



**School of the Art Institute  
of Chicago**

## STUDENT INFORMATION

Adult Continuing Education (ACE) Noncredit Courses

### ABOUT THE SCHOOL OF THE ART INSTITUTE

--ARTICard

### REGISTRATION, PAYMENT, POLICIES

--Registration Confirmation

--Building Codes

--Registration and Payment

--Cancellations and Schedule Changes

--Refund Policy

### STUDENT RESOURCES

--ARTIC Accounts

--Library Privileges

--Storage and Lockers

--Supplies

--Accommodations for Students with Disabilities

### MISC. RESOURCES

--Security

--SAIC Safe Ride Service

--Student Rights and Responsibilities

## ABOUT THE SCHOOL OF THE ART INSTITUTE (SAIC)

A leader in educating artists, designers, and scholars since 1866, the School of the Art Institute of Chicago (SAIC) offers nationally accredited undergraduate, graduate, and post-baccalaureate programs to more than 3,500 students from around the globe. Located in the heart of Chicago, SAIC has an educational philosophy built upon an interdisciplinary approach to art and design, giving students unparalleled opportunities to develop their creative and critical abilities, while working with renowned faculty who include many of the leading practitioners in their fields.

### **ARTICard** (Student ID)

ARTICard is the identification card for SAIC students, faculty, and staff. It provides access to campus buildings and school privileges, and also allows cardholders to purchase items and services at select locations on and off campus.

The ARTICard is your permanent ID card. As long as you are registered for classes or employed by the Art Institute of Chicago, your ARTICard is valid, and you are eligible for all of its privileges.

Getting your ARTICard is fast and easy. Simply visit the ARTICard and U-Pass Office, read and sign the ARTICard Terms and Conditions, and take a picture. In less than a minute, the card is yours. You can deposit money to your ARTICard account at the same time.

For more information, including ARTICard/U-Pass Office location and hours, visit [saic.edu/articard](http://saic.edu/articard)

---

Continuing Studies  
School of the Art Institute of Chicago  
36 South Wabash Avenue, suite 1201  
Chicago, IL 60603  
312-629-6170  
312-629-6171 fax  
[cs@saic.edu](mailto:cs@saic.edu)  
[saic.edu/cs](http://saic.edu/cs)

Office hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

## REGISTRATION, PAYMENT, POLICIES

### **Registration Confirmation**

Please review your registration confirmation email carefully and contact the Continuing Studies enrollment office at 312-629-6170 if any information is incorrect.

### **Building Codes**

116BLD: Michigan Building, 116 South Michigan Avenue

AIC-FRONT: Front lobby of the Art Institute of Chicago, 111 South Michigan Avenue

CO: Columbus Drive Building, 280 South Columbus Drive

FLMCNTR: Gene Siskel Film Center, 164 North State Street

MC: MacLean Center, 112 South Michigan Avenue

SC: Sullivan Center, 36 South Wabash Avenue

SP: Sharp Building, 37 South Wabash Avenue

SPERTUS: Spertus Building, 610 South Michigan Avenue

### **Registration and Payment**

Students enrolling in Adult Continuing Education courses must be 18 years of age or older and have received a high school diploma or equivalent. Registration is accepted by fax, in person, or by mail on a first come, first served basis. A completed registration form and payment in full is required at the time of registration.

Continuing Studies accepts checks, credit cards (American Express, Discover, MasterCard, VISA), and money orders. If paying by check or money order, please make payable to SAIC and include the student's name, ID number (if available), and term (i.e., fall 2014).

Registration will not be accepted following the start of the second class session.

### **Cancellations and Schedule Changes**

Continuing Studies reserves the right to cancel or alter the fees, schedule, or staffing of courses when circumstances warrant. If a cancellation or change is necessary, students will be notified prior to the first class, and students enrolled in the cancelled course will have the option of taking another class or receiving a full refund.

### **Refund Policy**

All withdrawal requests must be submitted in writing to [cs@saic.edu](mailto:cs@saic.edu) and include the student's name, ID number, and course information. The date the request is received in writing is the date used to calculate the refund amount.

- 100 percent tuition refund prior to the second class
- No refunds will be issued after the second class begins

Students may withdraw from a class following the add/drop period. Charges will remain on the student's account.

Refunds take four to six weeks to process, depending on payment type.

Note: Non-attendance does not constitute an official withdrawal, nor a cancellation of tuition and fees.

## STUDENT RESOURCES

### **ARTIC Accounts**

Adult Continuing Education students receive an ARTIC account that entitles them to a variety of benefits including access to campus wi-fi access and printing, and SAIC email address, online courses at Lynda.com, and library materials and media screening rooms, among others. To activate yours:

- Locate your SAIC ID on your ARTICard and/or registration statement.
- Go to [password.artic.edu](https://password.artic.edu)
- Select **Activate Account**
- On the Verification screen, enter the words displayed and select **Verify**
- Enter your 7-digit SAIC ID number
- Enter your **Last Name**
- Enter your **Birthdate** using this exact date format: DD-MMM (e.g., 22-FEB)
- Select **Activate**

If you require assistance with this process, contact the CRIT Help Desk at 312-345-3535 or email [crithelpdesk@saic.edu](mailto:crithelpdesk@saic.edu).

### **Library Privileges**

All Adult Continuing Education students have access to use and check out materials from the Flaxman Library on the 6<sup>th</sup> floor of the Sharp Building. Students must have a valid ARTICard in order to check out materials. Privileges are only extended for the duration of the term in which the student is registered, and are described on the library's website ([saic.edu/library](https://saic.edu/library)) under Services.

### **Storage and Lockers**

There are unsecured, shared painting racks on the 3<sup>rd</sup> floor in the Columbus Drive building. Students should be prepared to transport artwork and supplies to and from class each week.

Adult Continuing Education students can register lockers through the Office of Student Affairs. Call 312-629-6800 or email [studenthelp@saic.edu](mailto:studenthelp@saic.edu) with your student ID number and the building, floor, and locker number you would like to register. If the specified locker is not available, one in the same general area will be provided. Registration may take two business days to be completed, after which you can put a lock on the locker.

Registered lockers must have a lock placed on them by the end of the add/drop period for the fall and spring semesters. Lockers are checked for valid registration after those dates. If an unregistered locker is found locked, the lock will be cut and the contents disposed of.

If a registered locker does not have a lock it will be released and made available to others. Announcements will be sent out notifying students when locker checks will be taking place.

### **Supplies**

Unless otherwise indicated, students are responsible for purchasing their own art supplies. A list of required supplies is provided at the first class session. Students should come to the first class with a sketchbook or notebook and a writing utensil.

### **Accommodations for Students with Disabilities**

The School of the Art Institute of Chicago is committed to full compliance with all laws regarding equal opportunities for students with disabilities. Continuing Studies students with disabilities should call 312-499-4278 or email [dirc@saic.edu](mailto:dirc@saic.edu) for further information.

## MISC. RESOURCES

### **Security**

Security guards are stationed at the entrance of all SAIC buildings 24 hours a day. All students must show their ARTICard to access campus buildings.

### **SAIC Safe Ride Service**

SAIC's Safe Ride Service is an alternative to walking between buildings alone at night during the fall and spring semesters. Students and employees may request a ride at the SAIC security desks. A security officer will provide transportation between campus buildings and designated public transportation stops. Safe Ride operates between 9:00 p.m. and 6:00 a.m., Monday through Sunday, stopping at the following locations:

280 S. Columbus Dr.

162 N. State St.

Jones Hall, 7 W. Madison St.

Sullivan Center, 36 S. Wabash Ave.

Sharp Building, 37 S. Wabash Ave.

MacLean Center, 112 S. Michigan Ave.

116 S. Michigan Ave.

The Buckingham, 59 E. Van Buren Street

Near 162 N. State St. (Red Line)

Dearborn and Washington St. (Blue Line)

Adams St. and Wabash Ave. (Brown, Pink, Orange, Green, and Purple Lines)

Upon boarding the Safe Ride, present your valid ID to the driver. The driver will swipe your ID card and return it to you.

### **Student Rights and Responsibilities**

Students-At-Large agree to read and abide by the Rights and Responsibilities for ACE, APSI, and TIME Students available online at [saic.edu/ace](http://saic.edu/ace) – select Forms and Downloads.

## RIGHTS AND RESPONSIBILITIES FOR CONTINUING STUDIES STUDENTS

- Adult Continuing Education
- Advanced Placement Summer Institute
- Teaching Institute in Museum Education

Adult Continuing Education (ACE), Advanced Place Summer Institute (APSI), and Teaching Institute in Museum Education (TIME) students at SAIC have certain rights and responsibilities commensurate with those of degree-seeking students. These rights and responsibilities, which are subject to change from time to time, can be found in the Student Handbook at:

<http://www.saic.edu/media/saic/pdfs/gateways/studenthandbook.pdf>

As described in the Student Handbook, these rights and responsibilities include SAIC's Rules of Conduct and Specific Policies. All ACE/APSI/TIME students are expected to be familiar with and abide by the most current version of the Student Handbook as stated on the SAIC website, subject to the following modifications:

- I. The following provisions of the Student Handbook do not apply to ACE/APSI/TIME students:
  - Student Participation in Institutional Government;
  - Academic Misconduct;
  - Health Insurance;
  - Missing Student Policy; and
  - Policies relating to Grade Appeals, Academic Review Board, and Student Employment Committee.
- II. Allegations of misconduct will generally be resolved using the Administrative Procedures described below. However, SAIC reserves the right, in its sole discretion, to use the Student Conduct Procedures or the Involuntary Withdrawal Procedures outlined in the Student Handbook to address certain allegations of misconduct or behavior that renders a student unable to effectively function in the SAIC community.

### Administrative Procedures

The Vice Provost and Dean of Community Engagement (VPDCE) or his designee will review the allegation of misconduct and initiate an investigation. At SAIC's discretion, the investigation may be conducted by the VPDCE, his designee or Campus Security. The investigator may seek to interview anyone, including the student accused of misconduct.

Any student who provides information to the investigator must provide truthful information. Providing information that is not truthful may constitute a violation of the Student Rules of Conduct. Students, including those accused of misconduct, are expected to cooperate in any investigation. If a student chooses not to cooperate, the investigation will continue and the matter

will be resolved without the input of the student declining to cooperate.

During the course of the investigation, the student accused of misconduct may be restricted from being present on SAIC's premises and/or attending classes.

Upon completion of the investigation, the VPDCE or designee will review the findings and then convene a meeting with the student accused of misconduct and, if available, the student's parent or guardian. At SAIC's discretion, the meeting may be conducted in person, by phone, or by electronic means.

At the meeting, the VPDCE or designee will review the allegation of misconduct and discuss the findings of the investigation with the student. The student will be given the opportunity to explain his/her conduct.

At the conclusion of the meeting, the VPDCE or designee usually will proceed to render a determination as to whether it is more likely than not that the student engaged in an act of misconduct in violation of SAIC's Rules of Conduct or Specific Policies. The VPDCE or designee will discuss this finding with the student. If an ACE/PSI/TIME student is found to have committed a violation, the VPDCE or designee will determine the sanction, if any, to be imposed upon the student. In extraordinary circumstances, the VPDCE or designee may take the matter under consideration, rather than making a determination at the conclusion of the meeting; in such circumstances, the VPDCE or designee will communicate the outcome of the meeting to the student as soon as possible following the conclusion of the meeting.

Sanctions are imposed at the sole discretion of the VPDCE or designee and may include expulsion from the program and/or the residence hall. In addition, an ACE/PSI/TIME student found to have violated SAIC's Rules of Conduct or Specific Policies may be prohibited from applying to other programs conducted by SAIC, including degree programs.

In its discretion, SAIC may choose to use procedures and sanctions that differ from the procedures and sanctions that might be applied to a degree-seeking student accused of similar misconduct.