



**School of the Art Institute
of Chicago**

PARTICIPANT INFORMATION

Advanced Placement Summer Institute (APSI)

APSI Art History – Session 1

June 22-25, 2020; Monday-Thursday, 8:00 a.m.-5:00 p.m.

APSI Art and Design – Session 1

July 6-10, 2020; Monday-Thursday, 8:30 a.m.-4:30 p.m., Friday 8:30 a.m.-1:00 p.m.

APSI Art and Design – Session 2

July 27-31, 2020; Monday-Thursday, 8:30 a.m.-4:30 p.m., Friday 8:30 a.m.-1:00 p.m.

APSI Art and Design – Session 3

August 3-7, 2020; Monday-Thursday, 8:30 a.m.-4:30 p.m., Friday 8:30 a.m.-1:00 p.m.

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ABOUT THE SCHOOL OF THE ART INSTITUTE OF CHICAGO (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 3,200 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.

ABOUT CONTINUING STUDIES

Continuing Studies at the School of the Art Institute of Chicago (SAIC) provides the highest quality educational opportunities in art and design through courses tailored exclusively for adults, including teachers, high school students in grades nine through 12, middle school students ages 10-13, and children ages four to nine.

Continuing Studies Mission

To provide an education that harnesses the transformative power of a leading art and design school, a world renowned museum, and a vibrant city to support the development of critical thinking, rigorous investigation, and playful creativity.

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
saic.edu/cs

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

REGISTRATION, PAYMENT, POLICIES

Registration Confirmation

Please review your enrollment summary carefully and contact Registration and Records at 312-629-6170 if any information is incorrect.

Building Codes

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

LV: Lakeview Building, 116 South Michigan Avenue

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

Participants enrolling in APSI must complete the APSI Application Form and optional Housing Form (if staying in the SAIC residence hall). Registration is accepted by fax, in person, by mail, and phone on a first come, first served basis. A completed registration form and payment in full is required at the time of registration.

Third party billing arrangements can be made by completing a Tuition Repayment Agreement. Please visit saic.edu/teacherprograms and select Forms and Downloads to download the Tuition Repayment Agreement.

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 participant's name, ID number (if available), and term (i.e., Summer 2016).

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.

Note: Courses with low enrollment may be canceled a week or more prior to the start date, thus early registration is encouraged.

Refund Policy

All withdrawal requests must be submitted in writing to 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 one week or more prior to the start of the program:
 - APSI Art History – Session 1: Monday, June 15
 - APSI Art and Design – Session 1: Monday, June 29
 - APSI Art and Design – Session 2: Monday, July 20
 - APSI Art and Design – Session 3: Monday, July 27
- No refunds will be issued after the dates above

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.

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 312-499-4287 or email dlrc@saic.edu for further information.

Studio/Lab Space

Participants will work in shared studio/lab spaces, and can register lockers through the Office of Student Affairs. Lockers are made available on a first come, first served basis and must be officially registered through the Office of Student Affairs each semester.

Empty your locker on or before the last class session. Failure to do so will result in loss of the locker's contents. Do not leave items in the locker following the last class session.

To register a locker email student affairs at studenthelp@saic.edu. Use the subject line Locker reservation request-APSI student.

Include the information below in the body of the email:

- First name and last name
- SAIC ID number
- Building and floor of your course and/or preferred locker number
- Dates of your course

If you don't provide all required information above, there will be a delay in completing the registration.

It will take up to two business days for your locker registration to be completed. You may not be assigned the exact locker you request. If an alternative is assigned, it will be based on the preferred location you provide

Students must provide their own lock.

Supplies

Most supplies are provided for APSI. Participants are encouraged to bring sketchbooks, cameras, iPad or laptop, and digital storage devices (USB, flash drive). Blick Art Supply is located within close walking distance.

HOW TO OBTAIN YOUR ARTICARD (STUDENT ID)

All APSI participants will receive an ARTICard, the identification card for SAIC students, faculty, and staff. It provides access to campus buildings and the Art Institute of Chicago museum, and must be carried at all times. In order to have your ARTICard ready for you when you arrive, the ARTICard office requires a photo and signed contract.

Email the ARTICard office a color photo of your head and shoulders against a plain white background (like a passport photo). ARTICard cannot accept photos with colored backgrounds or objects in the background. Please do not use photo effects or wear hats or sunglasses in the photo. Email your photo to articard@saic.edu; ARTICard will not accept photos sent via mail.

Next, download and print the ARTICard Terms & Conditions for Students. Visit www.saic.edu/articard and select "ARTICard Terms and Conditions for Students."

The contract contains important information on using ARTICard and what to do if it is lost or stolen. ARTICard requires a signed copy of your contract on file before they can activate your ARTICash account.

Read through the contract, sign it, and keep a copy for your records. Then scan or photograph the signed contract and return via email (articard@saic.edu), or mail to:

ARTICard Office
Sharp Building
37 S. Wabash Ave., suite 254
Chicago, IL 60603

Note: Please include your name, program (i.e., APSI), and the dates of the program with your photograph and signed contract.

If you are unable to send a photo or return your contract in advance, you will be able to do so in the ARTICard office during regular business hours. You must present a government-issued photo ID or passport to pick your ARTICard at the start of your program. Your ARTICard is valid for two years and should be used for any future classes that you may take. A lost ARTICard costs \$15 to replace.

For more information, call 312-629-9362, email articard@saic.edu, or visit saic.edu/articard.

TRANSPORTATION TO THE SCHOOL OF THE ART INSTITUTE OF CHICAGO

Chicago has two airports, O'Hare International Airport and Midway Airport, to which most major airlines fly. The Chicago Transit Authority (CTA) rapid transit system has a stop at each airport, and the signs marking them are clear. It takes approximately 40-50 minutes to arrive at SAIC from O'Hare and about 20-30 minutes from Midway. Taxi or airport shuttle bus service to the School is also available.

Via Chicago Transit Authority

CTA Subway and Elevated Trains fare is \$2.25-5.00.

From O'Hare Airport

Blue Line

- Take Loop-bound train
- Exit at Washington station
- Walk one block east on Randolph Street to 162 North State Street

From Midway Airport

Orange Line

- Take Loop-bound train
- Exit at State/Lake station
- Walk one block south on State Street to 162 North State Street

From Union Station

Orange Line or Brown Line

- Take Loop-bound train
- Exit at State/Lake station
- Walk one block south on State Street to 162 North State Street

Shuttle Service Option

If you would prefer to utilize a shuttle service for your transit to and from downtown Chicago, we suggest Airport Express. You may call 1.888.2THEVAN, or visit www.airportexpress.com to make a reservation. Airport Express operates from 4:00 a.m. to 11:30 p.m. daily, and will take participants directly to the residence hall from either Midway or O'Hare International Airports.

If You Plan On Driving To Chicago

There are many parking garages in the area surrounding the 162 North State Street Residences. They vary in price from \$16.00-\$25.00 per day. We recommend the Grant Park Parking Garage and the Monroe Parking Garage, both within close walking distance of the residence hall and SAIC campus.

Via Taxi

Please see estimated costs below.

From O'Hare Airport

Fare is approximately \$35.00-\$40.00

- Exit the terminal; taxi stand is located curbside Stand in line; tell the driver your destination: 162 North State Street
- It is customary to give a 10-15% tip

From Midway Airport

Fare is approximately \$35.00-\$40.00

- Exit the terminal; taxi stand is located curbside Stand in line; tell the driver your location: 162 North State Street
- It is customary to give a 10-15% tip

From Union Station

Fare is approximately \$15-\$20.00

- Exit the station, taxis available on all sides
- Stand in line; tell the driver your location: 162 North State Street
- It is customary to give a 10-15% tip

RESIDENCE HALL CHECK-IN/CHECK-OUT

APSI participants stay in single occupancy rooms in the SAIC residence hall located at 162 North State Street, just a few blocks from the SAIC campus and Art Institute of Chicago museum.

All of the residence hall rooms have private baths and kitchenettes. **Note: Participants are required to bring their own bedding or sleeping bag, towels, and cooking utensils.** (See What to Bring to the Advanced Placement Summer Institute for complete details.)

APSI Art History – Session 1

June 22-25, 2020; Monday-Thursday, 8:00 a.m.-5:00 p.m.

- Check-in Sunday, June 21, between 12:00 p.m. and 5:00 p.m.
- Check-out Friday, June 26 by 10:00 a.m.

APSI Art and Design – Session 1

July 6-10, 2020; Monday-Thursday, 8:30 a.m.-4:30 p.m., Friday 8:30 a.m.-1:00 p.m.

- Check-in Sunday, July 5, between 12:00 p.m. and 5:00 p.m.
- Check-out Saturday, July 11 by 10:00 a.m.

APSI Art and Design – Session 2

July 27-31, 2020; Monday-Thursday, 8:30 a.m.-4:30 p.m., Friday 8:30 a.m.-1:00 p.m.

- Check-in Sunday, July 26, between 12:00 p.m. and 5:00 p.m.
- Check-out Saturday, August 1 by 10:00 a.m.

APSI Art and Design – Session 3

August 3-7, 2019; Monday-Thursday, 8:30 a.m.-4:30 p.m., Friday 8:30 a.m.-1:00 p.m.

- Check-in Sunday, August 2, between 12:00 p.m. and 5:00 p.m.
- Check-out Saturday, August 8 by 10:00 a.m.

WHAT TO BRING TO THE ADVANCED PLACEMENT SUMMER INSTITUTE

The SAIC residence hall is located at **162 North State Street** (please see campus map and traveling directions provided). The facility is in the heart of downtown Chicago and in close proximity to the SAIC campus, lakefront, parks, restaurants, shopping, and other cultural attractions. You will need to bring a few items with you to make your stay in Chicago a comfortable one or you can purchase necessities as needed at nearby stores:

| | |
|-------------------|--|
| Macy's | Across the street from the residence hall |
| Target | 2 blocks south of the residence hall on State Street |
| Walgreen's | Across the street from the residence hall |

The residence hall rooms are bare when you arrive. You are required to bring your own linens, including: Pillow/Pillowcase, Sheets, Blanket, and Towel/Washcloth.

The beds in the residence hall are extra long twin, and past participants have suggested bringing flat sheets from home instead of buying new sheets or using a sleeping bag. The rooms tend to be cold, so you may also want to bring a sweater/sweatshirt. You can turn on/off the air conditioning in the room but you cannot adjust the temperature. Each room has its own private bath. There are self-serve laundry facilities on the premises for your convenience. The washers and dryers run on quarters.

The weather in Chicago is as unpredictable as the residence hall room temperatures. We suggest that you check the weather forecast in Chicago, www.weather.com, before you leave to ensure you are properly equipped for your visit. We recommend that you bring casual attire, a light sweater or jacket, and comfortable walking shoes. Dressing in layers is also recommended.

Every residence hall room is equipped with a kitchenette for those who would like to prepare their own meals. These rooms, however, do not contain any cookware or utensils; you will need to bring your own cooking supplies or purchase them when you arrive.

If you choose to eat out, there is a wide selection of restaurants within close walking distance of the residence hall including the Neiman Center, SAIC's student center located at 37 South Wabash Avenue. Other downtown eateries include: Chipotle, Corner Bakery Café, Cosi, Good Stuff Eatery, HotWoks (sushi), Jamba Juice, Jimmy John's, McDonald's, Naf Naf Grill, Potbelly Sandwich Shop, Protein Bar, Subway, and Under 55 Café (assorted options).

All residence hall rooms are equipped with telephones that provide service for incoming and outgoing calls within the school system. You may place all other outgoing phone calls by cell phone or calling card.

A welcome reception and orientation will be held on the first Sunday night of all sessions – you will be notified of the time and location at check-in. This event allows participants to meet, learn about the week's activities, and meet the faculty and staff. Light snacks and beverages will be served.

Additional items to bring: Alarm Clock, Backpack/Tote Bag, Digital Camera, Favorite Art Materials, iPad/Laptop, iPod/Music, Paint Brushes, Sketchbook/Notebook, Studio Clothes, Sunscreen, Umbrella, and Walking Shoes.