Academic Advising supports student learning and helps you develop academically, personally, and artistically. Advisors work with you to help you navigate the interdisciplinary curriculum at the School of the Art Institute of Chicago (SAIC).

**Who Should See an Academic Advisor?**

- Students who are either taking a leave of absence or returning from a leave of absence
- Students who have academic holds (e.g., probation or return from suspension)
- Transfer students once a semester for their first year
- First-time students once a semester for their first two years

Advising Is Required for:

- First-year students are connected with a full-time academic advisor who is designated to their Research Studio I, and who remains with them throughout their first and second years at SAIC. At the end of their first year, first-year students meet one-on-one with a faculty advisor to help them determine their major.
- Transfer students are required to meet with a faculty advisor before registering for classes each term during their first two semesters at SAIC. Faculty advisors are current SAIC faculty members or leave a message for their instructor in the department office on the day they are absent. For an extended absence due to illness, students should contact their instructors. If appropriate, Academic Advising may, at the student's request, contact an Academic Advisor for the student's instructor. In the event of the student's absence. Extended Absence Notifications can begin a conversation with faculty about the situation. They are held accountable for attendance and coursework missed during that time.

**Academic Advising Information**

[312.629.6800 | studenthelp@saic.edu]
[Chicago, IL 60603
36 S. Wabash Ave., suite 1204]

School of the Art Institute of Chicago (SAIC).

Important Academic Policies to Familiarize Yourself with

**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 reviewing enrollment availability on Self-Service. If a class is full, contact the 2019-20 Academic Advising 312.629.6800. If a class is full, a spot opens up. If you must change your class schedule during add/drop, cover your bases by requesting an Extended Absence Notification. If a class is full, don't double-book yourself. That way you won't miss any class time even if your add/drop process doesn't work out.

**Attendance**

- Students are expected to attend classes regularly and are held accountable for attendance and coursework missed during that time.
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- Students who are ill should contact their faculty member or contact their instructor in the department office on the day they are absent. For an extended absence due to illness, students should contact their instructors. If appropriate, Academic Advising may, at the student’s request, contact an Academic Advisor for the student’s instructor. In the event of the student’s absence. Extended Absence Notifications can begin a conversation with faculty about the situation. They are held accountable for attendance and coursework missed during that time.
- The instructor gives credit to students officially enrolled in a course only if they have responded adequately to the standards and requirements set, including attendance. If the instructor does not clarify their requirements and absence policy in the course syllabus, students should contact their instructor in the department office on the day they are absent. For an extended absence due to illness, students should contact their instructors. If appropriate, Academic Advising may, at the student’s request, contact an Academic Advisor for the student’s instructor. In the event of the student’s absence. Extended Absence Notifications can begin a conversation with faculty about the situation. They are held accountable for attendance and coursework missed during that time.
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you want to request an INC for a class, your academic advisor can give you more information about a student a grade of incomplete (INC), providing extra time to complete class requirements. If you receive an INC, you should install the course and requirements while observing holidays. Students are expected to notify their instructors in advance to discuss ways to meet 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.

Meet Your Academic Advisors

Academic advisors are both part-time faculty and full-time staff, who edit, design, curate, write, and advise you. They open departments and specialties, providing opportunities for you to connect with someone who can introduce you to new ideas. Academic advisors work with you holistically, considering your plans to address your educational pathway. Advisors can also explain SAIC policies and procedures to help you navigate the SAIC experience.

Make an Appointment

We encourage you to contact the academic advising office at 312.629.6800 to schedule an appointment with an academic advisor, but walk-in appointments are also available during office hours. To schedule your appointment, log in to your SAIC self-service account and click on the “Appointments” tab. You can also download a full course catalog PDF via the Registration and Records website, which provides an overview of your degree requirements. Because SAIC’s curriculum is complex, we strongly encourage you to also review your degree audit in person with an academic advisor.

Prepare for Your Appointment

• View your degree audit online through SAIC Self-Service. This will help you better understand your academic advisor.
• Bring writing samples, images of your work, or other relevant items to show your academic advisor.
• Prior to pre-registration appointments, review Faculty Course Evaluations to read student and faculty feedback.

Office hours: Monday–Thursday, 8:30 a.m.–5:00 p.m. and Friday, 8:30 a.m.–4:30 p.m.

SAIC’s Grading System

SAIC’s grading system is a point system (A–F) with no plus/minus. In other words, there are no letter grades in most classes. If you receive the equivalent of a “C” or higher, you will receive standard credit 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 stated in the syllabus, you may not receive credit.

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 legally involving external circumstances, some faculty may agree to give a student a grade of incomplete (INC), providing extra time to complete class requirements. If you would like 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.

Federal Financial Aid Attendance Requirement: Recipients of federal aid must have begun work on their classes by the withdrawal deadline.

Faculty Members

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