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About SAIC

A History of Innovation

Founded as the Chicago Academy of Design in 1866, the School of the Art Institute of Chicago (SAIC) was started by 35 artists who intended to run a school with its own gallery and to provide a challenging education in the studio arts and exhibition opportunities for its students. It was incorporated as the Chicago Academy of Fine Arts in 1879 and changed its name to the Art Institute of Chicago in 1882. The museum and school moved into the iconic building on Michigan Avenue, which was designed and built for the World's Columbian Exposition of 1893.

Since 1976, SAIC has occupied its own cutting-edge facilities adjoining the museum and its new Modern Wing overlooking Millennium Park and Lake Michigan with additional buildings throughout an urban campus in the heart of the Chicago Loop. Throughout the School’s history, alums have played a central role in important art movements. It was SAIC that provided the impetus for two significant schools of American painting, the Regionalists of the 1930s and the Imagists of the 1960s. Some of the most notable names in the arts received their early training at SAIC, including Georgia O’Keeffe (SAIC 1905–06, HON 1967), Claes Oldenburg (SAIC 1951–54), H.C. Westermann (SAIC 1947), Thomas Hart Benton (SAIC 1907–09), Grant Wood (SAIC 1913–16), Ivan Albright (SAIC 1920–23, HON 1977), Ed Paschke (BFA 1961, MFA 1970, HON 1990), Roger Brown (BFA 1968, MFA 1970), Halston (SAIC 1952), LeRoy Neiman (SAIC 1946–1950, HON 2006), Elizabeth Murray (BFA 1962, HON 1992), Cynthia Rowley (BFA 1981), David Sedaris (BFA 1987), Rirkrit Tiravanija (MFA 1986), and Sarah Vowell (MA 1999).

SAIC Today: Art and Design in the 21st Century

SAIC is one of the largest accredited independent schools of art and design in the country. Providing degrees at the undergraduate and graduate levels, the School has been recognized by U.S. News and World Report as one of the top graduate art programs in the nation, as well as by Columbia University’s National Arts Journalism Survey as “the most influential art school in the United States.” SAIC offers a broad and dynamic spectrum of study including architecture; art and technology; arts administration; art history, theory, and criticism; art education; art therapy; designed objects; fashion design; film, video, new media, and animation; historic preservation; interior architecture; new arts journalism; painting and drawing; performance; photography; printmedia; sculpture; sound; visual communication design; visual and critical studies; and writing. A comprehensive program in liberal arts emphasizes the critical role that humanities, mathematics, and sciences play in artists’ development.

To learn more, visit saic.edu.

Degree Programs

SAIC is composed of studio departments, a Contemporary Practices department, which combines skill-based instruction with conceptual exploration and research, and seven academic departments with an emphasis on interdisciplinary study. We offer undergraduate degrees and graduate degrees as well as post-baccalaureate certificates and Continuing Studies programs.
Degree Tracks Include:

- Master of Fine Arts in Studio
- Master of Fine Arts in Writing
- Master of Arts in Arts Administration and Policy
- Master of Arts in Art Education
- Master of Arts in Art Therapy and Counseling
- Master of Arts in Modern and Contemporary Art History
- Dual Degree: Master of Arts in Modern and Contemporary Art History and Master of Arts in Arts Administration and Policy
- Master of Arts in Teaching
- Master of Arts in Visual and Critical Studies
- Master of Arts in New Arts Journalism
- Master of Science in Historic Preservation
- Master of Design in Designed Objects
- Master of Architecture
- Master of Architecture with an Emphasis in Interior Architecture
- Master of Design in Fashion, Body and Garment
- Post-Baccalaureate Certificate in Studio
- Post-Baccalaureate Certificate in Fashion, Body and Garment
- Bachelor of Fine Arts in Studio
- Bachelor of Arts in Visual and Critical Studies
- Bachelor of Fine Arts in Art History
- Bachelor of Fine Arts with an Emphasis in Art Education
- Bachelor of Fine Arts with an Emphasis in Writing
- Bachelor of Arts in Art History

Public Programs

Students have access to a variety of public programs that play an important role in the life of the SAIC community. Our programs include: the Gene Siskel Film Center, which presents experimental, international, and documentary films throughout the year; the Video Data Bank, one of the world’s leading repositories of experimental videos, documentaries, and taped interviews with artists; the Visiting Artists Program, which brings a variety of artists, designers, performers, and lecturers to SAIC each year; Sullivan Galleries, which present a full roster of special exhibitions, performances, and video and film screenings by students and other guest artists; and the SITE Galleries, two gallery spaces on campus that are run by students with the help of a faculty advisor devoted to showing the work of students in exhibitions conceived and curated by students.

Our other resources include the Roger Brown Study Collection, Fashion Resource Center, John M. Flaxman Library, Ryerson and Burnham Libraries, Joan Flasch Artists’ Book Collection, and of course,
the Art Institute of Chicago museum and its Modern Wing. The community your student has joined provides unmatched resources and excellent learning opportunities in an atmosphere designed to foster artistic growth.

Supporting Your Student

Your Role in Your Student’s Education

The support of families and friends is beneficial to the ongoing academic and artistic success of SAIC students. Your student may turn to you for advice, or they may ask you to attend Family Weekend, an art opening, or one of the numerous activities and events SAIC offers. We encourage you to become engaged in your student’s education. This handbook was designed to provide you with information about the many SAIC resources available to you and your student.

Parents Web Page

saic.edu/parents

SAIC provides parents with helpful information regarding services, resources, forms, and more via the web page at saic.edu/parents. A parents quick link to this web page is also available on SAIC’s home page at saic.edu.

Parent News

SAIC also shares important information with parents via the Parent News. This newsletter keeps parents updated on what is happening across campus, and also provides important updates on the year ahead. Parent News is emailed quarterly. Parents interested in receiving SAIC’s Parent News can subscribe online by clicking on the Join the Parent eNewsletter link at saic.edu/parents.

Parents Facebook Group

Join our School of the Art Institute of Chicago Parents Facebook group to keep up with important dates, events, and general SAIC information. This resource is also a great way to ask advice and opinions of other SAIC parents and family.

SAIC Parent Email

Not sure where to start? SAIC is happy to support parents and families any way it can. If you are not sure how best to support your student, or you need help providing assistance, just email SAIC at parents@saic.edu.

Family Weekend

saic.edu/parents

Family Weekend is scheduled for Friday, October 18, and Saturday, October 19, 2019. Join us for this fun-filled weekend, which includes a Friday night reception with President Elissa Tenny and other SAIC faculty and staff, a breakfast Saturday morning, and two opportunities to attend classes with SAIC faculty on Saturday. For more information, please visit the parents website, or contact the Campus Life office.
Parent and Family Notification and Records Policy

A student’s family often serves as a valuable partner in helping the student be successful at SAIC. Students often find it helpful for SAIC staff to communicate with their family members directly. For purposes of this policy, the term family includes a student’s parents, guardians, emergency contacts, and other family members.

The Federal Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal privacy law that gives students certain rights with regard to their own education records, such as the right to inspect and review their own records. To protect a student’s privacy, the law generally requires schools to ask for written consent from the student before disclosing personally identifiable information from that student’s records to others. To facilitate contact with a student’s family and supports, students are strongly encouraged to sign the FERPA Student Authorization to Release Information Form (found at saic.edu/academics/registration-records/records/ferpa) to identify specific family members or other external supports with whom SAIC may share student-specific information. By completing and returning this form, a student consents to SAIC’s disclosure of information from their student records to the person designated on the form.

FERPA does permit schools to disclose student information without consent under the following circumstances (referred to as exceptions).

**Directory Information:** SAIC may disclose “directory information” without a student’s written consent. SAIC designates the following as “directory information”:

- Student name(s)
- Student address(es), electronic address(es) (email) and telephone number(s)
- Dates of admission/attendance
- Academic program
- Degrees and awards received
- Participation in officially recognized activities
- Previous institutions attended
- Date and place of birth
- Expected graduation date
- Hours enrolled and enrollment status (full-time, part-time, not enrolled, and/or withdrawn and date of withdrawal)

If a student wishes to have their directory information withheld, they must submit a written request to the Office of Registration and Records. Students may give such notice at any time, but it will only be effective prospectively. Students must be currently enrolled to make this request.

**Dependent Status:** If the student is a dependent of a parent or guardian for tax purposes, then SAIC may disclose information from that student’s education records to the parent or guardian of the student.

**Health and Safety Emergencies:** SAIC reserves the right to notify a student’s family when it reasonably believes that there is a health or safety emergency. This includes, but is not limited to, hospitalizations, hospital transports, serious physical or mental health conditions, situations in which a student is absent from campus for a prolonged period, situations in which a student is believed to be missing, or when, in
SAIC’s judgment, the health or well-being of the student or others may be at risk.

Change of Status: A change in student status may occur voluntarily or as a result of disciplinary action or unsatisfactory academic progress. A change in status may include a student being placed on probation, suspended, required to withdraw, or expelled.

- **Enrollment Status:** SAIC may notify a student’s family if they are placed on academic probation, academically suspended, dismissed, required to withdraw, or withdraw voluntarily.

- **Student Conduct Status:** SAIC may notify a student’s family in certain situations related to student conduct concerns including, but not limited to:
  
  - when the student is under 21 years old and found to have violated a law, rule, or policy governing the use or possession of alcohol or a controlled substance;
  
  - when the student is found in a student conduct proceeding to have committed a crime of violence or nonforcible sex offence;
  
  - when the student is placed on disciplinary probation, suspended, or dismissed from SAIC.

Arrests: Arrest information is public information and is not considered part of a student’s educational record. The family of the student may be notified if it comes to SAIC’s attention that a student has been arrested.

Legitimate Educational Interests: A student’s education record may be disclosed to school officials with legitimate educational interests. A school official is a person employed by SAIC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of governors or trustees; or a student serving on an official SAIC committee, such as a student conduct board meeting. A school official also may include a volunteer or contractor outside of SAIC who performs an institutional service or function for which SAIC would otherwise use its own employees and who is under the direct control of SAIC with respect to the use and maintenance of personally identifiable information from education records, such as staff in Campus Security, facilities, or campus dining. It also includes attorneys, auditors, and collection agents and students volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill professional responsibilities for SAIC.

Upon request, SAIC also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review education records within 45 days after the day SAIC receives a request for access. Students should submit a written request that specifically identifies the record(s) they wish to inspect to the Director of Registration and Records. The Director of Registration and Records will make arrangements for access and notify the student of the time and place where the records may be inspected. To make this request, students may use the FERPA Student Request for Records Form, available from the Director of Registration and Records.

2. The right to request the amendment of their education records if they believe them to be inaccurate. Students should submit any such request in writing to the Director of Registration and
Records. They must clearly identify the part of the record they want changed and specify why it should be changed. SAIC will review the request and notify the student of its decision. If SAIC decides not to amend the record as requested, SAIC will notify the student of their right to a hearing regarding their request for amendment. Additional information regarding the hearing procedures will be provided to the student at that time.

3. The right to file a complaint with the US Department of Education concerning alleged failures by SAIC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

4. The right to provide written consent before SAIC discloses personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent.

To provide written consent to a disclosure, students may use the FERPA Student Authorization to Release Information Form as described above.

More information on the requirements of FERPA and other exceptions to FERPA is available on the Family Policy Compliance Office’s FERPA webpage: ed.gov/policy/gen/guid/fpco/ferpa/index.html. Questions regarding FERPA should be directed to the Director of Registration and Records.

Mandatory Online Orientation

To prepare our incoming students to have the smoothest transition possible, SAIC requires students to complete three separate online orientation courses that provide useful information about important topics. These topics will be discussed further when students arrive.

By now, your student should have received an email with directions to complete the courses. The courses are mandatory to complete by mid-September, but we highly recommend that the students complete the course prior to their arrival. If you have questions about the courses, please visit saic.edu/orientation.

Alcohol Education

Alcohol use and abuse is an issue on college campuses across the United States. In an effort to provide students with the facts about alcohol, SAIC is joining hundreds of other colleges and universities around the United States in requiring incoming students to complete AlcoholEdu, an online course designed to educate incoming students about alcohol use.

Sexual Assault Prevention Education

New students are also required to participate in Sexual Assault Prevention. This online course is designed to help students learn more about healthy relationships, the meaning of consent, the role alcohol can play in sexual assault, and developing strategies to keep themselves and their friends safe.

Diversity Education

Finally, new students are also required to participate in DiversityEdu. This online course is designed to build skills in engaging with difference, managing assumptions, understanding privilege and recognizing microaggressions. This class also focuses on the role each student has in creating and supporting an inclusive community.
Academic Experience

Introduction

What most distinguishes SAIC from other art and design schools is the breadth and depth of its curriculum and the freedom our students have to navigate among various areas of study. Undergraduate students are encouraged to develop individualized directions that may focus within a discipline or extend between several, with no limits to the range of courses they can take. With the expansive freedom to choose comes the responsibility of increased decision-making. In support of this responsibility, students are required to participate in the Academic Spine, a sequence of three courses taken during the second, third, and fourth years. Spine classes offer intensive faculty mentoring, professional practice experiences, as well as guided capstone critiques. For example, in the required Sophomore Seminar class, students will be asked to create an individualized plan for the junior and senior year of study.

A commitment to interdisciplinary study is at the core of SAIC’s undergraduate education. In the arts, as in society in general, creative problem-solving considers the complexity of contemporary issues. The conventional hierarchies between disciplines have dissolved in favor of fluid investigations, frequently through collaborative teamwork. Concurrently, a resurgence in the importance of craft, material histories, and cultural meanings gives substance to making and research. From the minute they enter SAIC, students are given firsthand experience in the full range of studio practices and academic approaches.

–Dawn Gavin, Interim Dean of Undergraduate Studies

No Letter Grades?

SAIC has a Credit/No Credit (CR/NCR) grading system. In other words, there are no letter grades. In most classes, if students receive the equivalent of a “C” or higher (or the equivalent 70 percent and above), they will receive Credit (CR) for that class. We encourage students to talk to their faculty to make sure they understand what is required to earn credit for any given class. If performance in a class does not meet the standards spelled out in the syllabus, they may receive No Credit.

Though it is true that SAIC does not have a GPA system, students receive credit hours that indicate positive performance. Academic standing is based on passing 2/3 of classes each semester (and passing any first-year courses they may be required to take in a timely manner). Refer to the 2019–20 SAIC Bulletin for more information or talk to an academic advisor.

A “W” on a transcript indicates voluntary withdrawal. If students leave a class after the add/drop period and before the withdrawal deadline, this is the grade they will get. Students should talk to their 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 with a new written deadline. If a student wants to request an INC for a class, their academic advisor can give them more information on how to speak to their faculty about their options.

**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 students understand what they need to do to get back on track or to continue their good work. Students often receive CPRs from faculty regarding absences, tardiness, missed assignments, class participation, and concerns related to overall class performance. Students should check their SAIC email at least once a day to make sure they are receiving all communications from faculty and to look for any CPRs.

If your student receives a CPR, advise your student to use the opportunity to have a conversation with the instructor. We encourage students to ask for feedback and update faculty on their plans to address the concerns outlined in the CPR. Students should also talk to their academic advisor about CPRs they receive. Students may be feeling frustrated with a class or are unsure how to respond. Copying their advisor on emails between them and faculty can be helpful. Advisors often reach out to students after they receive a CPR because they want to help students address the CPR.

Students are responsible for knowing how they are doing in each class. CPRs are just one way that faculty may communicate with students about their status in class. Some faculty may prefer using other methods.

Encourage your student to be proactive! The big trap students often fall into is avoiding or ignoring CPRs. Students should use the CPR information to create solutions and communicate early and often with faculty and advisors.

**Critique**

Much of the student evaluation in studio courses is conducted through classroom critique sessions. At the first- and second-year levels, your student is taught how to present and talk about their own work and how to critique other students’ works. In determining a grade, faculty members take into consideration a student’s talents, growth throughout the semester, new skills learned, participation in class activities and discussions, completion of assignments, dedication to the class, and the student’s attendance record. This evaluation system allows the instructor to convey whether or not a student has demonstrated understanding and application of concepts addressed in a given course. In assessing student work in the academic areas, most liberal arts and art history faculty use the traditional university models for evaluation (quizzes, exams, final projects, and papers). Your student is expected to live by the same high standards of performance in lecture-based course work as in the studio. All class expectations and policies particular to each instructor should be clearly communicated on the syllabus for each course, typically distributed during the first day of class.

**Attendance**

Students are expected to attend all classes regularly and arrive to class 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 the day they are absent. For an extended absence due to illness, students should contact Health Services. For an extended absence due to other circumstances, students should contact Academic Advising. If appropriate, Academic Advising may, at the student’s request, email an Extended Absence Notification to the student’s instructors informing them of the student’s absence. Extended Absence Notification can begin a conversation with faculty about a situation when the student is receiving support from Health Services or another office in Student Affairs such as Academic Advising. Please note that this communication is for informing faculty of a situation only—it does not excuse students’ absence(s) or absolve them from their responsibility to make up work that they may miss while absent.

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 these 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 religious holidays.

## Department of Contemporary Practices

All incoming first-year students take required courses in the Department of Contemporary Practices; an intensive, interdisciplinary studio program that emphasizes simultaneous development of skills and ideas. The courses are structured to introduce students to a range of contemporary modes of working while learning about and connecting with the history of multiple disciplines. Classes are taught by departmental full-time and part-time faculty, as well as faculty from other departments. All members of our faculty are practicing artists and designers.

All incoming first-year students are required to take the 12-credit Core Studio and Research Studio set of courses offered in the department; all transfer and prior-degree students are required to take Research Studio for Transfers, and may be strongly encouraged to take Core Studio for Transfers. Along with our basic curriculum, the courses are designed to facilitate connections with SAIC’s diverse resources, allowing students to make informed choices about their continuing individualized course of study at SAIC.

### Courses Offered

**Core Studio I and II:** A yearlong studio course that introduces students to both disciplinary and interdisciplinary art practices. Students learn about the methods, materials, tools, and concepts in the areas of surface (2D), space (3D), and time (4D), both independently and in relationship to one another. Students develop their own ideas in relation to the materials and themes presented by faculty. Core Studio integrates the formal with the conceptual, the historical with the contemporary, and makes visible the possibilities and variety of approaches in contemporary cultural production.
Research Studio I: Research Studio I (RSI) is a studio course that focuses on the transformation, development, and interconnection of student’s ideas and the realization of projects. The course introduces traditional and experimental research approaches used by artists and designers in developing and sustaining their work. Students are introduced to collections and archives at SAIC and the extended communities in Chicago. This course is also where various methods of critique, the main form of assessment in SAIC’s studio courses, are introduced and developed. All RSI courses work with an integrated academic advisor. The advisor comes to the class on multiple occasions as well as meets one-on-one with each student and in conjunction with the faculty, support students in beginning to design their future course of study at SAIC.

Research Studio II: In the second course of the Research Studio sequence, students choose from a selection of approximately 40 topic-based offerings. These courses challenge students to deepen their artistic inquiry through the study of a shared topic. Through studio projects and additional research methods, students continue to develop their imaginative intellect as well as work on the creation, construction, and criticism of the work they produce. Some recent topics of Research Studio II classes have been: Writing in the Studio; The DJ as Tastemaker and Aesthetics in Social Mobilization; DO IT: Project Development and Management Strategies; Metamedia: Copy + Code + Glitch; Making Sensory; Wandering and Tracing the Walk; Enchanted Landscapes; Selfing; Retro Now; Beauty and the Sublime; The Toxic Avenger: Trash, Apocalypse, and Material; The Material in the Advent of Digital Time: Beyond Chromophilia; Alt Craft; and Night Moves.

Research Studio for Transfers (RST): This course is specifically designed for transfer students in their first semester at SAIC. This particular class combines elements from Research Studio I and Sophomore Seminar, a required course which transfer students are exempt from taking. RST includes an orientation to the culture of SAIC’s community and Chicago at-large, and facilitates the more advanced developmental explorations and research for transfer students already engaged in a practice. Students take this class to work with a variety of research methodologies, both traditional and experimental, utilizing SAIC archives and the extended community in response to studio-based conversations. Methods and skill sets in the documentation of a student’s practice and the development of critique skills are important course goals. In addition, students are connected with an academic advisor to help guide them in their choices for their future individualized course of study at SAIC.

Core Studio for Transfers: This fast-paced, one-semester course is specifically designed for transfer students who are new to SAIC. It combines elements from Core Studio I and II to introduce students to the diverse possibilities for interdisciplinary art practices at SAIC. Students learn about methods, materials, tools, and concepts in the areas of surface (2D), space (3D), and time (4D), both independently and in relationship to one another. They develop their own ideas in relation to the materials and themes presented by faculty.

Advanced Research Studio: This course is designed and recommended for students who are new to SAIC but come from backgrounds with a previous degree or a substantial amount of college-level course work completed. This particular class combines elements from Research Studio I and Research Studio for Transfers which include an orientation to the culture of SAIC’s community and Chicago at-large, with advanced developmental explorations to support and build an already developed practice. Students take this class to engage with a variety of research methodologies, both traditional and experimental, utilizing SAIC archives and the extended community in response to studio-based work.
Exhibition Opportunities

Yearlong Opportunities: Contemporary Practices makes available installation rooms for individual projects and departmental exhibition spaces for class work. Additionally, any student may fill out an application with SITE Galleries to utilize on-campus sites.

ArtBash: ArtBash is the annual culminating event of SAIC’s Contemporary Practices’ yearlong program. Students have multiple opportunities to participate in the exhibition and associated events such as the proposal process for site-specific installations in and around the LeRoy Neiman Center; Open Call for gallery ready work; Blackbox, for new media and expanded cinema; InterAction for performances; and 48.24.12, a film competition with screenings at the Gene Siskel Film Center.

Awards: At the end of the ArtBash exhibition, three artists are selected for the Outstanding New Artist Award and receive a tuition-based award of up to $1,000. In addition, one student will be named the Barbara Zenner New Outstanding Artist in Film, Video, New Media, and Animation and will receive a tuition-based award of $1,000.

Scholarships: At the end of the academic year, Contemporary Practices faculty nominate eligible students for the Contemporary Practices Scholarship and Linda & Vincent Buonanno Contemporary Practices Scholarship. Nominees work with the department and faculty to develop a portfolio of work completed in their Core and Research Studio courses. For the Contemporary Practices Scholarship, a jury of full-time Contemporary Practices faculty selects 10 students who will each receive a tuition-based scholarship of $4,000 per year for the next three years of their undergraduate studies at SAIC. For the Buonanno Scholarship, the jury selects three students who will each receive a tuition-based award of $5,000 per year for the next three years of their undergraduate studies at SAIC.

Contemporary Practices Facilities

Contemporary Practices offers students a variety of tools, facilities, resources, and technologies to support creative practices. These include:

- Instructional shops and a digital fabrication lab with a range of hand and stationary power tools, managed by professional staff who can assist in technical instruction and idea development
- A tool check-out that provides overnight access to sewing machines and a variety of portable hand and power tools
- A resale store that provides students easy access to commonly used art and design materials
- A 24-hour open studio adjacent to instructional shops with access to departmental materials
- Installation rooms available to individual students through a proposal process
- Resources such as digital photo equipment, video and audio recording tools, light kits, and tripods are available through the Media Center for check out exclusively by first-year students

Program Descriptions and Curricular Requirements

SAIC currently offers five undergraduate degrees. This section includes a brief summary of curricular requirements for each undergraduate degree program. For more detailed information, visit the Undergraduate Degree section at saic.edu/ugdegrees.
Bachelor of Fine Arts in Studio

The openness of the Bachelor of Fine Arts (BFA) curriculum allows for creative, individually tailored programs of artistic development, thereby emulating the very process of art making. Students may choose from studio and seminar courses in architecture, interior architecture, and designed objects; art and technology; ceramics; fashion; fiber and material studies; film, video, new media, and animation; painting and drawing; performance; photography; printmedia; sculpture; sound; or visual communication design. Approximately half of the students work across departments, building a mixed repertoire of ideas and skills, while the other half tend to concentrate in one or two departments. Academic advising, which is provided by the Office of Student Affairs, helps guide students in making the best course selections and ensuring completion of all requirements. All BFA students also fulfill Contemporary Practices, Academic Spine, Art History, and Liberal Arts requirements.

Bachelor of Arts in Art History

The Bachelor of Arts (BA) in Art History allows students to pursue a dedicated degree focused on the historical, theoretical, and critical interpretation of art and visual practices. This program draws on the depth and diversity of offerings in the scholarly study of art practices that only a major art school connected with a world-class museum can offer.

The BA in Art History entails substantial coursework in art history supported by additional coursework in liberal arts and in studio departments. In their first year, students complete the studio-intensive Contemporary Practices program and introductory art history surveys as a foundation for beginning their advanced art history coursework in their second year. In addition to a sequence of research, theory, and methods courses, BA in Art History students choose two (out of three possible) geographic-area pathways on which to focus (with at least three courses in each area). The degree culminates in the fourth year with a significant research project written in the two-semester senior research methods seminar. In addition to external applicants and transfer students, interested SAIC students from other degree programs may apply for admittance to the BA in Art History program, usually before the beginning of their junior year.

Bachelor of Arts in Visual and Critical Studies

The Bachelor of Arts in Visual and Critical Studies allows students to pursue in-depth academic study in the creative environment of an art school. Students share most classes, including a minimum of 36 hours of studio courses, with students in the BFA program, yet also follow a distinct sequence of courses, seminars, and personal research. Core courses provide students with diverse critical methods for exploring the cultural meanings of visual phenomena as they relate to social, economic, and material circumstances. Students choose from a variety of courses in studio practice, art history, writing, and the liberal arts and sciences, with special attention to topics such as visual and media literacy, the psychology of perception, cultural history and theory, and global studies.

Bachelor of Fine Arts with an Emphasis in Art Education

The undergraduate Art Education program prepares students to become critical teachers of visual culture while fulfilling the requirements for the State of Illinois K–12 special visual art certificate. The program advances critical citizenship in public schools by enabling teachers and their students to construct meaning and connect knowledge through inquiry and production of visual culture.
Undergraduate students in the Art Education program learn techniques and practices to make, present, interpret, and teach visual culture. Art Education students promote social change and agency by emphasizing activism, collaboration, innovation, professionalism, and social responsibility. The BFA with an emphasis in Art Education connects creative expression, theoretical knowledge, everyday experiences, and social critique through studio, art history, liberal arts, and professional education classes. The professional education curriculum includes education seminars, preclinical field experiences, and apprentice teaching.

**Bachelor of Fine Arts with an Emphasis in Writing**

The Bachelor of Fine Arts with an Emphasis in Writing encourages wide-range exploration of writing in multiple genres, as well as interdisciplin ary work, hybrid work, hypertextual work, and text that explores the intermediary realm between visual art and language. Credits are dispersed across a variety of classes: a Contemporary Practices course, a two-semester literary survey, a multigenre workshop and advanced workshops, as well as ample elective credits in both studio and liberal arts. The capstone experience in the BFA in Writing’s curriculum is a three-semester seminar sequence: the Generative Seminar, Writing Studio Seminar, and Undergraduate Thesis for BFAW Seminar. The seminar sequence is designed to deepen each student’s individual aesthetic concerns, combining in-depth reading across a variety of topics with intensive creative output and feedback.

**Other Academic Programs**

**Academic Access Program**

The Academic Access Program (AAP) is a first-year college program designed specifically for SAIC and its academic requirements in art history, liberal arts, and studio courses. The AAP consists of four intensive courses that focus on students’ advancement of critical thinking, analytical reading, and college writing skills. Students participate in Academic Access Program courses during their first year and must successfully complete their AAP courses prior to enrolling in ENG 1001 and ARTHI 1001.

**English for International Students**

International students are vital to SAIC. They bring diverse experiences and perspectives that encourage us all to question our assumptions, imagine new possibilities, embrace change, and grow as artists, students, instructors, and administrators. For many international students, success depends on improving English skills significantly. Some international students take English for International Students classes before starting art history and liberal arts classes. The goal of these classes is to facilitate students’ academic English development, so that they are able to fully participate in their classes and receive the best education possible.

**Off-Campus Study**

**Introduction**

Students at SAIC are expected to think beyond the classroom and to consider their creative work in the context of communities outside of the school. Our off-campus study requirement is an opportunity
for your student to gain practical, professional experience while gaining a broader sense of society and the world.

Off-campus study requirements can be met through study abroad programs, residencies, internships, and a number of designated classes.

All undergraduate degree students are required to complete six of their credits off-campus. Courses that satisfy this degree requirement will also satisfy degree requirements for studio, liberal arts, and/or art history credit, and are taken primarily during the sophomore, junior, or senior years.

Transfer students who are awarded less than 30 total transfer credits are required to complete three credits of off-campus study requirements. Transfer students who are awarded 30 credits or more, as well as students with previous undergraduate or graduate degrees, are exempt from this requirement.

If you or your student has any questions about the off-campus study requirement, please contact Academic Advising, located in the Sullivan Center, suite 1204. You may also reach them by phone at 312.629.6800 or by email at studenthelp@saic.edu.

**SAIC Internships**

SAIC students have two choices to earn course credit for internships. Both options provide students the opportunity to extend their education beyond the classroom and gain experience in professional arts-related environments. Students can participate in an internship during the fall, spring, winter, or summer semester. For further details about internships, please see the Career and Professional Experience (CAPX) section.
Campus Resources

Navigating Campus

Student ID Card: ARTICard

The ARTICard is our mandatory student identification card. The ARTICard provides your student access to school buildings and is required to sign out keys and check out equipment and library books. In addition, the ARTICard may act as a debit card on campus and at several off-campus restaurants, convenience stores, and nearby merchants. Students can deposit money onto their card at several campus locations or online via CASHNet, and then use the balance to make photocopies, print projects, do laundry, or purchase books, art supplies, and food. For a complete list of local merchants that accept ARTICard for payment, please visit the ARTICard website: saic.edu/articard.

Transportation at SAIC: CTA Ventra U-Pass

Owning a car in Chicago is generally unnecessary, and many Chicagoans do not own cars. Although some students find that owning a car may be useful at times, public transportation in Chicago can get students almost anywhere they need to go. The Chicago Transit Authority (CTA) operates Chicago’s public transit system of buses and trains (often known as the “L”). For more information about the CTA, including system maps and fare information, you can visit their website at transitchicago.com. SAIC is one of several Chicago universities that participate in the CTA’s Ventra U-Pass Program. The Ventra U-Pass Program provides all registered, full-time students with unlimited rides on CTA trains and buses each semester for a highly competitive rate. A $155 fee is charged to all full-time student accounts to cover the cost of the Ventra U-Pass each fall and spring semester. A $35 fee will be charged to full-time students during the winter session. A $115 fee will be charged to full-time students during the summer session.

Food Service at SAIC

The LeRoy Neiman Center Café
The LeRoy Neiman Center, 2nd floor

A full-service café, the LeRoy Neiman Center café offers hot breakfast items, coffee drinks, grab-n-go options, smoothies, hot entrées, sandwiches, burgers, and much more. The café is also open until 10:00 p.m. during the week to accommodate students who have evening classes. Vegan, vegetarian, and gluten-free options will be available each day.

Columbus Drive Café
Columbus Drive Building, 2nd floor

This full-service café offers hot breakfast items, coffee drinks, burgers and sandwiches, and rotating entrée items available on a seasonal basis. Vegan, vegetarian, and gluten-free options will be available each day.
MacLean Center Café
MacLean Center, 12th floor

The MacLean Café and lounge, located on the 12th floor of the MacLean Center at 112 South Michigan Avenue, has a wonderful view of the lake and Millennium Park. Offerings at this café include coffee drinks, smoothies, juices, muffins and assorted pastries, soups, grab-and-go items, as well as sandwiches and panini. Vegan, vegetarian, and gluten-free options will be available each day.

Restaurants at the Art Institute of Chicago

Museum Café

Located on the lower level of the Art Institute of Chicago, the Museum Café offers a modern culinary experience where the food takes center stage. The café features many options, from light snacks and homemade treats to freshly made sandwiches, salads, soups, and entrée specials.

Terzo Piano

Located on the third level of the Modern Wing and headed by award-winning chef Tony Mantuano, Terzo Piano features modern Italian cuisine made from local, organic, and sustainable ingredients. The restaurant offers indoor seating as well as alfresco dining during the summer months on the covered piazza adjacent to the Bluhm Family Terrace, presenting spectacular views of Millennium Park and Michigan Avenue.

Caffè Moderno

Located on the second level of the Modern Wing overlooking Griffin Court, Caffè Moderno offers scrumptious soups, snacks, and desserts, all created by the chefs at Terzo Piano, in a convenient quick-order setting. Coffee, tea, wine, and other beverages are also available.

Important SAIC Publications

SAIC Bulletin

saic.edu/academics/registrationandrecords

The SAIC Bulletin outlines all of SAIC’s curricular requirements, rules, and regulations. Copies of the bulletin are available in the Sullivan Center, 36 South Wabash Avenue, from the Registration and Records office (suite 1450). An electronic version of the bulletin is also available online at the web link above.

Degree Course Schedule

The Degree Course Schedule details a specific term’s courses, locations, and meeting times. The schedule is available each term to students online via SAIC Self-Service. Printed copies are also available in the Registration and Records Office, Sullivan Center, 36 South Wabash Avenue, suite 1450.

Student Handbook

The best source of up-to-date contact information for academic and administrative departments, policies, and campus resources is saic.edu. A printable version of a Student Handbook is available on the
Current Students page of the SAIC website or at saic.edu/studenthandbook. It is important that students review these Student Rights and Responsibilities, which outline SAIC policies related to academic and campus life.

**School of the Art Institute of Chicago magazine**

saic.edu/magazine

*School of the Art Institute of Chicago* magazine is SAIC’s biannual magazine published every fall and spring and available across campus. Please visit the web link above to access issues of the magazine.

**F Newsmagazine**

fnewsmagazine.com

*F Newsmagazine* is SAIC’s award-winning student news publication. Students are invited to join the *F News* staff, write, or submit artwork. *F News* is also circulated outside the school through galleries, art supply stores, bookstores, and coffee houses, so students can develop their writing and design skills while getting exposure in the arts community. *F Newsmagazine* pays for contributions. There are also part-time salaried positions that regularly become available with *F News*. For more information, please visit the website above.

**Academic Resources**

**Office of the Dean of Faculty**

The Office of the Dean of Faculty oversees and coordinates all areas of academic administration, such as curricular planning and review, the development of new programs and degrees, and reviewing and promoting faculty. The Office of the Dean of Faculty also addresses student and faculty academic concerns and grievances.

**Academic Advising**

Academic advising comprises an integral role in your student’s learning, development, and overall academic and artistic experience at SAIC. Students work with one of our academic advisors who assist them with course selection, educational planning, course concerns, personal issues, and navigating SAIC’s policies and procedures. Our academic advisors work with students holistically, often connecting them to other services and resources for additional support. Academic advisors, both part-time faculty and full-time staff, are also artists, designers, philosophers, writers, and scholars. The diversity in our academic advisors’ departments and specialties allows opportunities for students to connect with someone who shares their interests and who can introduce them to new ideas.

Academic advising is an ongoing process, not just a routine approval of classes, and is the responsibility of both the student and the advisor. By actively exchanging ideas and working through decisions with academic advisors, students can discover their educational and artistic potential. We strongly encourage students to meet with an academic advisor at least once a year to review their progress toward degree requirements. This is often referred to as a degree audit or credit check. Meeting with an academic advisor is especially important if students are verifying transfer credits, considering changing programs, going through an academic or refund appeal process, or nearing graduation.
Advising Is Required for:

- All new first-year students (advising is required for two years)
- All new transfer students (advising is required for one year)
- Students who have academic holds (e.g., probation or suspension)
- Students who are either taking a leave of absence or who are returning from a leave of absence or suspension

Your student can either stop by the Academic Advising office or make an appointment to talk to an academic advisor. Our busiest times are during the add/drop and advance registration periods, so we strongly encourage students to make an appointment whenever possible. You can also email questions to academic advisors through the Office of Student Affairs email help desk at studenthelp@saic.edu. Please see our brochure or saic.edu/lifeatsaic/academicadvising for more information and resources.

Korean Student Advising and Chinese Student Liaison

The Office of Student Affairs has a Korean Student Advisor and a Chinese Student Liaison who assist students in adjusting to SAIC and US culture by building a supportive community, identifying personal and emotional needs of students, and providing appropriate resources and referrals. They collaborate with academic and student services departments to provide support and assistance to students. They act as liaisons between SAIC personnel and students on a range of issues, such as assisting students in communicating their needs, questions, and concerns. They also serve as staff advisors to affinity-based student groups, e.g., Korean Student Association and Chinese Students and Scholars Association, creating a mentorship network of upperclass students who can assist new students in their adjustment to SAIC. They work closely with the staff in the residence halls and the Nuveen Center for International Student Learning to provide cultural, educational, and social programming in the residence halls as well as to the whole SAIC community. Special programs offered are the Korean Cultural Festival and Mid-Autumn Festival in the beginning of fall semester and the Lunar New Year Celebration in the beginning of spring semester.

Writing Center

saic.edu/writingcenter

SAIC’s Writing Center offers intensive, one-on-one tutoring sessions in a welcoming and supportive environment. Students benefit from our critique-based model, regardless of the stage of their writing project. Whether students are brainstorming ideas, developing an argument, organizing content, integrating sources, or editing their draft, we’re here to help. In addition to essays and thesis work, we also assist students with artist statements, application materials, creative writing, blog posts, and articles. We guide students as they deepen, develop, and hone their writing.

All of our hour-long appointments are free to currently enrolled degree-seeking students, and they are held on the 10th floor of the Lakeview Building. Tutors are available to assist students with any stage of the writing process, including:

- Beginning the writing process
- Forming a claim or thesis statement
- Developing ideas
• Improving writing style
• Clarifying language
• Strengthening organization
• Correcting basic grammar and punctuation errors
• Addressing MLA, CMS, and APA style questions
• Citing references

Students may schedule a maximum of two appointments per week. Weekly standing appointments are available, and walk-in appointments are welcome. The most productive tutoring appointments happen when students arrive at the Writing Center with their work printed out and with specific questions about their prompts, projects, or drafts.

Libraries and Special Collections

John M. Flaxman Library

saic.edu/library

The Flaxman Library is SAIC’s main library. It is open seven days a week during fall and spring semesters and closed for holidays. The library staff welcomes opportunities to help students navigate the many resources available at the library. The library contains approximately 140,000 items, including books, magazines, exhibition catalogues, audiotapes, CDs, LPs, videos, digital images, and browsable picture and clipping files. The SAIC Digital Collections repository contains SAIC theses, historical documents, and images from campus special collections. Thousands of new items are added to our library collections each year. Many additional resources are available to students online through library databases, and through the free, I-Share interlibrary loan system. The library facilities also offer equipment to enhance the research and study experience, including wired and wireless Internet, computers and printers, copiers, scanners, video playback decks, CD players, a turntable, and more.

Special Collections at the Flaxman Library

In addition to the regular circulating, non-circulating, and digital collections, the Flaxman Library is home to a variety of special collections and archives which include the following:

Film Study Collection

Reflecting SAIC’s commitment to film as fine art, the 16mm Film Study Collection at the Flaxman Library includes extensive holdings by such acknowledged masters as Maya Deren, Stan Brakhage, Jordan Belson, Kenneth Anger, and a large number of films by Joseph Cornell which complement the 2D and 3D works by Cornell found in the galleries of the Art Institute of Chicago. The collection also houses the working prints of many of Kenneth Anger’s most important films, as well as rare titles by artists such as Georges Franju, Peter Kubelka, and Gregory Markopoulos. Encompassing several hundred titles, the collection illustrates the history of film as art in Europe and America with a large sampling of early cinema, historic documentaries, animation, contemporary international holdings, and a selection of works by our own students, faculty, and alums.
Joan Flasch Artists’ Book Collection

The Flasch Collection is a non-circulating collection of artists’ publishing projects and multiples. It now has more than 10,000 items, complemented by extensive supporting research materials (including thousands of exhibition catalogs and reference books). There are also clipping files, artists’ stamps, mail art, zines, and audio visual and digital materials included in the collections, and a growing number of books made by members of the SAIC community. The collection can be viewed in room 508 of the Sharp Building, which is also used for performances, class critiques, readings, and other public events. Classes and other groups may make appointments for special tours of the collections. Walk-in patrons are welcome.

Randolph Street Gallery Archives

SAIC’s Flaxman Library is the repository for the Randolph Street Gallery (RSG) archives. From 1979 until its closing in 1998, RSG was a vital force in the development of contemporary art in Chicago, serving as a laboratory for new art forms and creative ways to bring art to the world. There were and are few organizations in the United States that provided a comparable forum for engagement in contemporary issues. RSG was a central component of the Chicago avant-garde art community, as well as a vital part of the national scene and a welcoming venue for international artists. The extensive archives include video footage, exhibition ephemera, event calendars and more. RSG was also the first publisher of P-Form magazine (see digital-libraries.saic.edu/pform). The archives may be viewed in room 508 of the Sharp Building. Appointments are recommended so that archival materials can be retrieved in advance of your visit.

Goat Island Archives

Features sketchbooks, photographs, publications, and other materials documenting the 20-year (1987–2007) history and creative output of this collaborative performance group, one that made significant contributions to the development of an internationally recognized performance profile both here at SAIC and in the city of Chicago. The archives may be viewed in room 508 of the Sharp Building. Appointments are recommended so that archival materials can be retrieved in advance of your visit.

Threewalls Gallery Archives

Features exhibition ephemera, artist files, and other materials documenting the first 12 years (2003–15) of an organization that has served as one of Chicago’s premier artist-run noncommercial gallery spaces. Through a range of exhibition and public programs, including symposiums, lectures, performances and publications, Threewalls created a locus of exchange between local, national, and international contemporary art communities. The archives at SAIC include commissioned multiples from the Community Supported Art (CSA) program as well as the archive of the Propeller Fund, a grant administered jointly with Gallery 400. The archives may be viewed in room 508 of the Sharp Building. Appointments are recommended so that archival materials can be retrieved in advance of your visit.

SAIC Digital Collections

digitalcollections.saic.edu

SAIC Digital Collections is an online repository created by the School’s Flaxman Library and features materials from campus-wide special collections and available online to all users. Included are materials from the Joan Flasch Artists’ Book Collection, Randolph Street Gallery Archives, the Roger Brown Study Collection, SAIC publications and newspapers, with new digital collections added all the time.
**Additional Campus Collections**

**Roger Brown Study Collection**

saic.edu/rogerbrown

The Roger Brown Study Collection (RBSC) is a house museum, special collection, and archive located in the renowned artist and SAIC alum Roger Brown’s (BFA 1968, MFA 1970) former home. The RBSC features an astonishing range of objects including works by Chicago Imagists, self-taught artists, folk and tribal art, material and popular culture, costumes, textiles, furniture, travel souvenirs, and a Ford Mustang in the garage, all of which were touchstones that fueled Brown’s intense and demanding artistic practices. The building and collections function as a laboratory where students engage in wonder, as well as work, exploring many aspects of the care, organization, interpretation, and preservation of a vast collection of art and artifacts in a 19th century storefront building.

**Fashion Resource Center**

For more than 25 years, the Fashion Resource Center (FRC) has housed a singular collection of innovative garments and educational materials illuminating progressive achievements in the history of dress. The garments in this unique hands-on collection span the late twentieth to twenty-first century representing both emerging designers and the established names of the avant-garde. Encouraging exploration and research, the FRC invites students and guests to examine, touch, and dress on forms the more than 800 garments and accessories in the collection. Garments have been selected for their ingenuity in design and construction, including such icons as Martin Margiela, Rei Kawakubo of Comme des Garçons, and Alexander McQueen.

The FRC’s two rooms include not only progressive and historical garments, but also extensive visual, print, and fabric reference collections that enlighten and further inform the study of garments. Students of diverse disciplines are provided with a remarkable space for education and creativity to explore the world of dress and its application to art, art history, technology, and other fields. The FRC’s non-circulating library includes more than 4,000 fashion publications, scholarly texts, and contemporary designer biographies. Further encouraging the collaboration between learning and imagination, an expansive collection of 800 videos of ready-to-wear and couture runway presentations, technical instructions, interviews, and fashion history is available for viewing at the FRC. Twenty-five current fashion and lifestyle magazine subscriptions also provide students with a window into the mind and processes of the leading figures in contemporary fashion.

**Video Data Bank**

vdb.org

The Video Data Bank (VDB) is a leading resource in the United States for videos by and about contemporary artists. Established at SAIC in 1976 by graduate students, VDB has become world renowned as one of the major collections of video art and artist interviews. The archive contains more than 6,000 titles that, seen as a whole, describe the development of video as an art form, originating in the late 1960s and continuing through the present. The collection includes seminal early works by artists such as Vito Acconci, Bruce Nauman, Joan Jonas, and Martha Rosler, as well as contemporary moving image artists like Sadie Benning, Miranda July, George Kuchar, and Paul Chan. Through an international distribution service, the VDB makes video art, documentaries made by artists, and artist interviews available to a wide range of audiences. The organization serves screening venues worldwide, including galleries, major museums, micro-cinemas, festivals, educational institutions, libraries, and media centers.
In addition to the archive, VDB operates a preservation program, a research center, and a screening facility and regularly curates programs and packages. Visit their extensive website at vdb.org to search the collection, read title descriptions and artist biographies, view clips, create wish lists, and scan resources on the history of video art.

Careers in Art and Design

Career and Professional Experience (CAPX)

saic.edu/careers

Career and Professional Experience (CAPX) prepares and empowers students to build fulfilling and sustainable creative careers.

By providing career advising, dynamic programming, internships, professional and employment opportunities, we assist students in developing the skills, experience, self-knowledge, and confidence they need to navigate their creative futures. We help students:

• Find job and internship opportunities through our online platform, Handshake.
• Create a professional profile on Handshake that spotlights their strengths and experiences
• Explore for-credit SAIC internships and apply to jobs related to their area of interest
• Discover their personal strengths and talents through assessments including CliftonStrengths®, Strong Interest Inventory, and the Myers-Briggs Type Indicator® (MBTI)
• Prepare résumés, proposals, cover letters, artist’s statements, and portfolios
• Research and apply to graduate schools
• Pursue exhibition, residency, and fellowship opportunities
• Learn about contemporary practices in creative startups, freelancing, and self-employment
• Build a strategic online presence
• Network with SAIC alums and professionals from a wide range of creative industries
• Develop professional skills and identify career paths in their area of interest
• Find on-campus jobs on Handshake

Internships

SAIC internships connect our students with organizations, studios, and companies throughout Chicago, the greater United States, and across the world. Our students have interned for artists’ studios, design firms, publishing houses, museums, galleries, architecture firms, tech startups, UI/UX design agencies, gaming and software developers, social service and community organizations, animation and conservation studios, and more.

The Career and Internship Expo takes place every November, attended by more than 70 employers who meet and interview our students for upcoming internships for the spring and summer semesters. This is a great opportunity for our students to professionally approach employers and learn more about their respective industries.

The CAPX internship is open to sophomores, juniors, seniors, and graduate students who attend two
seminars, work 210 hours to earn three credits or 105 hours to earn one and a half credits, and are assigned a faculty advisor who ensures requirements are met and provides career advising.

The Professional Practice internship as Professional Practice Experience class (PROFPRAC 3900) is open to juniors and seniors who attend a weekly two hour class in addition to working between 150 and 180 hours. This three credit class satisfies the ProfPrac requirement.

Both options satisfy studio and/or off-campus credit. Regular tuition is charged to registered students.

Internship positions may be paid or unpaid. Many internships with participating nonprofit organizations are subsidized by the Federal Work Study Program.

**Resources**

**Employment Toolkit**

This handy 28-page handy guide is a great resource for students conducting job searches. The guide includes résumé and cover letter samples, ideas for creating a powerful online presence, tips on writing an artist’s statement, strategies for professional networking, and more. Students can stop by the CAPX office for a free copy or download a digital PDF at saic.edu/careers.

**Career eNews**

Our biweekly email newsletter is sent to all students and includes the latest news, internships, jobs, awards, and other arts-related opportunities, as well as links to our online resources.

**Follow Us on Social Media**

facebook.com/saic.careers
instagram.com/saiccareers
twitter.com/saiccareers

**Programs and Workshops**

CAPX offers dozens of programs for students and alums. Examples include:

**CAPX Week:** A full five days of activities and workshops including Lunch and Learns and Documentation workshops.

**Expert Exchange:** One-on-one consultations and video group exchanges with alums, creative professionals, and Chicago entrepreneurs about venture ideas and future careers.

**Skill Shares:** Workshops designed to help you develop materials, skills, and strategies for your career and job search.

**Tools for Teaching:** Workshops for graduate students interested in teaching

Visit our website for more information saic.edu/careers.

Students can schedule an appointment with a CAPX career coach at our website, saic.edu/careers, or stop by CAPX on the 14th floor of the Lakeview Building at 116 South Michigan Avenue. They can also visit CAPX for 15-minute check-in during our drop-in hours from 12:00–1:00 p.m., Monday–Friday.
Alumni Relations

312.499.4195 | alumni@saic.edu | saic.edu/alumni

SAIC alums are an integral part of the SAIC community. They provide an ongoing source of support and advocacy for SAIC and represent SAIC's rich history embedded in the worlds of art and design.

The mission of the Office of Alumni Relations as part of the Office of Institutional Advancement is to embrace alums as vital stakeholders in the institution and valuable members of the SAIC community. The Office of Alumni Relations encourages and fosters alums’ engagement in SAIC in ways that support the interests and goals of alums as well as those of the School. We value and celebrate their contributions to SAIC, to the world of art and design, and to one another’s creative lives.

When your students graduate, the Office of Alumni Relations offers them many networking opportunities with fellow alums, discounts on Continuing Studies courses, museum membership discounts, and online networks where they can exchange ideas, share upcoming exhibition announcements, and read about fellow SAIC alums in the news. SAIC has alum groups in Chicago, New York City, and Los Angeles with more groups to come. Upon graduation, encourage your students to stay connected with the School by sending their updated contact information to alumni@saic.edu and to learn about these groups via saic.edu/alumni.

Parent Relations

The SAIC Office of Parent Relations offers opportunities for parents and families of students and alums to contribute to the advancement of SAIC through engagement, volunteering, and leadership. To learn more and to get involved, please contact parents@saic.edu.

Financing Your Student’s Education

Student Financial Services | saic.edu/sfs

Tuition Charges and Billing

Students are charged tuition according to the number of credits hours they are enrolled. Annual tuition and fees are available on the web at saic.edu/ tuition. A complete cost of attendance budget is available at saic.edu/fyc.

Payments and Deadlines

Full payment or complete payment arrangements are due to SAIC the 15th before each semester. Due dates are August 15 for fall, December 15 for winter, January 15 for spring and May 15 for summer. Payment in full may be made for tuition, housing charges, and fees by the payment due date by check or money order (made payable in US currency) at the Bursar’s Office in person, or through the mail. Cash payments are not accepted. The SAIC Bursar’s Office is located at 37 South Wabash Avenue, suite 245. SAIC is partnered with CASHNet to offer online payment availability via credit card, ACH (electronic check) or wire transfers. Students can access CASHNet through Self-Service. Parents who have been set up as an authorized user by their student can access CASHNet through the login and web address provided by their student. Please note that a 2.75 percent service fee will be charged for online US credit card payments and 4 percent for international credit card payments. The fee for making a credit
card payment is a percentage that is based upon the amount of the payment, while an ACH payment has no fee. There is no fee for a wire transfer in CASHNet, however, your banking institution may charge a processing fee.

Payment Plans

In cooperation with CASHNet, an interest-free deferred payment plan is available each semester for students who opt to pay their balance over the semester. The plans allow students to pay their balances over four months beginning in August for the fall semester and January for the spring semester. A three-month payment plan is available for the summer term. There is an enrollment fee to set up these plans, and late fees will be assessed for each late or missed payment. Students should set up parents and others (as appropriate) as authorized users on CASHNet to provide direct access. AutoPay is also available for automatic monthly payments. Students will need to re-enroll for payment plans and AutoPay each semester.

Late Payments and Holds*

It is important to keep your student’s account current. Students whose accounts are delinquent will have a hold placed on their records, preventing them from future registration and possibly limiting their access on campus. In addition, transcripts and diplomas will not be released until all financial obligations to SAIC have been met. Late fees may also be assessed.

*Students may not register for future semesters if they owe a past due balance.

Butler Loan

In the case of a financial emergency due to a change in financial circumstances, students may be eligible to apply for a short-term, no-interest loan of up to $300 known as a Butler Loan. These loans are available to every student whose account is current, not just to financial aid recipients. Students can typically receive the Butler Loan on the same day they request it. Students can only receive one such loan per semester and it must be repaid within 30 days. Please note that Butler Loans are not available during the last four weeks of the semester, and students cannot request more than one advance or loan at a time. Thus, if a student has a financial aid advance or student paycheck advance request in process, they cannot request a Butler Loan.

Grants, Scholarships, and Loans Awarded through the Student Financial Services Office

- SAIC merit scholarships, variable
- SAIC grants, variable
- Federal Pell Grants, $6,136–$6,195
- Federal Supplemental Educational Opportunity Grant (SEOG), variable up to $4,000
- Illinois Student Assistance Commission (ISAC), $200–$4,720
- Named scholarships and awards from donors, variable
- Student loans, variable
- Student employment, variable
Financial Aid Tips for Students, Parents, and Families

Financing a college education can be a challenge, but it is also one of the most worthwhile and important investments an individual will make in his or her lifetime. Student Financial Services offers the following basic recommendations to help parents and families tackle the challenges of financing a college education:

- **Communications:** The tuition and fees account and financial aid (if applicable) is legally the students. Communications are directed to the student’s SAIC email address and their telephone numbers. Student should share all applicable communications with parents/family.

- **Parent Tip:** Set up email forwarding for SFS emails. Students should set up their SAIC email account with automatic forwarding for all emails from saic.sfs@saic.edu to be sent to parent or other’s email address, as appropriate.

- **Statement of Account:** Students can request account statements in Self-Service at any time. The request sends a PDF statement of transactions for the last 365 days with the current balance and anticipated financial aid. It looks much like the monthly invoices.

- **CASHNet:** Students should set up parents or other appropriate individuals as an Authorized User. Not only can they make payments, they can also view monthly eBills, past CASHNet payments, account balances and access annual 1098-Tax forms (if eligible) without needing to log into Self-Service.


- **Finances and FERPA:** Make sure your student has given Student Financial Services permission to discuss their finances with you by completing a FERPA form at saic.edu/ferpa. It’s the law!

- **Annual FAFSA—Apply Every Year:** Complete the FAFSA (Free Application for Federal Student Aid) each year starting October 1, at fafsa.gov. SAIC school code: 001753. Reapply every year in order to qualify for aid. SAIC’s priority deadline is December 1, for undergraduates who are Illinois residents and January 1, for all other students. Make sure to apply before these dates to avoid any reduction in state and institutional aid.

- **Become Acquainted with SAIC’s Financial Aid System:** Every college and university awards financial aid differently, using individual criteria and many different processes, so it is best to familiarize yourself with SAIC’s financial aid process. SAIC charges tuition by the credit hour and awards financial aid by the credit hour. Financial aid students may need to submit a Financial Aid Adjustment form for each term in which their actual enrollment will be different from the standard enrollment used for their initial financial aid package. Further details along with the online form can be found at saic.edu/adjustingyouraidforenrollment.

- **Calculate Your Budget Each Year and Each Semester:** After your student receives their award, confirm that you and/or your student have enough funds to cover direct costs charged to their student account and indirect costs for living, transportation, personal, and book/supply costs. Helpful calculation forms called Figure Your Cost with sample budget figures are available at saic.edu/fyc. If further funds are needed, you may need to apply for additional loan funds.

- **Apply for Loans Early to Ensure You Can Get Those That You Need:** Especially those that are credit-based such as the Federal Direct PLUS loan or Alternative/Private loans; they require credit-worthy borrowers or co-signers/endorsers. Not all borrowers get approved for these loans. For some students, getting these loans is a must as they cannot afford their cost of attendance without them. SAIC’s priority deadlines for completing loan steps is July 1 for fall, December 1 for winter, January 1 for spring, and May 1 for summer. Further details at saic.edu/loans.
• **Research Your Student’s Financing Options:** A wealth of information about paying for college is available. You can find resources via the Internet, the local library, the government, banks and lenders, and the financial aid offices of colleges and universities.

• **Outside Scholarship Searches:** Students should apply for outside scholarships as well each year. Ideally, you (and/or your parents) should apply for outside scholarships 12–14 months before the academic year begins. Suggested websites to search for outside scholarships are listed on the Student Financial Services web page at saic.edu/outsidescholarships. Join the SFS Facebook (facebook.com/saicsfs) and Twitter (twitter.com/saic_sfs) accounts to see regular postings of outside scholarships, deadlines and other helpful information.

• **Inceptia Financial Literacy and Loan Management:** Sign up for free with SAIC’s partner in teaching financial literacy and assisting with student loan management. Use SAIC’s access code: SAIC18 and enroll at financialavenue.org and moneyknowl.org.

Questions? Contact Student Financial Services at 312.629.6600, by email at saic.sfs@saic.edu, Live Chat at saic.edu/sfslivechat or visit our website at saic.edu/sfs.

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**Technology, Media Centers, and Shops on Campus**

**Introduction**

[saic.edu/computing](http://saic.edu/computing)

For more than 150 years, SAIC has been committed to providing the best and most innovative art education possible. SAIC believes we have a responsibility as an institution to ensure that our graduates are fully conversant with the tools that technology can provide. In order to ensure integrated curricular technology and equal access to a wide range of software, technical support, and training, SAIC has instituted a technology requirement consisting of two parts, a school-wide laptop requirement and a technology fee.

**Technology Fee**

All students enrolled for six or more degree credit hours are charged a technology fee. This fee helps provide access to wireless and wired networking, curricular software in computer classrooms and labs, and Computer Resources and Information Technologies (CRIT) Help Desk support and training. Students with a qualifying laptop computer are able to access curricular software both on and off campus and receive CRIT Help Desk support. The 2019–20 technology fee is $315 per semester.

**Laptop Requirement**

All incoming undergraduate students, with the exception of second-degree students, are required to own an Apple laptop computer meeting the School’s selected requirements. The specific laptop package chosen by SAIC has been determined to best meet the curricular and student-life needs of our community. Specific requirements can be found at [saic.edu/laptop](http://saic.edu/laptop).
Computer Labs

General Access Computer Lab

The General Access (GA) Computer Lab serves as the general computing facility for the SAIC community. Users have access to Apple Mac Pro and iMac workstations equipped with the SAIC instructional software template, which includes current versions of programs for animation, digital video, desktop publishing, website authoring, audio and multimedia, and 3D rendering. The GA Lab is also equipped with 2D and 3D scanners, black-and-white and color laser printers, large-format inkjet printers, and 3D printers. The GA Lab has 24-hour access during the fall and spring semesters.

Departmental Computer Labs

In addition to the GA Computer Lab, numerous academic departments have labs and equipment for specialized needs such as 3D input and output, video and audio editing, large-format printing and scanning, and other advanced processes. These extensive departmental resources include: 3D printers, scanners and laser cutters in the Advanced Output Center; high-end workstations, color-calibrated monitors, large-format inkjet printers, and a daylight-balanced print viewing area at the Service Bureau; video camcorders, digital audio recorders, digital cameras, and lighting equipment in the Sharp Instructional Shops, and a computerized Jacquard loom in the Fiber and Materials Studies program. SAIC is continually expanding and upgrading its computer peripheral resources to enhance the work environment and ensure students have access to the latest technologies.

Online Community and Resources

Online News and Event Information

SAIC provides several ways to find out what is going on within and beyond the SAIC community. Online resources include:

- Events calendar on saic.edu (link at top of the page)
- SAIC digital campus signage displaying the current day’s events and announcing ongoing and upcoming events, announcements, happenings, and contest information
- Weekly “This Week at SAIC” email newsletters
- SAIC on Twitter: @saic_news
- SAIC on Facebook: Like the School of the Art Institute of Chicago page to keep abreast of current events and happenings at the School: facebook.com/saic.admissions
- SAIC on YouTube: youtube.com/schooloftheartinstituteofchicagosaic
- SAIC on Instagram: @saicpics

Printing and Output Services

saic.edu/academics/printingandoutputservices

Print Services

Print Services provides support for photocopier/printers, wide-format inkjet printers, multi-function printers, and desktop laser printers. The equipment is located throughout campus, with the majority of it available 24/7, and with redundant printers in many locations to serve as backup in case of equipment or supply outages. More information and locations are available online.
Advanced Output Center

The Advanced Output Center is a printing and prototyping lab specializing in 3D input and output. Facilities include 3D printers, scanners and laser cutters, along with 24/7 access to self-service wide-format printers, scanners and high-end PC workstations. Availability of laser cutters/3D scanners and authorization times are available online.

Service Bureau

SAIC’s on-campus professional digital-output center provides laser, risographic, and archival large-format inkjet printing, vinyl cutting, digital bookmaking, and various finishing services. The Bureau also operates open-access 24/7 facilities that include high-end workstations, color-calibrated monitors, large-format inkjet printer, and a daylight-balanced print viewing area.

Media Centers

The Media Center is a central component of SAIC’s capability to provide a truly interdisciplinary educational experience at SAIC. The ability of every student to create, document, and present artwork of varying media is greatly enhanced by the availability of the latest media tools throughout the school. Gaining access to equipment and services from any of our three locations on campus is as easy as presenting a valid student ID. The Media Centers support a variety of formats, from analog to digital, and our pool of equipment is constantly changing as new technology is developed. In addition, we offer free daily workshops to individually instruct students on the more advanced equipment available as well as on digital content creation. To assist us in equipment circulation, we are one of the largest employers of student workers on campus. Our goal is to cultivate student leaders and provide skills useful in all future job endeavors.

Columbus Wood and Metal Shops

The Columbus Wood Shop and the Columbus Metal Shop are available for all SAIC students to use. Instruction in the safe and proper use of all equipment located in these two shops is provided to students, faculty, and staff. Users must attend separate authorizations to be able to use band saws, miter saws, Sanders, table saws, oxy-acetylene welding, arc welding, TIG, MIG, plasma cutting, and the grinding facility. A full array of hand tools and hand-held power tools can be checked out for the day and up to overnight with a current school ID. Materials such as construction grade lumber and plywood, hardwoods, and steel are available for resale to students with their ARTICard. The Wood and Metal Shops also host several demonstrations throughout the academic year. Demonstrations cover topics such as pedestal and display fabrication and the proper use of fasteners and anchors for displaying work.

The Wellness Center

Health Services

saic.edu/health

The mission of Health Services is to provide quality healthcare to SAIC students and to encourage students to focus on their physical and emotional well-being. Health Services is staffed by board certified nurse practitioners who offer basic medical care for minor injuries and illnesses. The nurse practitioners also focus on health promotion and education and provide referrals to appropriate off-campus healthcare providers.
Health Insurance

SAIC requires health insurance coverage for all full-time domestic undergraduate, graduate, exchange, and certificate students and all international students. Students are automatically enrolled in SAIC’s Student Health Insurance Plan, and 50 percent of the annual premium is billed separately for each of the fall and spring semesters. Students with comparable coverage who do not wish to purchase SAIC’s student health insurance plan must submit a waiver online, using their ARTIC account login and password, at saic.myahpcare.com by the end of the first day of classes. Waivers must be completed annually and they can be submitted for the full academic year in the fall. Each submitted online waiver must be accompanied by a scanned copy of the front and back of the student’s health insurance ID card. Additionally, international students must submit a scanned copy of their complete insurance policy in English, with coverage amounts reflected in US dollars, as well as a scanned copy of their medical evacuation and repatriation coverage. All waivers will be verified to ensure compliance with minimum coverage requirements.

Part-time domestic students can request insurance coverage, using their SAIC student ID number and birth date, at saic.myahpcare.com/enrollment by the first day of classes for each of the fall and spring semesters.

Students enrolled in SAIC’s student health insurance plan can access their insurance ID card and benefit details at saic.myahpcare.com. Questions associated with the insurance plan can be directed to Academic HealthPlans (plan administrator) at 855.844.3023. Inquiries can also be directed to saic_studentinsurance@saic.edu.

Immunization Policy

In accordance with the Illinois College Student Immunization Act, all students who enroll in six or more credit hours per semester must prove that they have been immunized against the following communicable diseases:

1. **Measles (Rubeola):** Students must provide documentation of receipt of two doses of live measles virus vaccine on or after the first birthday. The minimum time interval between each dose must have been at least 28 days. If either dose was given before 1968, proof must be provided that a live virus was administered. Students who cannot obtain records may provide laboratory (serologic) evidence of measles immunity*.

2. **Mumps:** Students must provide documentation of receipt of two doses of live mumps virus vaccine on or after the first birthday. The minimum time interval between each dose must have been at least 28 days. If either dose was given before 1968, proof must be provided that a live virus was administered. Students who cannot obtain records may provide laboratory (serologic) evidence of mumps immunity*.

3. **Rubella (German Measles):** Students must provide documentation of receipt of two doses of live rubella virus vaccine on or after the first birthday. The minimum time interval between each dose must have been at least 28 days. If either dose was given before 1968, proof must be provided that a live virus was administered. Students who cannot obtain records may provide laboratory (serologic) evidence of rubella immunity*.

4. **Diphtheria/Tetanus/Pertussis:** Students must provide dates of any combination of three or more doses of Diphtheria, Tetanus, and Pertussis containing vaccine. One dose must be the Tdap vaccine. The last dose of vaccine (DTP, DtaP, DT, Td, or Tdap) must have been received within the last 10 years.
The minimum time interval between the first and second dose must have been at least 28 days, with the third dose having been received at least six months after the second or last dose of the basic series.

5. **Meningococcal Vaccine:** All new admissions under the age of 22 must show proof of having at least one dose of meningococcal conjugate (Menactra®, Menveo®, and MenHibrix®) vaccine on or after 16 years of age.

* A serology report is a blood test you can have done by your healthcare provider to test for positive antibodies which prove immunity. Lab results must be attached.

**Exemptions that will be accepted:**

1. **Medical Exemption:** Students who have a medical reason that contraindicates vaccination should ask their healthcare provider to complete the Medical Immunization Exemption Form [PDF] at saic.edu/health under Immunization Requirements.

2. **Religious Exemption:** Students who have a religious objection to immunization should complete the Religious Immunization Exemption Form [PDF] at saic.edu/health under Immunization Requirements.

3. **Pregnancy or Suspected Pregnancy:** Students who are pregnant or suspected to be pregnant should ask their healthcare provider to complete the Medical Immunization Exemption Form.

Anyone with a vaccine exemption may be excluded from the School in the event of a disease outbreak in accordance with public health law.

Please note: if you were born on or before January 1, 1957, you are exempt from the measles, mumps and rubella requirements, as exposure to disease and natural immunity are assumed. You will however, need to show proof of immunity to diphtheria, tetanus, and pertussis.

**Proof of Immunity**

*Proof of immunization, a certificate of medical exemption to immunization, or a statement of religious objection to immunization must be on file with SAIC Health Services prior to registering for class. Students who do not have one of these three documents on file with Health Services by the beginning of preregistration will have a registration hold placed on their academic record and will not be permitted to register for the following semester.*

To access forms and submit records, see instructions at saic.edu/health under Immunization Requirements.

**Recommended (not required) vaccines for college students:**

1. Hepatitis B is a serious infectious disease that attacks the liver and can lead to lifelong infection, liver failure, and even death. The following factors can increase the risk of contracting Hepatitis B: unprotected sex, non-sterile body piercing, tattoos, sharing needles, and travel abroad to countries with high rates of Hepatitis B.

2. Varicella (Chickenpox) is a very contagious virus causing a rash, fatigue and fever. While the symptoms are usually mild in children, college students may be more likely to develop serious complications.

3. HPV (Human Papilloma Virus) is a group of viruses that can cause genital warts and cancers of the cervix, vulva, vagina, penis, anus, mouth or throat.
You can find more information about the diseases on the following sites:

cdc.gov/diseasesconditions

Counseling Services

saic.edu/counseling

The mission of Counseling Services is to assist students in meeting their emotional, psychological, and mental health needs and to contribute to a campus environment that facilitates the healthy growth and development of students. The service carries out its mission through several essential roles and functions: counseling and psychotherapy, crisis intervention, consultation, care management, and mental health promotion. Counseling Services is staffed by full-time doctoral level licensed psychologists, a licensed clinical social worker, postdoctoral fellows in psychology, and part-time psychotherapists from local doctoral psychology programs working under supervision.

Disability and Learning Resource Center

saic.edu/dlrc

The mission of the Disability and Learning Resource Center (DLRC) is to support a universally accessible educational community that fosters full participation and contribution of every member. The DLRC carries out its mission by delivering innovative and high-quality services to SAIC students with disabilities and by facilitating and advocating for reasonable accommodations so that students have equal access to all programs, activities, and services of the institution. The DLRC cultivates opportunities for students to articulate their strengths, empowers them to advocate for their own learning needs, and identifies and responds to the dynamic nature of student needs and learning environments. SAIC’s ADA/504 coordinator is Felice Dublon, vice president and dean of Student Affairs (or her designee), 36 South Wabash Avenue, suite 1204; 312.629.6800.
Life at SAIC

Where to Live

Residence Life

saic.edu/housing

On-Campus Housing: Residence Life

Chicago has a variety of housing choices and living experiences to serve the diverse needs of our students. Many new students spend their first few years at SAIC living in one of our three residence halls, which offers them the opportunity to get to know the city and the School. SAIC owns two residence halls located in the heart of the Chicago Loop; the 162 North State Street Residences, located on the corner of State and Randolph Streets, and Jones Hall, located at the corner of State and Madison Streets. Both residences feature loft-style rooms with kitchenettes and private baths. Each resident has access to wired and wireless broadband Internet service. Both halls feature a media room, laundry facilities, studio workspaces, and a computer lab. The 162 North State Street Residences also has an exercise room, which is available to residents of all buildings. SAIC also leases space at the Buckingham, located just south of the Columbus Drive Building at 59 East Van Buren Avenue. The Buckingham features apartment-style living from two-person to five-person apartments, with a living room, kitchen, and in unit laundry. Residents of all three locations must have a meal plan, which is a declining balance plan that can be used in our three on-campus dining facilities. New students will have $800 per semester while returning students will have $540 per semester.

Staff

Seven full-time professional staff members live in the residence halls to support student needs, along with three professional staff who work in our office. Additionally, student resident advisors (RAs) work closely with their specific community (typically a floor or grouping of floors) within the residence hall. RAs receive training in many areas, such as active listening, crisis response and meditation, and are the first source of assistance for residents. These talented individuals have been selected because of their concern for others and the community, their sense of responsibility, and their ability to communicate. RAs are responsible for helping students maintain a comfortable and productive living environment. Additionally, Campus Security staff is available in each building to monitor access and support student needs 24 hours a day, seven days per week.

Off-Campus Housing

Off-campus housing assistance is available to students through the Residence Life office. We have a variety of resources such as an off-campus living guide, a neighborhood map, and links to outside resources. If students would like to meet with a staff member individually about an apartment search, they may come to our offices in the Sullivan Center, suite 1203 to obtain a variety of housing information, including cooperative living information and tenants’ rights brochures. For more information regarding on- or off-campus housing resources, please contact the Residence Life office at 312.629.6870.
Campus Security

saic.edu/safety

Campus Security is committed to building a safe learning community at SAIC. They are available to all members of our community at the SAIC security desk in each building and work diligently to ensure the safety of all members of the SAIC community. The security staff is at the school 24/7. On an average day, they receive a number of phone calls or visits from community members seeking information, directions, access, or help filing a report. Campus Security staff is knowledgeable and quick to respond in a competent and courteous manner.

Information on the campus security section of the SAIC website (saic.edu/lifeatsaic/campussecurity/) outlines several programs that exist to ensure that your student’s stay at the school is a pleasant one. Please take a moment to review this information. Students, faculty, staff, and guests are depended upon to take precautions that are designed to reduce the likelihood of falling victim to crime. Campus Security encourages our students, faculty, staff, and guests to take responsibility for their security and the security of others by using good judgment, reporting suspicious behavior on the part of people they don’t know, and avoiding behaviors that might put them at risk. SAIC campus security works with the Chicago Police Department and local higher education security professionals to recognize trends and develop programs to keep our campus safe. An active partnership with the police, campus security, and an informed community enhances our efforts to provide a safe and secure campus. Your interest and involvement in this partnership is appreciated. Please do not hesitate to call Campus Security at 312.899.1230 if you have any questions.

A Multicultural Campus

Diversity Advisory Group

saic.edu/about/diversity

As a leading school of art and design and influential member of the Chicago community, SAIC is an agent of cultural change while also respecting the historical context out of which the School and city have grown. The Diversity Advisory Group seeks to establish SAIC as a foremost leader in the charge toward greater diversity throughout higher education and arts institutions.

The Diversity Advisory Group strives to create a more diverse campus community at SAIC inclusive of race, color, sex, religion, national origin, disability, age, sexual orientation, gender identity, military or former military status, socioeconomic status, as well as embracing new identities as they emerge, and area of study and interests. Comprised of students, faculty, and staff, the Diversity Advisory Group consists of three subcommittees (Curriculum, Connectivity, and Climate) and is responsible for:

• Assessing accomplishments and areas for growth in establishing a curriculum and climate that promotes the free exchange and understanding of intersectional and marginalized ideas;
• Broadening our outreach to and support of historically underrepresented identities throughout the School as students, faculty, and staff; and
• Creating and sustaining initiatives to galvanize our community around issues of equity both on campus and in external partnerships.
International Affairs

saic.edu/international

International Affairs provides advising, advocacy, and resources in support of SAIC’s international education and exchange programs and objectives. We represent the offices of International Student Services and Study Abroad, working with the School community to offer the strongest possible complement of programs and services to the SAIC academic experience.

International Student Services

SAIC is pleased to host more than 1,000 international students from more than 60 countries this year. International Student Services advisors liaise with US government agencies to support international students and scholars in complying with US immigration regulations. Advisors connect students to on-campus resources to support their academic, financial, and personal goals. Workshops and programs are offered throughout the year to educate international students on their immigration responsibilities and to provide opportunities to enhance their academic experience at SAIC. Students are encouraged to meet with immigration advisors with any questions or concerns during walk-in advising hours (Monday–Friday, 12:00–1:00 p.m.) or by appointment.

Study Abroad

saic.edu/studyabroad

Study Abroad specializes in providing students with opportunities to participate in short-term and semester-long education abroad programs. Study Abroad advisors work closely with faculty members to offer an exciting array of faculty-led study trips in the winter and summer terms and to advise students who apply for full fall or spring semester-long exchange during their junior or senior year. Students are referred to Student Financial Services for advisement on how to finance their semester-long exchange or study trip experience.

Students can learn about study trip options on the website saic.edu/studyabroad or during info sessions held at the start of each semester in the weeks prior to study trip registration. Students interested in semester-long exchange abroad at an SAIC partner school, or another school (aicad.org) within the United States can begin their research into the process by attending a Study Abroad workshop. Workshop attendance is required as a first step toward semester-long study abroad, and occurs near the beginning of each term.

Undergraduate students who have completed 30 credit hours at SAIC (15 credits for transfer students) and all their Contemporary Practices courses may register for study trips. Study trips and exchange semesters satisfy SAIC’s off-campus study requirement for undergraduates where at least six (6) credits of their degree must come from study, practical experience, or creative work outside the school itself.

Multicultural Affairs

saic.edu/multicultural

Multicultural Affairs promotes diversity, equity, and inclusion in the SAIC community through programs, services, and institutional initiatives. The department provides support, advocacy, and mediation for students, particularly as it relates to issues of inclusivity, representation, equity, and empowerment.
Role of Multicultural Affairs

Student Advocacy

Multicultural Affairs serves as a resource for SAIC students, with specific emphasis on the needs of students from underrepresented communities. It provides general advising and mentoring for students and their organizations. Multicultural Affairs supports students and serves as a resource regarding a variety of issues ranging from adjusting to college, to establishing meaningful connections within the community.

Multicultural Affairs serves as a secondary advisor for student affinity groups or identity-based groups. There are more than 20 identity-based student groups which include cultural, ethnic, religious, gender, ability, among other identities. Involvement in these groups is open to all students and offers an opportunity to engage with others around shared identities or interests.

Program Implementation

Multicultural Affairs develops school-wide programming related to understanding diversity and contributing to an inclusive environment. Programs take on the form of workshops, artist talks, panel discussions, film screenings, and exhibitions to name a few. The department is also committed to connecting students with the greater Chicago community through various events, projects, and initiatives. In addition to general programming, Multicultural Affairs collaborates with students individually and collectively, as well as other departments, to create programs that explore diversity from multiple perspectives.

Institutional Initiatives

Multicultural Affairs facilitates community-wide learning around issues of identity. This encompasses an online diversity, equity, and inclusion course for students, a presentation at New Student Orientation, and various student workshops that develop skills to be an ally and build a community of respect.

The director also facilitates the Multicultural Affairs Advisory Committee (MAAC), a monthly convening of students interested in learning more about diversity initiatives at the school and sharing resources. MAAC meetings are an opportunity to connect with other students at the School and have an open dialogue about ideas and initiatives for the community. Getting involved in MAAC provides professional development opportunities and programs for students. For more information about joining the MAAC, please contact Multicultural Affairs.

Life Outside the Classroom/Studio

SAIC and Chicago

“Of all American cities, Chicago has contributed the most solid and distinctive artwork and art thinking. The School of the Art Institute of Chicago is at the nucleus of this longstanding distinction.”

–Peter Frank, art critic and curator

Beyond SAIC’s doors lies Chicago, a city known for its friendly sophistication, cultural vitality, and natural and architectural beauty. With significant buildings by architects such as Louis Sullivan, Ludwig Mies van der Rohe, Frank Lloyd Wright, and many others, the city displays important examples of 20th-century architecture.
Culturally diverse, Chicago is a city of neighborhoods, each with its own atmosphere, customs, and cuisine. Chicago’s energy and pride have produced many institutions of higher learning; the Chicago Symphony Orchestra; fine opera and ballet companies; jazz; blues; improvisational comedy; experimental theater; and international restaurants. Lake Michigan and its beaches, outdoor concerts at Millennium Park, exhibitions and festivals, galleries and internationally recognized museums, and especially the vast resources of the Art Institute of Chicago all contribute to the dynamic atmosphere of the city. The cultural influence of Chicago is also significant in that its tremendous vitality and its tradition of individualism have long inspired artists with a strong sense of independence.

The art scene in Chicago is particularly vibrant, with established gallery areas in the Near North neighborhood along Chicago Avenue and in Wicker Park along Milwaukee, North, and Damen Avenues. Other areas of the city, such as Pilsen, Rogers Park, and Logan Square are also becoming increasingly dedicated to the arts. Chicago is the home of many major design and advertising firms as well as art and cultural publications, which offer tremendous opportunities for graduates of SAIC.

### The Art Institute of Chicago

[artic.edu](http://artic.edu)

Monday–Sunday, 10:30 a.m.–5:00 p.m.;
Thursdays until 8:00 p.m.

Free admission for SAIC students, faculty, and staff with current ID
Free admission for Illinois residents on Thursday evenings. 5:00–8:00 p.m.
Please note: There may be a surcharge for Illinois residents visiting special exhibitions during free Thursday evenings. Check the website for the most up-to-date information.

The Art Institute of Chicago is one of the world’s most renowned art museums, encompassing more than 5,000 years of creativity from around the globe. With a collection of more than 260,000 artworks and artifacts, the museum has particularly strong holdings in impressionist and post-impressionist painting, early 20th-century European painting and sculpture, contemporary art, Japanese prints, and photography. In addition to this celebrated permanent collection, the Art Institute presents more than 30 special exhibitions every year and hosts various gallery talks, lectures, and education programs for visitors of all ages. The museum’s collection and exhibitions often supplement SAIC class discussions and serve as an invaluable resource to SAIC students and the community.

The museum also houses the Ryerson and Burnham Libraries, the Goldman Print Study Center, and the Block Photography Study Room. The libraries and study rooms are open to the public and offer visitors an opportunity to take an in-depth look at the museum’s history and collections.

No appointments are necessary to visit the Ryerson and Burnham Libraries, but appointments are required for both the Goldman Print Study Center and the Block Photography Study Room. Please visit the museum website or call for further details.

### Libraries and Study Centers

**Block Photography Study Room**
(by appointment only)
Contact hroach@artic.edu
Getting Involved at SAIC

Campus Life

Involvement in the community on campus is an essential part of your student getting the most out of their experience while at SAIC. Campus Life supports this involvement by planning campus-wide activities, events, and programs, as well as providing support to student groups and student organizations. While students find a variety of ways to make connections here at SAIC, many find these programs and organizations a great way to become involved and meet other students, faculty and staff.

Students who are interested in becoming involved in a group on campus may connect with one of the more than 70 registered student groups that operate on campus each year, or become involved in one of six student organizations that include: Student Government, SAIC’s elected student representatives; Student Programming Board, student-run program, and event planning group; F Newsmagazine, SAIC’s student newspaper; Free Radio SAIC, the campus Internet radio station; ExTV, the time-based arts broadcast platform; and SITE, the student-run exhibition galleries. These campus activities and events are a great way for students to build connections within and even beyond SAIC.

If your student is not interested in becoming part of a student group, they may be interested in participating in the community through attending a campus-wide event sponsored by Campus Life. These include two annual art sales where students have the opportunity to sell their artwork to the general public; the annual All-School Barbecue; the annual Halloween Ball; as well as community events planned by the Student Programming Board. If you would like to know more about what is happening on campus, visit the activities calendar at saic.edu/calendar.

Student Groups

engage.saic.edu

Student groups are an integral part of the student experience at SAIC. Student groups are organized by students and driven by their diverse interests. Student group programming and initiatives are fundamental to the creation of community at the school, providing the opportunity to make connections with other students, faculty, and staff that extend beyond the classroom. Student groups sponsor more than 150 events and programs on campus each year, including weekly philosophical discussion and reading groups, lectures and panels, film screenings, art exhibitions, workshops, community service projects, and weekly classes. With more than 70 groups on campus, there is something for everyone. Students are encouraged to join existing groups or start one of their own.
Student groups at SAIC grow and change each year to reflect the unique interests of the current student body. For more information, or to create a student group, students can visit engage.saic.edu or visit the Campus Life Office (the LeRoy Neiman Center, room 201). Starting a new student group is easy and encouraged. Students interested in starting a new group on campus can find student group registration information by visiting engage.saic.edu or by dropping by Campus Life office to speak with the assistant director of Campus Life.

**Student Organizations**

In addition to SAIC’s various student groups on campus, your student may also become involved with any of six additional student-run organizations.

**Student Government**

engage.saic.edu

Student Government works to address issues that will improve the overall sense of community and student satisfaction at SAIC. Student Government meets with students, plans informational meetings for the community, solicits feedback through surveys and other assessment, and provides guidance to the SAIC administration. Student Government members are elected in the spring for the following academic year. The Student Government office is located in room 202 of the LeRoy Neiman Center.

**Student Programming Board**

engage.saic.edu

Student Programming Board plans events and programs that promote community at SAIC. They sponsor annual traditions such as the All-School Barbecue, De-Stress Week, and Halloween Ball. They also host events in the LeRoy Neiman Center on a wide variety of social, educational, and arts-related topics. The Student Programming Board office is located in room 202 of the LeRoy Neiman Center.

**ExTV**

extvsaic.org

ExTV is the student-run time-based arts broadcast platform at SAIC. We use our challenging and engaging programming to foster a greater sense of community at SAIC by showcasing student, faculty, staff, and alums time-based work. Work contributed to ExTV is considered for curated programming on our website, monitors around the SAIC campus, various on- and off-campus screenings, and on CANTV (Chicago Public Access Television). ExTV also hosts ExFEST, ExTV’s Film/Video Festival that occurs every year. ExTV also releases calls for specific or themed work, accept proposals for special programming and curation, and plan and host various microcinema events throughout the school year. Additionally, ExTV works with the department of Film, Video, New Media, and Animation’s Conversations at the Edge, a weekly series of screenings, artist talks, and performances, to record lectures and events and prepare them for community viewing. ExTV welcome students to participate, submit, volunteer, or find employment with us.
F Newsmagazine

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F Newsmagazine is SAIC’s award-winning student news and arts publication. Students are invited to join the F News staff, write, or submit artwork. F News is also circulated outside the school through galleries, art supply stores, bookstores, and coffee houses, so students can develop their writing and design skills while getting exposure in the arts community. F Newsmagazine pays for contributions. There are also part-time salaried positions that regularly become available with F News.

Free Radio SAIC

freeradiosaic.org

Free Radio SAIC is our student-run Internet radio station, broadcasting daily to a global audience. We use an open format, meaning that individual DJs, performers, and sound artists program the content for their shows according to their own interests without the predetermined formats used by most college stations. We air class projects, live performances by visiting artists, and other special programs co-hosted by the Sound and Writing departments, Exhibitions and Events, and other internal and external organizations. We keep a streaming archive of shows for anyone to listen to at any time. You can become a Free Radio SAIC DJ, run a special series or one-time program. Come experiment, volunteer, or work with us!

SITE Galleries

saic.edu/sugs

SAIC’s student-run SITE Galleries provide the public with experimental exhibitions of student work in two locations on campus: the LeRoy Neiman Center Gallery and a gallery space in the Columbus Drive Building. All decisions are guided by a student voice along with the help of a faculty advisor. Students are involved in every facet of the gallery’s operation from administration and program design to the selection of exhibitions, curating, advertising, installation, and de-installation. SITE Galleries produces 10 exhibitions over two semester’s held in two spaces operated by the program. For current exhibition programming visit saic.edu/sugs.
Public Programs

Exhibitions/Exhibition Studies

[saic.edu/exhibitions](saic.edu/exhibitions)

SAIC’s exhibition spaces include Sullivan Galleries, featuring 32,000 square feet of exhibition space—the only academic gallery site of its size in the Chicago Loop. Located in Louis Sullivan’s historic 1898 Carson Pirie & Scott department store building, the Sullivan Galleries feature exhibitions, performances, lectures, and screenings by guest artists as well as students and faculty at SAIC.

The Sullivan Galleries are augmented by student-run SITE Galleries where more than 10 student-curated exhibitions are held annually in two spaces operated by the program.

Students are also invited to show their work on campus, as well as participate in various off-campus opportunities. More information can be found at: [saic.edu/exhibitions/showyourwork](saic.edu/exhibitions/showyourwork).

Gene Siskel Film Center

[saic.edu/vap](saic.edu/vap)

Founded in 1868, the Visiting Artists Program (VAP) is one of the oldest public programs of the School of the Art Institute of Chicago. Formalized in 1951 with the establishment of an endowed fund by Flora Mayer Witkowsky, VAP has featured more than 1,000 international artists, designers, and scholars representing more than 70 countries through a diverse mix of lectures, screenings, conversations, and readings. The Visiting Artists Program provides a platform for innovative ideas that inspire and educate. Recent guests include Emory Douglas, Cao Fei, Ann Hamilton, Juliana Huxtable, Toyo Ito, Jeff Koons (SAIC 1975–76, HON 2008), Maggie Nelson, Gareth Pugh, Stefan Sagmeister, Do Ho Suh, Danh Vo, Eyal Weizman, Amanda Williams, Walid Raad, and Claudia Rankine.

An invaluable resource for SAIC students, the Visiting Artists Program is central to SAIC’s interdisciplinary curriculum. In addition to public lectures, visiting artists directly engage with SAIC students through studio critiques and roundtable discussions, fostering a greater understanding and appreciation of contemporary art and culture.

All events are free, nonticketed, and open to the general public unless otherwise noted. Visit [saic.edu/vap](saic.edu/vap) for information on upcoming speakers and stream audio podcasts from the archive. For SAIC students, faculty, and staff, video recordings of past lectures are available to view online at [saic.edu/video](saic.edu/video) or by visiting the John M. Flaxman Library.