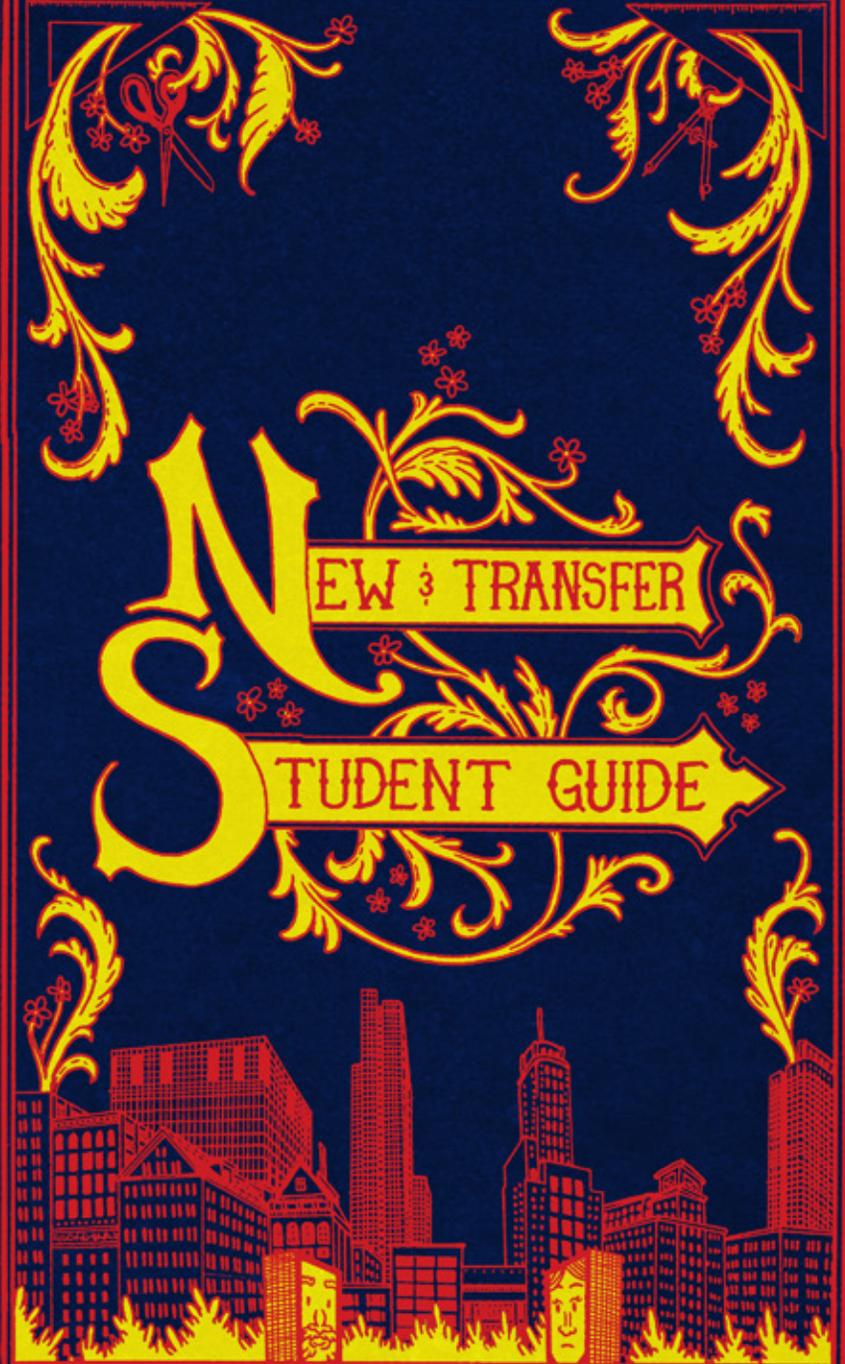


2017-18

Cover Design: Isabella Rotman (BFA 2013)

SAIC School of the Art Institute
of Chicago



New & Transfer Student Guide

This guide was created by Academic Advising to give you a quick overview of how to navigate SAIC right from the start. You will find important dates, tips on how to connect and thrive at SAIC, helpful resources, and more.

For first-year students, this guide can help take some of the mystery out of what it means to be a successful college student in general and at SAIC specifically. You can read about the attendance policy, SAIC's unique grading system, and what to expect from critiques.

For transfer students, the advice in this guide can make a big difference in transitioning from your last campus to your new home. There are likely a lot of differences between your previous school and SAIC, so check out all the ways you can get involved and make the most of your time here.

A note about your academic advisor

Your advisor is a great resource that you will connect with regularly each semester for the entire time you are here. SAIC Academic Advisors are experienced artists, teachers, and student affairs professionals who will show you how to make the most of your educational experiences. All new first-year students at SAIC participate in Integrated Advising and will meet with their advisor regularly for at least two years. Transfer students will work with a faculty advisor for their first year attending SAIC.

To schedule an appointment with your academic advisor, please call the Academic Advising office at 312.629.6800. You can also stop by anytime during walk-in hours, Monday–Thursday, 8:30 a.m.–5:00 p.m. and Friday 8:30 a.m.–4:30 p.m., to meet with an advisor. **Academic Advising is located in the Sullivan Center, 36 South Wabash Avenue, room 1204.**

Table of Contents

- 1 A Brief History of SAIC
- 2 SAIC Core Values
- 3 Save These Dates
- 5 Add/Drop
- 5 Attendance
- 6 Class Progress Reports
- 7 SAIC's Grading System
- 7 Critique
- 8 Getting to Know Your Advisement Report
- 9 Your New Support Network
- 10 Being a "Well Being"
- 11 Curating Your SAIC Experience
- 12 A Yearly Look
- 14 Lingo/Glossary
- 15 Academic Resources
- 17 Our Vertical Campus
- 19 Office of Student Affairs Events
- 21 SAIC Directory

A Brief History of SAIC

- 1866 SAIC is founded as the Chicago Academy of Design; its 35 founding artists intend to run a school with its own art gallery.
- 1872 The collecting arm of the School is founded.
- 1882 Name is changed to the Art Institute of Chicago to accommodate a distinct museum and school.
- 1893 The Art Institute of Chicago school and museum move into their iconic building, built for the World's Columbian Exposition, on Michigan Avenue.
- 1934 Students begin taking liberal arts courses, subsequently enabling SAIC to begin awarding Bachelor of Fine Arts degrees in 1936.
First annual Student Fashion Show.
- 1936 SAIC is the first art school to be accredited by a regional accrediting association.
- 1940 First Master of Fine Arts degrees awarded.
SAIC offers its first course in abstract painting, initiating a post-war shift toward forward-looking art production and training.
- 1969 SAIC's interdisciplinary approach to art education is established, allowing students to determine their own curricula with faculty consultation.
- 1972 The Department of Art and Technology Studies is founded.
SAIC's Film Center, the first of its kind, is established, later becoming the Gene Siskel Film Center.
- 1993 First residence hall is constructed to house a growing student population, resulting in a truly urban campus by 2000.
- 1997 *U.S. News and World Report* ranks SAIC #1 fine arts program in its annual Best Graduate Schools edition. SAIC has been consistently ranked at the top ever since.
- 2001 The Department of Art and Technology Studies develops technology for Millennium Park's *Crown Fountain*, which increases SAIC's focus on civic collaborations.
- 2002 SAIC is named the "most influential art school in the United States" in a survey of art critics conducted by the National Arts Journalism Program at Columbia University.
- 2006 Introduction of new graduate programs in design, including the Master of Architecture, Master of Design in Designed Objects, and Master of Interior Architecture.
- 2009 SAIC produces the most Fulbright Scholars among all art and design schools.

- 2011 The Department of Architecture, Interior Architecture, and Designed Objects receives full accreditation from the National Architectural Accrediting Board.
- 2012 The LeRoy Neiman Center, the first student center in the history of SAIC, opens.
- 2015 SAIC celebrates its 150th academic year.

SAIC Core Values

Our core values were developed by passionate faculty, students, alumni, and staff. Taken together, they convey the flavor of SAIC—a school of art and design so distinct from any other.

We are explorers

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

Meaning and making are inseparable

At SAIC, we believe that meaning and making are inseparable, existing as a perpetual and productive cycle driven by experience, research, and critique. Our commitment to a wide range of media and processes supports our assertion that the artist, designer, scholar, and writer are uniquely qualified as makers to provide leadership, creative perspective, and hands-on skill for shaping today's world, as well as contributing to its opportunities. Critique, as a fundamental component of the creative process, provides assessment as well as new ideas, possibilities, and directions that enable our community to sustain argument, rigor, experimentation, playfulness, invention, subversion, and mutual respect.

We are artists and scholars

The students, faculty, and staff of SAIC are engaged and innovative creators of art, design, scholarship, and writing. The faculty drives our curriculum, and each member brings the diverse experiences of his or her practice directly into the classroom and studio. Our students are viewed as emerging peers and full participants in the learning that occurs in collaboration with faculty and each other. Through their diverse practices, the staff participate to support the learning process; promote the overall well-being, growth, and development of students; and enhance student success and the realization of students' full artistic potential.

Chicago

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

We make history

Our major encyclopedic art museum, libraries, special collections, and public programs create an unparalleled environment for maintaining a thoughtful and tangible relationship to history and the ways in which it is continually revisited and represented, fueling our innovation and experimentation and keeping our historical and critical discourse completely active. Students, faculty, and alumni of SAIC have made significant and groundbreaking contributions to the art, design, and scholarship of the 20th century, and continue to do so in the 21st.

Save These Dates

2017

Aug. 30	Fall semester classes begin
Sep. 4	Labor Day (no classes)
Sep. 12	Fall add/drop ends
Oct. 11	Winter Interim 2018 study trip registration
Oct. 31	Last day to withdraw from a fall class
Nov. 13	Winter Interim 2017 open registration begins
	Spring 2018 advance registration for students with disabilities and RAs
	Spring 2018 advance registration for MA/MS students
Nov. 14	Spring 2018 advance registration for MFA/MFAW/Post-Bac students
Nov. 14–17	Spring 2018 advance registration for undergraduates
Nov. 20	Spring 2018 advance registration for currently enrolled students at large
Nov. 22–26	Thanksgiving break (no classes)
Nov. 27	Spring 2018 open registration for new students begins
Dec. 4–8	Critique Week (see Lingo/Glossary)
Dec. 18	Fall 2017 classes end

2018

Jan. 2	Winter Interim 2018 classes begin
Jan. 3	Winter Interim Add/Drop Ends
Jan. 12	Last day to withdraw from winter interim classes with a grade of "W"
Jan. 15	Martin Luther King Jr. Day (no classes)
Jan. 23	Winter Interim 2018 classes end
Jan. 25	Spring 2018 classes begin
Feb. 7	Spring Add/Drop ends
Mar. 14	Summer 2018 study trip registration begins
Mar. 15–18	Spring break (no classes)
Mar. 19	Summer 2018 registration begins
Mar. 27–30	Critique Week (see Lingo/Glossary)
Mar. 30	Last day to withdraw from a spring class with a grade of "W"
Apr. 2	Fall 2018 registration begins for students with disabilities and RAs
	Fall 2018 advance registration for MA/MS students
Apr. 3	Fall 2018 advance registration for MFA/MFAW/Post-Bac students
Apr. 3–6	Fall 2018 advance registration begins for undergraduates
Apr. 9	Fall 2018 advance registration for currently enrolled students at large
	Fall 2018 open registration for new students begins
May 13	Spring semester ends
May 14	Commencement

Add/Drop

- After you register for an upcoming term, you will have the ability to adjust your course selection during the Add/Drop period using Self-Service. The best (and safest) way to adjust your schedule is to do so before classes start. Once classes begin, making changes can be risky.
- If you want to add a class to your schedule during Add/Drop, start by connecting to the faculty teaching the class. If a class is filled to capacity, there may be a wait list, but it also helps to have in mind another course you might like. Faculty will often give you direction regarding the class and the work you will need to have produced if a spot opens up. If you must change your class schedule during Add/Drop, cover your bases. Attend a back-up class in case you cannot get into your first choice. If you are trying to add a class, don't double-book yourself. That way you haven't missed time in any class even if your Add/Drop plan doesn't work out.
- You can request permission to sit in on classes that are already full during the Add/Drop period. It is important to ask faculty for permission to do this and let them know you are attending in case a spot becomes available. If a spot does not open, you will not be able to continue attending the class.
- Be aware that shopping around for classes during the Add/Drop period has significant risks and **students are held accountable for attendance and coursework missed during that time.**
- Do not add a class if you have not attended at least one of the first two sessions or if you have not done the assignments. Starting a semester with two absences is not advised.

Attendance

Students are expected to attend all classes regularly and on time. Any necessary absences should be explained to the instructor. Students who are ill should contact their faculty member or leave a message for their instructor in the department office on the day they are absent. For an extended absence due to illness, contact Health Services. Notification is then sent to all instructors informing them of the student's absence. For other extenuating circumstances contact the Academic Advising office.

Please note that written notification does not excuse a student from classes. The instructor gives credit to students officially enrolled in a course only if they have responded adequately to the standards and requirements set. If the instructor does not clarify their requirements and absence policy in the course syllabus, students should ask the instructor. Also note that if a student registers late for a class (during add/drop) the instructor counts the missed classes as absences and the student is responsible for assignments given during those missed days.

Federal Financial Aid Attendance Requirement: Recipients of federal aid must have begun attendance in classes for which their eligibility is based upon at the time of disbursement and, in the case of Federal Direct Loans (Stafford and PLUS), be enrolled at least half-time.

Religious Holiday Observance: SAIC recognizes the diverse religious practices of our community. Students are expected to notify their instructors in advance to discuss ways to meet all course requirements while observing holidays.

Class Progress Reports

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

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

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

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

SAIC's Grading System

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

Though it is true that SAIC does not have a GPA system, you receive credit hours that indicate positive performance. Academic standing is based on passing 2/3 of your classes each semester (and passing any first-year courses you may be required to take in a timely manner). Refer to the 2017-18 SAIC Bulletin for more information or talk to your academic advisor.

A "W" on your transcript indicates voluntary withdrawal. If you leave a class after the add/drop period and before the withdrawal deadline, this is the grade you will get. Talk to your academic advisor before withdrawing.

On rare occasions (usually involving extenuating circumstances), some faculty may agree to give a student a grade of incomplete (INC), providing extra time to complete class requirements. If you want to request an INC for a class, your academic advisor can give you more information on how to speak to your faculty about your options.

Critique

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

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

- Manage your schedule in a way that gives you time to fully realize your piece. Your efforts won't go unnoticed, and you'll be in a prime position to get the most useful feedback during your crit.
- Consider the space (framing, hanging, lighting, location) your piece will occupy during the crit. Preparation and presentation are just as important as the piece itself.
- Think about how you will describe your piece to the audience—what went into creating it, the feelings you had and hoped your audience would experience, the thoughts or dialogue you hoped it would provoke. Some professors may even require an artist statement.

- Crits are meant to help artists think about new avenues of development. Keep in mind that not all feedback needs to be incorporated into future projects; rather, ask clarifying questions during crit and then make a conscious decision about what feedback to include.
- Keep in mind that you are in an environment that encourages learning through experimentation. The purpose of crit is to highlight areas of your work that could be done differently so that the desired emotions and dialogue you hoped to invoke are more closely realized in future productions. The ideas of others will provide you a means to evolve as an artist.
- Eat well and get plenty of rest! It makes a world of difference.

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

Getting to Know Your Advisement Report

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

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

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

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

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

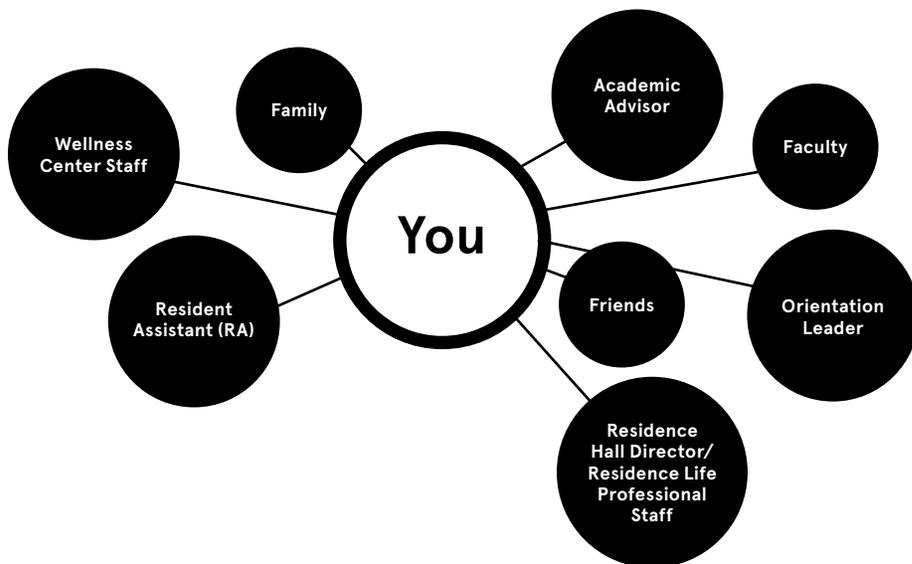
Please Note: In-progress courses (where no grade is posted), transfer credits (T), grades that have not been reported (blank) and grades of incomplete (INC) are included in the Advisement Report. If you withdraw or drop courses or fail to earn credit for in-progress or incomplete courses, you will have to rerun your advisement report and/or factor these changes into your planning.

Your New Support Network

You only need to remember one thing when you run into obstacles, challenges, and unexpected circumstances that are beyond your control: ask for help!

At SAIC, you have a support team here that is always standing by, ready to spring into action. Sometimes, you don’t even need to ask. In those instances, be willing to accept assistance or at least hear us out on what your options are.

Your faculty, academic advisor, Wellness Center staff, orientation leaders, RAs, and all SAIC staff have joined your family and friends in lining up to support you.



Being a “Well Being”

Want to get the most out of your experience? Make wellness a priority! Many of us are fellow artists, and can show you how to take care of yourself.

The SAIC Wellness Center is on the 13th floor of 116 South Michigan Avenue. It includes:

Health Services

312.499.4288

Counseling Services

312.499.4271

The Disability and Learning Resource Center

312.499.4278

The Wellness Center offers free programming and services to all SAIC students. They can diagnose and treat many illnesses and injuries, perform health screenings, provide counseling, facilitate accommodations, offer daylight therapy, and refer you to quality and specialty health care in Chicago. All SAIC students are eligible for 16 free counseling sessions through Counseling Services, and they can also connect you to local providers when needed. Here are some more tips for being a “Well Being” at SAIC:

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

Curating Your SAIC Experience:

What You Need to Know (and Do) to Be an Engaged Student

Participate and Collaborate

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

Practice Mindfulness

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

Find Your Voice

Take ownership of your practice and trust your instincts. SAIC provides a curriculum that allows for self-directed exploration. Be your own best advocate by actively seeking out the opportunities and resources that are most interesting to you. As a transfer student, you may have less time in the SAIC community, so jump in and own your experience. As a creative individual seeking to enter a competitive world, you may encounter rejection and failure, but don't dwell on those moments—learn from them and spring back. Endurance and persistence are keys to success, however you define it. As you make your transition to SAIC, here are a few questions to ask yourself in order to get you thinking about your life, your artwork, your career, and the big picture.

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

A Yearly Look

The SAIC academic experience is about you—what you want to learn, what you want to make, and who you want to be as an artist, designer, or scholar. Below are key things to consider during your sophomore, junior, and senior years as you map out your degree.

First-Year Students

- Meet with your academic advisor at least twice one-on-one and let them know your interests and goals.
- Explore studio electives that you are not familiar with and get recommendations from *Core* and *Research Studio* instructors about classes and faculty they recommend.
- Get to know your new colleagues and share your experiences.
- Take advantage of artist lectures and exhibitions at museums and galleries around the city. Explore new neighborhoods. Grab some friends and explore Chicago outside of downtown.
- Get involved on campus and connect with students outside of your classes. Check out Engage SAIC (engage.saic.edu) for groups that fit your interests and explore new opportunities.
- Hone your writing and revising skills by visiting the Writing Center. Writing will be an essential part of your experience at SAIC.
- You'll likely be spending a lot of time in your studio classes, and time management is your secret weapon. Academic Advising and the Disability and Learning Resource Center can provide you with some helpful tips and printed resources.

Sophomores

- Meet with an academic advisor to review needed credits and degree requirements.
- Select a *Sophomore Seminar* class with a faculty member whose work and teaching philosophy intrigues you.
- Go beyond the intro courses and think about intermediate and advanced (3000- and 4000-level) coursework. Consider faculty's biographies and websites when choosing classes. Request class syllabi from faculty before deciding between courses.
- Make it a priority to build relationships with faculty as they will play an important part in the development of your work.
- Create a network of fellow students with whom to connect for critique and conversation outside the classroom. Offer to review and edit artist statements and have friends do the same for you.
- Explore the many student groups at SAIC and group gatherings and events on Engage.
- Consider an internship and connect the Career and Professional Experience (CAPX) office to discuss your options.
- If you are interested in studying abroad, attend a workshop in the Office of International Affairs and Study Abroad to find out more.
- Use SALT (saltmoney.org) for a lot of great financial planning tools and resources. This is a free and extensive service for all SAIC students.

Juniors

- Meet with an academic advisor to review needed credits and degree requirements.
- Enroll in a required *Professional Practice Experience* course that will engage you in a wide variety of professional practice activities to help prepare you for life after SAIC.
- Think about what you want your senior year to look and feel like and begin making preparations.
- If you are interested in graduate school, start looking at schools and find out if they require a GRE score. Talk to CAPX for assistance during your search and application process.
- Identify faculty and staff who you may want to ask to write recommendations for you in the future.
- Schedule a meeting with a career advisor at the CAPX office to look at your résumé, curriculum vitae, portfolio, and/or personal statement and cover letter.
- Develop a web presence, consider ways to promote yourself via social media, and make business cards.
- Set aside money for upcoming graduate school, residency, and other application fees.
- Apply for exhibitions, jobs, grants, and residencies.

Seniors

- Meet with an academic advisor to review final credits and degree requirements.
- Enroll in the required senior *Capstone* course during your final semester to develop work for presentation for a culminating end of the year event. Apply for capstone exhibition and review installation or other deadlines.
- Research jobs, apprenticeships, and residencies along with other post-graduation opportunities.
- Practice job interviewing skills with peers and/or the CAPX office.
- Let people know you are entering the job market and attend the CAPX job fair.
- Refine your business card, website, and artist/personal statement.
- Continue to maintain and foster new and old relationships with mentors. You may need recommendations after school ends.
- Review the graduation checklist: saic.edu/lifeatsaic/commencement.

Lingo/Glossary

Add/Drop is a short period at the beginning of each semester where you are allowed to make changes to your classes for that term without penalty. Many Student Service offices offer extended hours during Add/Drop (Academic Advising, Student Financial Services, Registrar, Residence Life, Career and Professional Experience (CAPX) office). Most are open until 6:00 p.m. to provide students with additional time to take care of business.

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

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

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

Crit is an abbreviation of "critique." A critique is a collaborative and constructive process to help you refine and reflect on the work you produce. In classroom settings, you will present artwork(s) to the rest of the class for discussion.

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

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

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

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

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

Academic Resources

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

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

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

Museums: Most museums in Chicago have free days. The Art Institute of Chicago is always free when you present your SAIC student ID.

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

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

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

Roger Brown Study Collection: The collection is the preserved home of influential SAIC alum Roger Brown (BFA 1968–MFA 1970). This quirky collection of art and paraphernalia is a great resource for inspiration. It is available by appointment only and is located at 1926 North Halsted Street. Call 773.929.2452 to schedule an appointment.

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

Writing Center: Located on the 10th floor of the Lakeview Building at 116 South Michigan Avenue, private tutors will work with you on a specific project or paper. To schedule an appointment online, visit supersaas.com/schedule/saic/writingcenter.

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

Our Vertical Campus

116 South Michigan Avenue Building (also known as the Lakeview Building)

The Lakeview Building is home to some classrooms, campus offices, the Career and Professional Experience (CAPX) office, the Writing Center, and the Wellness Center. The Wellness Center on the 13th floor offers free support for your mind and body with Health Services, Counseling Services, and the Disability and Learning Resource Center. The CAPX office connects directly through to the 112 South Michigan Avenue, 14th floor.

162 North State Street Residences (also known as 162)

162 is a residence hall next door to SAIC's Gene Siskel Film Center and in the center of Chicago's theater district. The building is a combination of new construction and an existing 1906 structure. It is the home of the Nuveen Center for International Student Learning and the Siragusa Gallery.

The Art Institute of Chicago

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

The Buckingham Residences

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

The Columbus Building (also known as the Columbus Drive Building)

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

Gene Siskel Film Center

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

Jones Hall

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

MacLean Center

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

The Sharp Building (also called Sharp)

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

Spertus Center for Jewish Studies (also, Spertus)

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

Sullivan Center (also called Sullivan)

The Sullivan Center, located at 36 South Wabash Avenue, houses many student services offices, including Academic Advising, on the 12th floor, the Architecture, Interior Architecture, and Designed Objects department on the 12th and 14th floors, and the Fashion Design department and Sullivan Galleries on the 7th floor. The Sullivan Galleries are accessible from the 33 South State Street side.

Office of Student Affairs Events

Thursday, August 31, 4:00 p.m.

All-School Barbecue Celebration

Columbus Drive Pit (Rain location: MacLean Ballroom)

Join us in celebrating the beginning of the year with our annual fall All-School Barbecue Celebration. Student Programming Board (SPB) hosts the annual event that features traditional BBQ fare (vegan and vegetarian friendly options also available) and music provided by a FreeRadio DJ. The rain location for this event is the MacLean Ballroom.

Wednesday, September 6, 4:15 p.m.

Student Group Fair and Ice Cream Social

MacLean Ballroom, 112 S. Michigan Ave.

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

Wednesday, September 20, 4:15 p.m.

IMPACT Self-Defense Workshop

Movement Room, MacLean Center, 112 S. Michigan Ave., room 1302A

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

September 19–October 7

Holiday Art Sale Applications

Students can access the application by completing an online quiz found on engage.saic.edu. In-person info sessions will be held on-campus several times during this period. Please look for signage throughout campus for dates and location.

Friday, October 21–Saturday, October 22

Family Weekend

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

Friday, October 27, 9:00 p.m.

Annual Halloween Ball

MacLean Ballroom, 112 S. Michigan Ave.

Join SPB for one of its largest annual programs, the Halloween Ball. This SAIC tradition provides a safe and fun option for students during the Halloween season. Enjoy free food, music, dancing, a costume contest, and a photo booth. Look for other fall events in October leading up to the Halloween Ball in preparation of the event.

Thursday, November 16, 5:00–8:00 p.m. (First Look)

Friday, November 17, 11:00 a.m.–7:00 p.m.

Saturday, November 18, 10:00 a.m.–5:00 p.m.

29th Annual Holiday Art Sale

MacLean Ballroom, 112 S. Michigan Ave.

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

Keep up to date with events on campus. New events are added to the calendar each week. You can find event details, locations, and times listed on:

- The SAIC website (click the Calendars link at the top of the home page)
- This Week at SAIC weekly Monday emails, featuring academic events happening on campus
- The Campus Life weekly Thursday emails, featuring extra- and co-curricular events happening on campus, including events sponsored by student groups
- The digital flat screens located in many on-campus building lobbies
- The printed monthly calendars posted around campus

Have questions about upcoming events? Contact Campus Life at the LeRoy Neiman Center, 37 South Wabash Avenue, suite 201, 312.629.6880.

SAIC Directory

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

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

24-Hour Security Emergency Line 312.899.1230

24-Hour On-Call Nurse Line 877.924.7758

Academic Access Program

312.499.4134
Lakeview Building
116 S. Michigan Ave., suite 1012

Academic Advising

312.629.6800
Sullivan Center
36 S. Wabash Ave., suite 1204

Admissions

312.629.6100
Sullivan Center
36 S. Wabash Ave., suite 1201

Alumni Relations

312.499.4195
Lakeview Building
116 S. Michigan Ave., 5th floor

Architecture, Interior Architecture, and Designed Objects

312.629.6650
Sullivan Center
36 S. Wabash Ave., suite 1402

Art and Technology Studies

312.345.3564
MacLean Center
112 S. Michigan Ave., suite 512

Art Education

312.899.1584
Sharp Building
37 S. Wabash Ave., suite 713

Art Therapy

312.899.7481
Sharp Building
37 S. Wabash Ave., suite 713

Art History, Theory, and Criticism

312.345.3788
MacLean Center
112 S. Michigan Ave., suite 605

ARTICard/Ventra U-Pass Programs

312.629.9362
Sharp Building
37 S. Wabash Ave., suite 254

The Art Institute of Chicago

312.443.3600
111 S. Michigan Ave.

Arts Administration and Policy

312.345.3788
MacLean Center
112 S. Michigan Ave., suite 601

Bursar

312.899.5122
Sharp Building
37 S. Wabash Ave., suite 245

Campus Life

312.629.6880
The LeRoy Neiman Center
37 S. Wabash Ave., suite 201

Career and Professional Experience (CAPX)

312.629.6810
Lakeview Building
116 S. Michigan Ave., 14th floor

Ceramics

312.443.3732
Columbus Drive Building
280 S. Columbus Dr., suite 112B

Computer Resources and Information Technologies (CRIT) Help Desk

MacLean Center

112 S. Michigan Ave., suite 905
312.345.3535

Sharp Building

37 S. Wabash Ave., suite 401
312.345.3535

Laptop Questions

312.345.3738

Contemporary Practices

312.899.5180
Sharp Building
37 S. Wabash Ave., suite 316

Continuing Studies

312.629.6170
Sullivan Center
36 S. Wabash Ave., suite 1440

Counseling Services

312.499.4271
Lakeview Building
116 S. Michigan Ave., 13th floor

Dean of Faculty

312.899.1236
Sharp Building
37 S. Wabash Ave., suite 821E

Dean of Student Affairs

312.629.6800
Sullivan Center
36 S. Wabash Ave., suite 1204

Deans and Division Chairs (Undergraduate And Graduate)

312.629.6523
Sharp Building
37 S. Wabash Ave., suite 821

Digital Services and Visual Resources

312.899.1224
Sharp Building
37 S. Wabash Ave., suite 508

Disability and Learning

Resource Center
312.499.4278
Lakeview Building
116 S. Michigan Ave., 13th floor

English for International Students

312.499.4136
Lakeview Building
116 S. Michigan Ave., suite 1010

Exhibitions/Exhibition Studies

312.629.6635
Sullivan Center
36 S. Wabash Ave., 7th floor

ExTV

312.345.3609
MacLean Center
112 S. Michigan Ave., suite 1401

F Newsmagazine

Lakeview Building
116 S. Michigan Ave., 2nd floor

Editorial

312.345.3840

Advertising

312.345.3838

Faculty Advisor

312.345.3756

Fashion Design

312.629.6710
Sullivan Center
36 S. Wabash Ave., 7th floor

Fiber and Material Studies

312.899.5134
Sharp Building
37 S. Wabash Ave., suite 901

Film, Video, New Media, and Animation

312.345.3827
MacLean Center
112 S. Michigan Ave., suite 512

Foundry

312.443.3552
Columbus Drive Building
280 S. Columbus Drive, suite B1-026

Free Radio SAIC

312.345.3609
MacLean Center
112 S. Michigan Ave., suite 1401

Galleries**SITE Galleries**

312.857.7140
Columbus Drive Building
280 S. Columbus Dr., room 103

The LeRoy Neiman Center Gallery
312.629.6860
Sharp Building
37 S. Wabash Ave., 1st floor

Sullivan Galleries

312.629.6635
33 S. State St., 7th floor

Gene Siskel Film Center

312.846.2600
164 N. State St.

Graduate Division (Studios)

312.629.6175
Sullivan Center
36 S. Wabash Ave., suite 368

Health Services

312.499.4288
Lakeview Building
116 S. Michigan Ave., 13th floor

Historic Preservation

312.629.6680
Lakeview Building
116 S. Michigan Ave., 15th floor

Office of Institutional Advancement

312.499.4190
Lakeview Building
116 S. Michigan Ave., 5th floor

**Instructional Resources
and Facilities Management**

312.899.5221
Lakeview Building
116 S. Michigan Ave., suite 1600

**International Affairs (International
Student Services and Study Abroad)**

312.629.6830
Sullivan Center
36 S. Wabash Ave., suite 1203

The LeRoy Neiman Center

312.899.7439
Sharp Building
37 S. Wabash Ave., 1st and 2nd floors

Liberal Arts

312.345.3707
MacLean Center
112 S. Michigan Ave., suite 601

Libraries**John M. Flaxman Library**

312.899.5097
Sharp Building
37 S. Wabash Ave., 6th floor

John M. Flaxman Library

Special Collections
312.899.7486
Sharp Building
37 S. Wabash Ave., 5th floor

Ryerson and Burnham Libraries

312.443.7279
The Art Institute of Chicago
111 S. Michigan Ave, 1st floor

Mail Centers

312.899.7456
Sharp Building
37 S. Wabash Ave., 8th floor

312.629.6191
Sullivan Center
36 S. Wabash Ave., 12th floor

Media Centers

MacLean Center
312.345.3512
112 S. Michigan Ave., suite 801

Columbus Drive

312.443.3759
280 S. Columbus Dr., suite 201

Sharp Building

312.899.5081
37 S. Wabash Ave.

Multicultural Affairs

312.629.6867
Sullivan Center
36 S. Wabash Ave., suite 1203

New Arts Journalism

312.345.3707
MacLean Center
112 S. Michigan Ave., suite 601

**Ox-Bow School of Art and
Artists' Residency**

800.318.3019
Sullivan Center
36 S. Wabash Ave., suite 1425

Painting and Drawing**Undergraduate**

312.443.3785
Columbus Drive Building
280 S. Columbus Dr., suite 301

Graduate

312.345.3593
MacLean Center
112 S. Michigan Ave., suite 1506

Performance

312.443.3782
Columbus Drive Building
280 S. Columbus Dr., suite 112B

Photography

312.443.7277
Columbus Drive Building
280 S. Columbus Dr., suite 103

Post-Baccalaureate Program

312.345.3853
MacLean Center
112 S. Michigan Ave., suite 303

President's Office

312.899.5136
Sharp Building
37 S. Wabash Ave., suite 821

Print Media

312.857.7660
Columbus Drive Building
280 S. Columbus Dr., suite 103

Registration and Records (Registrar)

312.629.6700
Sullivan Center
36 S. Wabash Ave., suite 1450

Resale Centers**Columbus Drive Building**

312.857.7173
280 S. Columbus Dr., suite B1-31

MacLean Center

312.345.9127
112 S. Michigan Ave., suite 801

Sharp Building

312.629.6524
37 S. Wabash Ave., suite 302

Sullivan Center

312.629.6699
36 S. Wabash Ave., suite 1203

Residence Life

312.629.6870
Sullivan Center
36 S. Wabash Ave., suite 1203

Sculpture

312.443.3754
Columbus Drive Building
280 S. Columbus Dr., suite 112C

Security**Security 24-Hour Emergency Number**

312.899.1230

Security Non-Emergency Numbers**Campus Security Main Office**

312.899.1668
Sharp Building
37 S. Wabash Ave., suite 710

162 North State Street Residences

Hall Desk Phone
312.846.2121

24-hour Security Desk
312.846.2100

Jones Hall

Hall Desk Phone
312.516.5490

24-hour Security Desk
312.516.5300
7 W. Madison St.

Columbus Drive Building

312.443.3760
280 S. Columbus Dr. Desk

MacLean Center

312.345.3528
112 S. Michigan Ave. Desk

Sharp Building

312.899.1210
37 S. Wabash Ave. Desk

Sullivan Center

312.629.6199
33 S. State St. Desk, 12th floor

312.629.6197
36 S. Wabash Ave. Desk, 12th floor

Sullivan Galleries

312.629.6645
33 S. State St. Desk, 7th floor

116 S. Michigan Ave. Desk

312.499.9422

Security Lost & Found

312.629.9180
37 S. Wabash Ave., room 707

Service Bureau

312.629.9155
Sharp Building, 37 S. Wabash Ave.,
suite 1111

Shops (Metal and Wood)

312.443.3773
Columbus Drive Building
280 S. Columbus Dr., suite B1-24, B1-27

Sound

312.345.3579
MacLean Center
112 S. Michigan Ave., suite 512

Office of Student Affairs (OSA)

312.629.6800
Sullivan Center
36 S. Wabash Ave., suite 1204

Student Financial Services

312.629.6600
Sullivan Center
36 S. Wabash Ave., suite 1200

Student Government

312.899.7437

The LeRoy Neiman Center
37 S. Wabash Ave.

Sharp Building
37 S. Wabash Ave., suite 202

Student Programming Board

312.899.7437
The LeRoy Neiman Center
37 S. Wabash Ave.

Study Abroad (International Affairs)

312.629.6830
Sullivan Center
36 S. Wabash Ave., suite 1203

Sullivan Galleries

312.629.6635
33 S. State St., 7th floor

Video Data Bank

312.345.3550
MacLean Center
112 S. Michigan Ave., suite 310

Visiting Artists Program

312.899.5185
Sharp Building
37 S. Wabash Ave., suite 1220

Visual Communication Design

312.899.5190
Sharp Building
37 S. Wabash Ave., suite 1101

Visual and Critical Studies

312.345.3787
MacLean Center
112 S. Michigan Ave., suite 601

Writing Center

312.499.4138
Lakeview Building
116 S. Michigan Ave., 10th floor

Writing Program

312.899.5094
Lakeview Building
116 S. Michigan Ave., suite 800

SAIC's website, saic.edu, is the best source for up-to-date information on resources, policies, and all things SAIC.

From the home page, click on "Current Students" to find details on the following topics and much more:

- ARTICard and Ventra U-Pass programs
- Student groups and events
- Career and Professional Experience (CAPX)
- Residence Life
- Registering a locker
- Course evaluations
- Campus jobs
- Libraries and Special Collections
- Technology, media centers, and shops
- The Wellness Center
- Campus Security

There, you can also download a copy of the Student Handbook, an important document outlining policies and expectations for a safe and successful campus.