



**School of the Art Institute
of Chicago**

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ABOUT THE SCHOOL OF THE ART INSTITUTE (SAIC)

A leader in educating artists, designers, and scholars since 1866, the School of the Art Institute of Chicago (SAIC) offers nationally accredited undergraduate, graduate, and post-baccalaureate programs to more than 3,500 students from around the globe. Located in the heart of Chicago, SAIC has an educational philosophy built upon an interdisciplinary approach to art and design, giving students unparalleled opportunities to develop their creative and critical abilities, while working with renowned faculty who include many of the leading practitioners in their fields.

Academic Calendar

For important dates and deadlines, visit saic.edu/calendar – select Display Academic Calendar Only from Display Options, upper right corner.

ARTICard (Student ID)

ARTICard is the identification card for SAIC students, faculty, and staff. It provides access to campus buildings and school privileges, and also allows cardholders to purchase items and services at select locations on and off campus.

The ARTICard is your permanent ID card. As long as you are registered for classes or employed by the Art Institute of Chicago, your ARTICard is valid, and you are eligible for all of its privileges.

Getting your ARTICard is fast and easy. Simply visit the ARTICard and U-Pass Office, read and sign the ARTICard Terms and Conditions, and take a picture. In less than a minute, the card is yours. You can deposit money to your ARTICard account at the same time.

For more information, including ARTICard/U-Pass Office location and hours, visit saic.edu/articard

REGISTRATION, PAYMENT, POLICIES

Registration Confirmation

Please review your registration confirmation email carefully and contact Registration and Records at 312-629-6700 if any information is incorrect.

Building Codes

116BLD: Michigan Building, 116 South Michigan Avenue

AIC-FRONT: Front lobby of the Art Institute of Chicago, 111 South Michigan Avenue

CO: Columbus Drive Building, 280 South Columbus Drive

FLMCNTR: Gene Siskel Film Center, 164 North State Street

MC: MacLean Center, 112 South Michigan Avenue

SC: Sullivan Center, 36 South Wabash Avenue

SP: Sharp Building, 37 South Wabash Avenue

SPERTUS: Spertus Building, 610 South Michigan Avenue

Registration and Payment

Note: Registration will not be accepted prior to the start of the registration period.

Adults not currently admitted into any of SAIC's degree programs may enroll for college credit in degree program courses as a student-at-large (SAL). Students must be 18 years of age or older, and have received a high school diploma or equivalent. Registration is accepted by fax, in person, or by mail on a first come, first served basis. A completed registration form and payment in full is required at the time of registration.

SAIC accepts checks, credit cards (American Express, Discover, MasterCard, VISA), and money orders. If paying by check or money order, please make payable to SAIC and include the student's name, ID number (if available), and term (i.e., fall 2014).

Registration will not be accepted following the end of the add/drop period, indicated on the Academic Calendar (saic.edu/calendar – select Display Academic Calendar Only from Display Options, upper right corner).

Refund Policy

Students may change their schedules any time after initial registration until the end of the add/drop period indicated on the Academic Calendar (saic.edu/calendar – select Display Academic Calendar Only from Display Options, upper right corner). There is no for schedule changes during the add/drop period.

Refunds take four to six weeks to process, depending on payment type.

Withdrawal

Non-attendance does not constitute an official withdrawal, nor a cancellation of tuition and fees. For more information, visit saic.edu/registrar – select Registration, then Withdrawal Dates and Procedures.

Transcripts

Transcript requests can be made online, in person, and by mail or fax. Full details are available online: saic.edu/academics/registrationandrecords/records/transcriptrequests/

STUDENT RESOURCES

ARTIC Accounts

All Students-At-Large may provision an ARTIC account, which entitles them to many benefits, including:

- Access SAIC's wireless networks
- Use of the General Access Lab in the MacLean Center, 112 South Michigan, room 901
- Access Lynda.com - see saic.edu/lynda for details
- CRIT Help Desk support to answer account creation and wireless connectivity questions
- Access Canvas courses
- An @saic.edu email address

To do so, you will need to locate your SAIC ID number and:

- Go to password.artic.edu
- Select **Activate Account**
- On the Verification screen, enter the words displayed and select **Verify**
- Enter your 7-digit SAIC ID number
- Enter your **Last Name**
- Enter your **Birthdate** using this exact date format: DD-MMM (e.g., 22-FEB)
- Select **Activate**

After provisioning the account online, visit the CRIT Help Desk to have the necessary certificate installed on your laptop, tablet, and/or iPhone for access to SAIC's wireless networks.

CRIT Help Desks are located in the Sharp Building, suite 401 and MacLean, suite 905. Phone: 312-345-3535. Email: crithd@saic.edu.

Instructional Shops and Studios

From bedazzlers to sewing machines, from traditional wood/metalworking to CNC milling, the SAIC Instructional Shops are facilities that have the resources to help you realize your projects. The shops are equipped with a wide range of hand, power, and stationary tools. Staff are available to guide you forward, whether you need project consultation, assistance developing your project, or to simply checkout tools.

For more information, visit saic.edu/academics/instructionalfabrication

Library Privileges

All Students-At-Large have access to use and check out materials from the Flaxman Library on the 6th floor of the Sharp Building. Students must have a valid ARTICard in order to check out materials. Privileges are only extended for the duration of the term in which the student is registered, and are described on the library's website (saic.edu/library) under Services.

Media Centers

SAIC offers every member of the community free access to a variety of equipment and services for the creation, documentation, teaching, and exhibition of media artwork.

Most visible to the SAIC community is operation of three Media Centers-media equipment circulation centers from which students, staff, and faculty may obtain access to thousands of audiovisual resources.

For more information, visit saic.edu/mediacenter

SAIC Resale Center

The SAIC Resale Center is a resource for students and faculty to purchase specialty supplies not sold through campus art supply stores or easily available downtown. We limit our inventory to supplies that have widespread and consistent need. Resale operates four stores and three vending machines.

Columbus Resale Center, 280 South Columbus Drive, room B-031, 312-857-7173

MacLean Resale Center, 112 South Michigan Avenue, room 801, 312-345-9127

Sharp Resale Center, 37 South Wabash Avenue, room 302, 312-899-5235

Sullivan Center, 36 South Wabash Avenue, room 1243, 312-629-6699

For more information, visit saic.edu/resale

Storage and Lockers

There are unsecured, shared painting racks on the 3rd floor in the Columbus Drive building. Students should be prepared to transport artwork and supplies to and from class each week.

Students-At-Large can register lockers through the Office of Student Affairs. Call 312-629-6800 or email studenthelp@saic.edu with your student ID number and the building, floor, and locker number you would like to register. If the specified locker is not available, one in the same general area will be provided. Registration may take two business days to be completed, after which you can put a lock on the locker.

Registered lockers must have a lock placed on them by the end of the add/drop period for the fall and spring semesters. Lockers are checked for valid registration after those dates. If an unregistered locker is found locked, the lock will be cut and the contents disposed of.

If a registered locker does not have a lock it will be released and made available to others. Announcements will be sent out notifying students when locker checks will be taking place.

Supplies

Unless otherwise indicated, students are responsible for purchasing their own art supplies. A list of required supplies is provided at the first class session. Students should come to the first class with a sketchbook or notebook and a writing utensil.

Accommodations for Students with Disabilities

The School of the Art Institute of Chicago is committed to full compliance with all laws regarding equal opportunities for students with disabilities. Continuing Studies students with disabilities should call 312-499-4278 or email dirc@saic.edu for further information.

MISC. RESOURCES**Security**

Security guards are stationed at the entrance of all SAIC buildings 24 hours a day. All students must show their ARTICard to access campus buildings.

SAIC Safe Ride Service

SAIC's Safe Ride Service is an alternative to walking between buildings alone at night during the fall and spring semesters. Students and employees may request a ride at the SAIC security desks. A security officer will provide transportation between campus buildings and designated public transportation stops. Safe Ride operates between 9:00 p.m. and 6:00 a.m., Monday through Sunday, stopping at the following locations:

280 S. Columbus Dr.

162 N. State St.

Jones Hall, 7 W. Madison St.

Sullivan Center, 36 S. Wabash Ave.

Sharp Building, 37 S. Wabash Ave.

MacLean Center, 112 S. Michigan Ave.

116 S. Michigan Ave.

The Buckingham, 59 E. Van Buren Street

Near 162 N. State St. (Red Line)

Dearborn and Washington St. (Blue Line)

Adams St. and Wabash Ave. (Brown, Pink, Orange, Green, and Purple Lines)

Upon boarding the Safe Ride, present your valid ID to the driver. The driver will swipe your ID card and return it to you.

Student Rights and Responsibilities

Students-At-Large agree to read and abide by the Rights and Responsibilities for Students-At-Large and CreatiVets available online at saic.edu/ace – select Forms and Downloads.