooperative whenever a staff member approaches you or requests your assistance.

GETTING INVOLVED

Programs and Events

The Residence Life staff partners with residents to sponsor social, educational, and art-related 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. The residence life experience is intended to be socially, culturally, and artistically enriching. We encourage you to get involved with your floor community. Contact your RA to find out how to join in the fun!

Residence Hall Exhibitions (RHE)

Many students choose to participate in the student-run residence hall exhibitions committee (RHE). The RHE plan exhibitions in many of the common spaces of the residence halls, including the gallery located on the 16th floor of the

162 North State Street Residences. This exhibition space, called the Siragusa Gallery, along with other public exhibition spaces, give students in both of 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.

Residential College Program

The Residential College Program (RCP) is a living-learning community designed to enhance the first-year student experience at SAIC. Students in the RCP live together on floors 5 and 6 in the 162 N. State Street Residence Hall and attend their Research Studio class on the 16th floor of that same building. The opportunity to live and learn together in a focused and dynamic way is unique to this program. The RCP is a community-based experience where students focus on developing and sustaining their creative practice in a holistic way, examining their lives as artists, and engaging with communities both within SAIC and throughout Chicago.

Nuveen Center for International Student Learning

The Nuveen Center for International Student Learning provides resources and events for all residents living on campus. The staff have designed programs to support our large international student population at SAIC. The Nuveen Center, located on the 16th floor of the 162 North State Street Residences, is designed to foster a diverse community; encouraging students to share their cultural experiences and backgrounds with their fellow residents. Some of the programs sponsored by the Nuveen Center have included: an International Movie Club, trips off campus to the Asian Market and to the Milwaukee Art Museum, art exhibitions, study trip presentations, and “Tea Time,” an opportunity for students to relax and get to know each other. We encourage

you to participate in a program, to stop by during one of our office hours, or to hang out in our comfortable lounge.

SHARING YOUR ROOM

Student Living Plan

Your bags are unpacked, your posters are up, and you have finally met your new roommate. Now what? Communicating your individual needs and learning to work out differences is essential for developing strong relationships. 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 pertinent to living together, 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/she may help you if any conflicts arise in the future.

Roommate Issues/Changing Rooms

The first step to dealing with an issue with your roommate is to sit down and discuss the situation. If you are having trouble facilitating this conversation, your RA can help. Small communication issues or small lifestyle changes can often be the key to making a living situation better. After meeting with your roommate and your RA, if 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. In addition, because we are usually at or near full housing capacity, we are often unable to accommodate room and/or roommate changes.

Roommate Swap Fair

Residence Life organizes a roommate swap fair for students interested in moving out of their rooms. This event occurs approximately three weeks after the beginning of each term. 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, then the residents may switch places pending the approval of Residence Life.

Open Spaces in Double or Triple Rooms

A resident in a double or triple occupancy room may have, without prior notification, a new roommate assigned to share their space at any time. 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 off one desk and one bed, emptying one closet, and providing space in the bathroom and kitchen for the other person's belongings. Common areas in the room should be clean for the arrival of the new resident.

Reassigning Rooms/Consolidation

The Residence Life Office reserves the right to require changes in room assignments in order to maintain an educational environment conducive to intellectual and personal growth and/or in order to insure 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 the prior notice of the resident.

RESIDENCE HALL FACILITIES**Residence Hall Rooms****ETHERNET CONNECTIONS**

Each room is equipped with an Ethernet connection(s) that gives students direct access to the internet through SAIC's network. For more information about using SAIC's network, see the Acceptable Use of Network and Computing Resources Policy in the Student Rights and Responsibilities section of this handbook.

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.

REPAIRS AND MAINTENANCE

If the facilities in your room need attention, you should submit a facilities work order for assistance. Work orders may be submitted by signing on to the SAIC portal and navigating to the “Housing” section located under the “Services” tab. Click on the “Submit Work Order” link to request a repair. Once a work order has been submitted, SAIC Operations staff will enter your room and attempt to resolve the problem. In order to maintain the quality and upkeep of each room, residents are asked to immediately report any damages or required repairs.

If you have an emergency maintenance problem that may cause harm to people or damage to property, e.g., an overflowing toilet, power outage, immediately contact the 24-hour Campus Security desk in your residence hall and notify

the officer on duty. Campus Security will contact Operations staff and the situation will be resolved as soon as possible.

RECYCLING CONTAINERS

Each room is provided with a cardboard recycling container, similar to a large trash can, at the beginning of the year. Residents may use this container along with clear plastic bags (provided at the residence hall desk free of charge) to collect recycling. When the container in your room is full, please place the bag in the trash room on your floor to be transported to the recycling center. The recycling program currently accepts plastic, cardboard, and aluminium or tin cans. Please place items in a clear plastic bag only. If you have specific questions about items that can be recycled, please contact the residence hall desk.

ROOM CONDITION

Residents must notify SAIC of any defects in the condition of his/her assigned space at the time of move in. If no notice of a defect is received, the assigned space is deemed to be in good condition. If a Residence Life staff member finds damage to your room or if the room needs excessive cleaning, a charge will be placed on your student account.

ROOM LOCKS

Each room is equipped with an electronic room lock, similar to one you might find in a hotel. This style of lock is more convenient for residents. Residents should be aware of the "status" of the lock, and immediately report any issues with your lock.

The following is a guide to the lights on your lock:

- Green light: Entry approved

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

If you lose your key, you will be charged a \$20 fee, and you and your roommate will be issued new keys. If you find yourself locked out of your room, contact Campus Security. You may be asked to provide your ARTICard ID in order to verify your residency. Residents should not hang any items from their door handle inside the room, as this may cause the lock to malfunction.

TELEPHONES AT SAIC

SAIC provides each resident with an individual telephone line and voicemail box in their room. Residents are responsible for providing their own telephone. All phones lines may receive calls and make internal campus calls. For outgoing calls, residents must dial "8" for an outside line, and use a calling card. Each person should use the phone extension assigned to them at move-in. A room change will result in the assignment of a new phone number to that resident.

For questions regarding SAIC telephone service, please call **312.899.1451 (x9.1451)**.

Internal extensions are based on building extensions:

- 3 Grant Park; 443.3547
104 S. Michigan; (x3.3547)
- 5 MacLean Center 345.3563 (x5.3563)
- 6 The Chicago Building; 516.5490
162 North State; 846.2100 (x6.5490)
- 7 Grant Park; 857.7609
104 S. Michigan; (x7.7609)
- 9 Sharp Building; 899.1237
116 S. Michigan; 629.1237
Sullivan Center; (x9.1237)

ARTICARD

When you arrive on campus you will receive a student ID called the ARTICard. The ARTICard is used to access all SAIC buildings as well as many common area facilities. You may also put money on your ARTICard to pay for laundry service, on-campus food service, off-campus restaurants and businesses, and vending machines services. For more information, call the ARTICard office from any campus phone at x9.9362 or visit them on the SAIC portal under the “Tools” tab.

Common Area Facilities

All of the common area facilities, except for the Exercise Room at the 162 North State Street Residences, are open 24 hours a day. Residents are expected to help maintain these facilities in good condition. Please clean up after yourself, and report any facilities issues to the Hall Desk or your RA.

BICYCLES/BICYCLE STORAGE

A limited amount of indoor bicycle storage space is available for residents on a first-come, first-served basis. Please contact your RA or the residence hall front desk for more information about access and security. Bicycles are not

allowed in any other area of the residence hall, including resident rooms. The School is not responsible for any bikes that may be damaged or stolen.

COMPUTER LAB

The computer labs are equipped with Mac Workstations, scanners, slide scanners, a printer, and other peripheral equipment. Docking locations for laptops are also available. Please do not leave items unattended in any common area facility, but especially in the computer labs. If you have technology issues in the computer lab, please let us know by emailing 162labhelp@saic.edu, or chicagolabhelp@saic.edu. The issue will be addressed as soon as possible.

WIRELESS INTERNET

Wireless access is available in the common area floors in each residence hall (162 North State: Common areas on each floor and the 16th and 17th floors; The Chicago Building: 15th floor).



EXERCISE ROOM—162 NORTH STATE STREET

The Exercise Room is located on the 4th floor of the 162 North State Street Residence Hall, 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 Monday–Sunday, 6:00 a.m.–12:00 a.m. This facility is open to residents of both residence halls, but is not accessible for guests and visitors.

FLOOR LOUNGES (162 North State St.)

Each floor of the 162 North State Street Residence Hall has a lounge equipped with a TV, DVD player, couches, and study areas. This is a great place for residents to hang out, where RA's hold many of their programs.

RESIDENCE HALL DESKS

The residence hall desk is located on the 3rd floor of The Chicago Building and the 4th floor of the 162 North State Street Residences. At these desks you may pick up any packages that you have received through the mail that did not fit into your mailbox, check out equipment such as a vacuum, broom or mop, get answers to lots of questions, or speak to many of the Residence Life professional staff, including the Hall Director.

KITCHEN

Cooking and food preparation can be an exciting part of building a community. Both residence halls have common area kitchen facilities that contain stoves, ovens, and an open space for group meals. Residents should not leave any appliance in the kitchen or in their room unattended while it is in use. Please be considerate of your fellow residents and clean up after you use the kitchen facilities.

STUDENT HANDBOOK

LAUNDRY

Laundry rooms are located on the 15th floor of the Chicago Building, and floors 4 and 16 in the 162 North State Street Residences. Coin and ARTICard-operated washers and dryers are available. A change machine is available by the vending rooms. SAIC is not responsible for items left unattended in the machines or laundry rooms.

Laundryview

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

MEDIA ROOM

The Media Rooms in the residence halls are located in the 15th floor of the Chicago Building and the 16th floor of the 162 North State Street Residences. These rooms contain state-of-the-art equipment including a large TV, a DVD player, and Digital Video player. Many RA's and residents plan programs in this space throughout the year to watch movies or their favorite TV show together. To reserve this space for a program, please contact the residence hall desk.

MAIL

Each resident will be issued a mailbox at the beginning of the year. To ensure correct delivery, please tell your friends and family to indicate your mailbox number on all mail. If you receive a package, a notice will be left in your mailbox and you may pick up the package at the residence hall desk. Please be sure to check your residence hall mailbox frequently for important School communications.

TRASH ROOM

Trash rooms are located on each floor of the residence halls near the elevator lobby. Residents are asked to bring their trash to the trash room in bags and place in into the trash container located in the room.

RESIDENCE HALL SAFETY

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

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

Reporting Emergencies

Residents may immediately contact Campus Security by calling the number located on each house-phone. Some phones are equipped with "emergency" buttons that automatically dial the number. If you cannot access a house-phone telephone, you may contact the Campus Security desk in the lobby of the residence halls by dialing x6.5300 (The Chicago Building) or x6.2100 (162 North State Street Residences). You may also contact a 911 dispatcher by

dialing 8.911 from your residence hall room telephone. We encourage staff and students to contact Security when dialing 911, as Campus Security staff will have the first contact with emergency responders and can provide directions for reaching the desired location as quickly as possible. If you cannot reach a telephone, pull a fire alarm pull station located near the stairwell.

Fire Alarm Notification

Activation of any fire detection device (including heat detectors, pull stations, sprinkler heads, or sprinkler valves) will trigger the building fire alarm system. All residents must evacuate every time the fire alarm sounds. Failure to do so may result in Student Conduct Procedures.

Evacuation Procedures in the Event of a Fire Alarm

- The entire residence hall, including, residence hall rooms, studio spaces, and common area facilities will be evacuated in the event of a fire alarm.
- If you discover a fire, walk to the nearest pull station, pull the alarm, and exit the building as quickly as possible. If you cannot reach a pull station because it is blocked by fire or smoke, go to the nearest exit and leave the building.
- Do not attempt to extinguish a fire unless it is impeding your exit.
- Evacuate through the nearest stairwell door. Follow EXIT signs, proceed downwards to the building's exit, and move away from the building. Follow instructions of SAIC personnel and Emergency Response personnel.
- The fire escape should only be used if other stairwell exits are blocked.
- Tampering with fire equipment is a felony offense in the State of Illinois.
- Failure to evacuate the building during a fire alarm is

against city ordinance and is considered a violation of SAIC policy. When you choose not to evacuate the building, you are putting your life and those around you in danger. Serious sanctions (up to and including expulsion from your SAIC residence hall and suspension from School) 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 Drills

Evacuation drills will be conducted several times throughout the year. All residents and guests/visitors will participate in the evacuation drill as required by the Chicago Fire Marshall.

Special Instructions/Assistance for Individuals with Mobility Impairments

In the event of an emergency, persons having any mobility impairment should go to the nearest available emergency phone in the hallway and call Campus Security by dialing the emergency number located on any campus phone. Many phones are equipped with “emergency” buttons that connect you directly with Campus Security. Notify Campus Security of your exact location in the building, and unless fire or smoke forces you to enter the stairwell, you should stay on the floor just inside the stairs. Do not impede or block the exit for others who are leaving. Mobility-impaired guests and visitors, upon entry to the building for any reason, are responsible for notifying the Campus Security desk of their exact location within the building. There are telephones located near/within common areas in the residence halls.

In the event an emergency is verified, the Chicago Fire Department will first attempt to clear the floor where the fire is located while other rescue teams will go to all other floors.

Working in a progression from the closest to the furthest floor from the fire, the rescue team will remove everyone from the building. If you are on a floor where the conditions are life threatening, you should call Campus Security as described above and go to the landing in the stairwell. Close the door and remain there until Emergency Response personnel can reach you.

Voice Alarm System

The residence 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. Emergency Response personnel may use the voice alarm system to direct activities and communicate in emergencies, such as a utility outage, a bomb threat, severe weather, or other emergencies.

Evacuation Route Maps

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

Injury/Illness Reporting

If you are injured or ill and need immediate attention, notify Campus Security at The Chicago Building (x6.5300) or at the 162 North State Street Residences (x6.2100). Campus Security will obtain emergency assistance for you. You also may call for outside emergency assistance by dialing 8.911 on your room phone, or use the emergency information on one of the common area telephones. Should you wish to go to the Emergency Room, please contact Campus Security staff, and a Residence Life staff member will assist you.

Hospitalization

If a resident is hospitalized during the time he/she is living on campus at SAIC, the Residence Life staff should immediately be notified. Please let Residence Life know if you have been hospitalized so we can assist you.

Environmental/Health and Safety Tour

All residents should maintain adequate cleanliness and facilities that are in good repair in their rooms. SAIC 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 by Operations or Housekeeping staff and the residents of the room will be charged.

Keys

Each resident will be given an electronic room key. For safety reasons, residents should report lost keys and access cards immediately. If you notice any light flashing green, other than when you insert your key, notify the hall desk, the RA on duty or Campus Security.

Appliances

Overloading the electrical circuits can present both fire and safety hazards. The following appliances are not allowed in the residence hall:

- open element appliances, such as space heaters and broilers
- sun lamps
- potpourri pots (candles or electric)
- halogen lamps/tungsten lights

If you intend to use an appliance not mentioned here and are not sure about its safety, please first check with your RA.

Room Entry

Authorized SAIC staff or maintenance personnel may enter resident rooms without prior notice for maintenance and housekeeping purposes; fire and safety inspections; damages inspections; if there is a reasonable belief that someone's safety is in jeopardy; or that a violation of a School regulation, local ordinance, and/or state or federal statute has occurred or is in progress. You should cooperate and open the door immediately. Any property seized at this time may be used in the School's student conduct proceedings and may be turned over to the local authorities. In case of an emergency, the SAIC staff maintains the right of immediate access to the premises without prior notice. Authorized personnel will determine if access is necessary to protect the safety and health of any person or property.

Parental Notification Policy

The School reserves the right to notify a student's parent, guardian, or emergency contact, regardless of the student's age, status, or conduct, in health or safety emergencies, including hospitalizations, or when, in the School's judgment, the health or well-being of the student or others may be at risk. In accordance with recent legislation, the School may also contact parents or guardians of students under the age of twenty-one (21) who violate any federal, state or local law and/or the School's policies that govern the use or possession of alcohol or controlled substances.

MOVING OUT

Move-out Procedures

When changing rooms or leaving the residence hall, residents are required to follow proper check-out procedures:

- Make an appointment with your residence hall director to discuss your move (except when leaving at the end of your contract period);
- 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; and;
- Clean your room;
- Attend a check-out meeting and complete a final room inventory with your RA.

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

Moving Out Early (Breaking Your Contract)

If a resident leaves the residence hall during the academic year (either during a semester or between semesters) the resident 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 might receive an adjusted room rate based on their move-out date. The resident will also be assessed a \$1,300 Contract Breakage Fee.

RESIDENCE HALL POLICIES

Residence hall and School policies have been established to assist in creating a comfortable living environment that is conducive to artistic and personal growth and development. All residents, students, and guest/visitors are expected to adhere to their 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 the School's Student Conduct Procedures.

Students must refrain from the following:

- Use, possession, manufacturing, or distribution of alcoholic beverages while on School property or at School-sponsored activities (except as expressly permitted by the School's Alcohol Policy set forth in the Specific Policies section of this handbook, the Residence Hall Alcohol Policy found in the Residence Hall 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 located in the Residence Hall Guide section of this handbook.
- Failing to disclose a criminal conviction to the Residence Life staff as outlined in the Criminal Convictions Policy located in the Residence Hall Guide section of this handbook.
- 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 the Residence Hall Guide section of

this handbook.

- 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 in Residence Hall Guide section of this handbook.
- Possessing incense or a hookah in the residence hall. Additional guidelines are set forth in the Fire Safety Policy located in Residence Hall Guide section of this handbook.
- Tampering with window blocks, window screens, or placing items in windows. Additional guidelines are set forth in the Windows Policy located in Residence Hall Guide section of this handbook.
- 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 located in Residence Hall Guide section of this handbook.
- Painting in your room or doing work in your room that may damage it.
- 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 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 non-resident) in a residence hall room in which they are 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 school official.
- Loaning your room keycard or ARTICard to another person.
- Possessing a pet other than fish. Fish that can cause injuries, such as Piranhas, are prohibited. A fish tank may not exceed 10 gallons. Service animals are permitted in the residence hall.
- Unauthorized postings in the residence hall or postings on areas other than bulletin boards. All advertising and posting in the residence halls must be approved by Residence Life, see the residence hall desk for more information.
- 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 in the residence hall without written authorization from Residence Life.
- Removing furniture from your room (including mattresses, box springs, bed frames, drafting tables, chairs, microwaves, cable boxes, armoires, and all other items provided in your room), or taking furniture provided in common area rooms into residence hall rooms.
- Building beds or other loft furniture into your room.
- Leaving food cooking unattended at any time, including in the common area oven. Please do not leave your

microwave, stove burner, or any appliance you have provided unattended during use. Additional guidelines are set forth in the Fire Safety Policy located in Residence Hall Guide section of this handbook.

- Using space heaters, broilers, sun lamps, potpourri pots, hot pots, any open coil heating element, halogen lights or tungsten lights (for photography/video/filmmaking) in the residence hall. Additional guidelines are set forth in the Fire Safety Policy located in Residence Hall Guide section of this handbook.
- Using power tools (such as power saws, drills, etc.) in a resident room or common area studio.
- Failing to carry your room keycard, resulting in excessive lockouts.
- Using electronic musical equipment and amplifiers in the residence halls except when played through headphones. Acoustical musical instruments are to be played only during Courtesy Hours (see Quiet/Courtesy Hours Policy).
- 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 and visitors/guests over the age of 21 may consume alcohol in the privacy of their rooms, as long as they observe 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 21 years of age and older may not serve, provide, or purchase alcohol for residents or guests who are under the age of 21.
- If a room is shared by those over and under 21 years old, it must be clear that the alcohol being possessed or consumed only by those 21 years or older.
- Students 21 years or older may not have alcohol present at events in their rooms when residents or guests who are under the age of 21 (with the exception of their roommate) are present.
- 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.

You must always comply with all residence hall policies. 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 plead guilty or were found to be guilty by a judge or jury to charges that were committed other than minor traffic offenses. This includes any 1) plea of offense; 2) juvenile, nolo contendere, or no contest please; and 3) any conviction that is currently being appealed. This disclosure does not include any arrest or criminal history record information ordered expunged, sealed or impounded under applicable law or any conviction reversed on appeal.

In addition, residents have a continuing duty to disclose their criminal convictions during the time they live in the School's residence halls.

Guests and Visitors

A Resident Visitor is defined as a resident of either residence hall who is visiting the residence hall in which they do not reside. For example, a 162 North State Street resident is a resident visitor in the Chicago Building.

All resident visitors may enter either residence hall at any time. In order to enter a residence hall in which you do not reside, you must register with the security desk by presenting your ARTICard. You will not be required to be escorted. Resident visitors will have access to all common area facilities in both residence halls.

A Non-Resident Visitor is defined as any non-resident of either residence hall. An Overnight Guest is defined as any non-resident who is staying overnight.

- All non-resident visitors/overnight guests must be escorted by their host resident at all times while in the facility. The non-resident visitor/overnight guest must be met at the security desk by their host resident.
- Residents must clearly delineate between “non-resident visitor” and “overnight guest” upon sign-in at the security desk.
- All non-resident visitors/overnight guests must register and be digitally photographed at the security desk.
- All non-resident visitors/overnight guests will be issued a guest ID. Non-resident visitors/overnight guests must have a valid guest ID with them at all times. Non-resident visitors/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).
- When leaving the hall, residents must escort each non-resident visitors/overnight guests to the security desk to sign out.

OTHER VISITOR AND OVERNIGHT GUEST POLICIES

- Each resident may have up to five visitors 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 stay only 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 meet with your hall director prior to the arrival of your overnight guest to discuss your request extension. (Note: meeting with your hall director does not guarantee an exception.)
- 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 guest or visitor may have their access revoked permanently.
- A resident may sign in as a visitor or guest twenty-four 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.
- All 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 a guest or visitor violates the rules/policies, the host resident may be subject to disciplinary action and may have further visitation/overnight guest privileges limited.

Fire Safety

One of the main 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 the residence life 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 (see specific policy or section in this handbook for more information):

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

Studio Use

Odor or fume-producing materials, toxic/hazardous, and/or flammable materials may not be used anywhere in the residence halls. Examples of some odor-producing, toxic/hazardous, and/or flammable materials include items such as, but not limited to, turpentine, epoxies or resin materials, strong acids or bases, and solvent-based paints. Manipulation of hot wax is also not allowed in the studios. Dirty towels, rags, paint tubes, and brown paper should be disposed of properly after use.

The studio workspace has been designed to provide the necessary ventilation for oil paint. Use of spray paints and other aerosols are not permitted in the studio or in any other School studio. Special facilities designed for spraying paint and fixatives are available in the spray booth on the 17th Floor of the 162 North State Street Residences, or in facilities in the Columbus Drive Building.

WASTE DISPOSAL

Regular trash containers are to be used exclusively for the disposal of regular household trash and debris. Art materials allowed in the residence halls can be divided into several categories: water based materials, combustible solids and liquids, weak bases, and acids. Bulk water-based materials are not to be rinsed down the sink. You should contact your hall director to arrange for disposal of bulk water-based waste materials. Turpentine is not allowed in the studios. Turpenoid can be used as a turpentine substitute. Combustible solids (rags, cloths, brown paper, or other materials containing combustible materials) must be disposed of in the waste containers labelled "oily waste", not in the regular trash bins. Typically the oily waste containers are red or yellow, 3-5 gallon containers with an attached lid and foot lever.

These cans are located in the common studio spaces in the residence halls. Combustible liquids such as waste turpenoid must be disposed of in liquid waste safety cans. Liquid waste safety cans are red, 3-5 gallon cans with a small mouth.

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 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, cornstark should not be used in the studio or in resident rooms.

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 they have 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.

Room Damage/Room Decorating

The following items are not allowed when decorating your room:

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

Also please note:

- All electrical decorations and extension cords must bear the Underwriter’s 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 should be off when the area is not occupied.
- Do not install decorations in areas that may conceal exits, sprinkler heads, or fire detection devices, or reduce the width of an exit in any way.

Quiet/Courtesy Hours

Quiet hours are in effect Sunday through Thursday, 11:00 p.m.-8:00 a.m.; and Friday and Saturday, 12:00 a.m.-8:00 a.m. During quiet hours, noise in public areas should be kept to a minimum. This includes 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. These hours are designated as Courtesy Hours. Please be

considerate of your fellow residents and the needs of the community.

Smoking

In compliance with state and local laws, smoking is completely prohibited in all SAIC buildings, including residence halls and classroom buildings. Students are not permitted to smoke in residence hall rooms, classrooms, common areas, or anywhere else in SAIC buildings. Hookahs are not allowed in the residence hall. Smoking is also prohibited within 15 feet of the entrance to all SAIC buildings.

Windows

Window blocks, screens, and window stickers may not be tampered with or removed at any time. Hanging items in the window or throwing objects from a window is strictly prohibited. Students may not place signs in or on their windows. Violation of this policy may result in immediate removal from the residence hall and/or additional sanctions. 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.

RESIDENCE LIFE STUDENT CONDUCT PROCEEDINGS

Violating the Rules of Conduct and/or the Residence Hall policies may subject a student to the School'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.

