

SAIC Locker Registration Policy

Registration Instructions for Degree-Program Students, Students-at-large, Faculty and Staff

- Lockers are made available on a first come first served basis
- Log in to SAIC Self-service for a list of available lockers.
- First, register a locker in SAIC Self-Service. Then place a lock on that locker.
- Registered lockers must have a lock placed on them as soon as possible after registering and at all times while the locker is registered.
- At the end of Add/Drop for the Fall and Spring semesters lockers are checked for valid registration. This means that during Locker Checks if:
 - An unregistered locker is found locked, the lock will be cut and the contents disposed of.
 - A registered locker does not have a lock it will be released and made available to others.
- At all times if an unregistered locker is found locked, the lock will be cut and the contents disposed of.
- Announcements will be sent out notifying when locker checks will be taking place.

Registration Instructions for Non-degree Students and Special Requests

- Non-Degree Students and those with special requests are only eligible to register lockers through the Office of Student Affairs.
- Contact the Office of Student Affairs at 312.629.6800 or studenthelp@saic.edu with your name, ID number, and the building, floor and locker number/s you would like to register. After you receive confirmation of your registration, place a lock on your registered locker.
- Registered lockers must have a lock placed on them as soon as possible after registering and at all times while the lock is registered.
- At the end of Add/Drop for the Fall and Spring semesters, lockers are checked for valid registration This means that during Locker Checks if:
 - An unregistered locker is found locked, the lock will be cut and the contents disposed.
 - A registered locker does not have a lock it will be released and made available to others.
- At all times if an unregistered locker is found locked, the lock will be cut and the contents disposed of.
- Announcements will be sent out regarding when locker checks will take place.

Locker Use Policy

- Lockers are available on a first come, first served basis.
- Lockers become available for registration before the start of both the Fall and Summer terms.
- Only one locker may be registered per person during each registration period. If additional lockers are needed due to a disability or other need please contact the Office of Student Affairs.
- Once a locker is registered a lock must be placed on the locker prior to Add/Drop of the Fall or Spring semesters. Unless you release your locker the lock should be left on the locker until registration expires.
- Lockers are checked for valid registration twice a year. During these times online locker registration is suspended. Lockers are checked after Add/Drop in both the Fall and Spring Semesters. If an unregistered locker is found locked the lock will be cut and the contents disposed. If a registered locker does not have a lock it will be released and made available to others. Notification will be sent through campus email with dates of locker checks.
- Available lockers may be registered at any point during the school year except during locker checks and are valid through the end of the registration period (either end of spring semester or end of summer sessions), however you must keep a lock on your locker for the duration of your registration or your locker may be released.
- If you need to move your locker you must first release your current locker before registering for a new one.
- **All lockers are automatically unregistered after the last day of Spring Semester classes and again after the last day of Summer classes and all remaining locks are cut.** Additionally, locker registrations are reviewed at the end of the fall semester. At this time all lockers registered to non-enrolled graduated and Continuing Studies students will be released. Contents of the lockers are disposed of at that time. The specific dates for Locker Clean Outs will be sent through SAIC email as well as posted throughout campus.

User Agreement & Terms of Use

- SAIC is not responsible for any articles damaged, destroyed, lost, or missing from the lockers, including contents removed or disposed of after locks are cut off.
- Person registering this locker agrees to hold SAIC harmless from all claims (based on negligence or otherwise) for loss or damage to the contents.
- Material storage – No hazardous materials may be stored in student lockers.

Questions? Contact the Office of Student Affairs at 312/629-6800 or studenthelp@saic.edu