

# ECPSI Student Housing Handbook 2022



SAIC

RESIDENCE  
LIFE



## LIVING ON CAMPUS AT SAIC

Welcome to SAIC! Participating in the Early College Program (ECPSI) and living on campus will allow you to immerse yourself in our community of artists, designers, and scholars. We encourage you to take full advantage of all the opportunities and services available at SAIC. A strong community depends on respect for the rights of others, considerate behavior, and good judgment, so ECPSI residents are expected to maintain high standards of personal conduct at all times. ECPSI residents are expected to show respect toward community members, as well as personal and school property. Behavior that threatens or endangers the safety or property of others is inconsistent with the community goals and values at SAIC. Each ECPSI resident is responsible for reading and adhering to the Residence Hall Policies as set forth in this ECPSI Student Housing Handbook. This guide is intended for Early College Program students living on campus at SAIC in the Jones Hall.

## SAIC STAFF ON CAMPUS

### The Professional Staff

Your Hall Directors are here to help! You can find their office on the 3<sup>rd</sup> floor of Jones Hall. Don't hesitate to stop by and visit; they are available to talk with you about questions and concerns you may have and dedicated to helping residents become familiar with SAIC and Chicago. In addition to them, there are four other professional staff members who live in the residence halls and are available to help meet students' needs 24 hours a day.

### The Summer Resident Advisors (SRAs)

SRAs work with residents to build community and help them navigate both SAIC and Chicago. Your SRA lives right down the hall from you in the 07' room, making them the closest and most familiar source of support and assistance on campus. These talented individuals have been selected because of their concern for others and their involvement on campus. SRAs are also responsible for helping students maintain a safe and productive living environment, which includes enforcing SAIC and residence hall policies and helping residents mediate conflict. It is your responsibility to cooperate accordingly whenever a staff member approaches you or requests your assistance.

### Connecting with your SRA

SRAs are a great resource for questions about SAIC, Chicago, the residence halls, or if you would like some friendly advice. SRAs also help organize events to help you get to know each other, SAIC, and Chicago. Check out the programming calendar on your arrival date. This calendar will show all of the amazing programs that they have planned for you! You'll see the calendar will range from nightly dinner programs at favorite local restaurants, to visiting Chicago attractions, to learning about your SRA's favorite art connection! The residence life experience is intended to be socially, culturally, and artistically enriching, however the success of the experience depends upon your participation. We encourage you to get involved with your floor community.

Like other college students, SRAs are busy, and while they do their best to be on their floor(s) as much as possible, you might stop by their room at a time when they are not there. Remember, if there is something that needs to be addressed immediately, do not hesitate to contact the 3<sup>rd</sup> Floor Office or Campus Security.

## SHARING YOUR ROOM

### Roommates

You checked into the building, your bags are unpacked, and you have finally met your new roommate. Now what? Living with a roommate and participating in a community is an essential part of the educational process at SAIC. Just like developing a quality work of art, relationships take thought, communication and effort. We recommend that all roommates work together to develop a plan for living together. Think about and discuss such things as music and noise before or after certain times of the day; cleaning schedules; and how to share food, personal belongings, or art supplies. Talking to your SRA with your roommate about the details of this process is a great first step in building a roommate relationship.

If the plan you created with your roommate is not working well, the first step to dealing with the issue is to sit down and discuss the situation. Communication is essential in working out disagreements and learning how to interact with people who are different from you. If you are having trouble facilitating this conversation, your SRA can help. Small communication issues or lifestyle changes can often be the key to improving a living situation. If after meeting with your roommate and your SRA, you are still having roommate concerns, please contact your Hall Director to discuss your options.



## RESIDENCE HALL FACILITIES – STUDENT ROOMS

### Room Condition

Residents must notify SAIC of any defects in the condition of his/her assigned space at the time of move-in. If no notice of a problem is received, the assigned space is deemed to be in good condition. If a Residence Life staff member finds damage to your room or if the room needs excessive cleaning, a charge will be placed on your student account.

### Room Locks

Each room is equipped with an electronic room lock, similar to one you might find in a hotel. You will use your ARTICard ID as your key.

If you lose your ARTICard, you will be charged a replacement fee. If you find yourself locked out of your room, contact Campus Security.

\*Residents should not hang any items from their door handle inside the room, as this may cause the lock to malfunction.\*

### Internet Connections

The residence halls are also equipped with wireless internet that you can access with a guest login and password. Ask your SRA if you need help connecting to the wireless network

### Cooling Units

Every room contains a unit to help students control the temperature of the living environment. The units run on a seasonal system, providing heat only in the winter and cool air only in the summer. In an effort to conserve energy, please do not open your windows while operating your cooling unit.

### Recycling Containers

Each room is provided with a recycling container at the beginning of the summer. When the container in your room is full, please place the items in the designated space in the trash room to be transported to the recycling center. The recycling program currently accepts plastic, cardboard, aluminum or tin cans, and glass. Remember to rinse items out before recycling them. If you have specific questions about items that can be recycled, please contact the 3<sup>rd</sup> Floor Office.

## RESIDENCE HALL FACILITIES – COMMON AREA SPACES

All of the common area facilities in Jones Hall are open 24 hours a day. Residents are expected to help keep these facilities in good condition. Please clean up after yourself, and report any facilities issues to the hall desk or your SRA.

### Residence Hall Desk – 3<sup>RD</sup> Floor Office

The residence hall front desk is located on the 3<sup>rd</sup> floor of Jones Hall. At the desk you may pick up any packages; check out equipment such as a vacuum, broom, or mop; get answers to lots of questions; or speak to the Hall Director. During ECPSI, the hours of operation for the desk are likely to be:

10 a.m.-8 p.m. Monday - Friday  
12 p.m.-5 p.m. Saturday & Sunday



## 15<sup>th</sup> Floor Kitchen

Cooking and food preparation can be an exciting and important part of building a community. Jones Hall has a common area kitchen that contains stoves, ovens, and an open space for group meals. Residents should not leave any appliance in the kitchen or in their room unattended while it is in use. Please be considerate of your fellow residents and clean up after you use the kitchen facilities. The kitchen is not to be used for making art of any kind.

## Studios

The residence hall is equipped with a painting studio on the 15th floor of Jones Hall. Residents must abide by the posted studio use policies. For more information on studio use, please see the "Studio Use" section of the Residence Hall Policies.

## Media Rooms

The media room in the residence hall is located on the 15th floor of Jones Hall. These rooms contain state-of-the-art equipment including a large TV, DVD player, and digital video player. Many SRAs and residents plan programs in this space throughout the year to watch movies or TV shows together. To reserve this space for a program, please contact the 3<sup>rd</sup> Floor Office.

## Laundry

The Laundry room is located on the 15th floor of Jones Hall. Coin and ARTICard-operated washers and dryers are available, and a change machine is available in the vending machine area. SAIC is not responsible for items left unattended in the machines or laundry rooms.

## Laundryview

Residents may check the availability of laundry machines or get e-mails when their laundry is done by visiting [www.saic.edu/laundry](http://www.saic.edu/laundry). Residents only have to navigate to this site and pick the laundry room they wish to view.

## Computer Labs

The computer lab in the residence hall is open 24 hours for use by ECPSI students. The lab is equipped with computers, scanners, and a printer. Ask your SRA for help if you have any questions about using the equipment in the lab.

## Trash & Recycling Rooms

Trash & Recycling rooms are located on each floor of the residence hall near the end of the hallway by the room ending in "01". Residents are responsible for bringing their trash in bags and placing these bags into the trash containers within the trash & recycling room.

## ARTICard

When you arrive on campus you will receive a student identification card called the ARTICard. The ARTICard is used to access the residence hall, the academic buildings, as well as many common areas within these facilities. You may also put money on your ARTICard to pay for laundry service, campus food service, off-campus restaurants and businesses, and vending machine services. To deposit money on your ARTICard you can bring cash or a check to the ARTICard Office on the 2<sup>nd</sup> floor of the Sharp building located at 37 S Wabash. There is also a deposit terminal in each academic building that accepts cash deposits. For more information, call the ARTICard office from any campus phone at x9.9362 or 312-629-9362 with any phone.

## Mail

Each resident will be issued a mailbox at the beginning of the summer. The 3<sup>rd</sup> Floor Office does not accept outgoing mail.

## Repairs and Maintenance

If the facilities in your room need attention, you go to the 3<sup>rd</sup> Floor desk and ask that a work request be placed to resolve the issue. Once a work request has been submitted, SAIC Operations staff will enter your room and attempt to resolve the problem. In order to maintain the quality and upkeep of each room, residents are asked to immediately report any damages or required repairs. If you have an emergency maintenance problem that may cause harm to people or damage to property (e.g., an overflowing toilet or power outage), immediately contact the 24-hour Campus Security desk in your residence hall and notify the officer on duty. Campus Security will contact Operations staff, and the situation will be resolved as soon as possible.



## RESIDENCE HALL SAFETY

Campus Security works diligently to ensure the safety of all members of our SAIC community. Campus Security is present at the School seven days a week, 24 hours a day, and monitors building access, emergency preparedness and response, and issues campus security alerts in an effort to maintain a safe and positive atmosphere at SAIC.

Security 24-Hour Emergency Number: 312.899.1230  
Jones Hall 24-Hour Desk Number: 312.516.5300

### In Case of Emergency

Please immediately report significant emergencies or dangerous situations that pose an immediate threat to the health and safety of the SAIC community to the Chicago Police Department and Campus Security.

To report an emergency on campus:

- Call 911 and then:
- Call Campus Security by pressing the emergency button on any phones in SAIC buildings that have an orange sticker with the word "EMERGENCY" on it next to the button or calling 312.899.1230. Campus Security can then assist emergency responders by providing directions and/or guidance in reaching the desired location as quickly as possible.

### Telephone Emergency Button

In-house phones in SAIC buildings have an emergency button that automatically rings the emergency phone at the security desk when pressed. Security desks are staffed 24 hours every day of the fall and spring semesters. During the winter and summer terms, residence hall Campus Security desks are staffed 24 hours every day and Campus Security desks for academic buildings are staffed only when the buildings are open.

Campus safety is everyone's responsibility, and your cooperation is essential to maintaining a safe environment in our residence halls. To enhance the safety of our residence halls:

- Get to know the Residence Life and Campus Security staffs; they are here to help.
- Always lock your door and take your keycard with, even when you are just going down the hall.
- Never prop doors open.
- Never leave valuables unattended.
- Be aware of your surroundings at all times.
- If you observe suspicious behavior, contact a Campus Security officer or Residence Life staff member.
- Report lost ARTICards to the 3rd Floor Office or Campus Security immediately.

### Fire Evacuation

All residents occupying the building at the time of a fire alarm are required to participate in the evacuation. Floor plans indicating the evacuation routes to the internal stairwell and exterior fire escape are posted on each floor.

- The entire residence hall, including individual rooms and common area facilities will be evacuated in the event of a fire alarm.
- If you discover a fire, walk to the nearest pull station, pull the alarm, and exit the building as quickly as possible. If you cannot reach a pull station because it is blocked by fire or smoke, go to the nearest exit and leave the building.
- Do not attempt to extinguish a fire unless it impedes your exit and you feel comfortable operating a fire extinguisher.
- Evacuate through the nearest stairwell door. Follow EXIT signs, proceed downwards to the building's exit, and move away from the building. Follow instructions of SAIC and Emergency Response personnel.
- The fire escape should only be used if other stairwell exits are blocked.
- Tampering with fire equipment is a felony offense in the State of Illinois.
- Failure to evacuate the building in a timely manner during a fire alarm is against city ordinance and is considered a violation of SAIC Policy. When you choose not to evacuate the building, you are putting your life and the lives of others in danger. In addition, the Chicago Fire Department and Police Department may decide to press charges against any resident failing to evacuate.



## **Evacuation Procedures for Individuals with Disabilities**

Residents who have permanent disabilities that would inhibit them from using the stairs during emergency evacuations should notify Residence Life staff at move in. Residents who have temporary disabilities that would prevent them from using the stairs during emergency evacuations should notify Residence Life staff. These residents should abide by the following plan:

Unless fire or smoke inhibits you, residents with impairments should proceed to the stairwell landing. Do not impede or block the exit for others who are leaving.

Emergency Personnel will give you further instruction. If fire or smoke inhibits you from following this plan, please stay in place and contact Campus Security using the EMERGENCY button on a campus phone or pull the nearest fire pull station.

In the event an emergency is verified, the Chicago Fire Department will first attempt to clear the floor where the fire or emergency is located while other rescue teams will go to all other floors. Working in a progression from the closest to the furthest floor from the fire, the rescue team will remove everyone from the building.

## **Fire Alarm Notification**

Activation of any fire detection device (including heat detectors, pull stations, sprinkler heads, or sprinkler valves) will trigger the building fire alarm system. All residents must evacuate every time the fire alarm sounds. Failure to evacuate the building during a fire alarm is against Chicago city ordinance and is considered a violation of SAIC policy.

## **Voice Alarm System**

The residence halls are equipped with a voice alarm system that allows emergency personnel to communicate with all rooms and common areas in the building. The voice alarm system may be used to direct evacuation of the building in non-fire related emergencies, such as a utility outage, a bomb threat, severe weather, or other emergencies.

## **Injury/Illness Reporting**

If you are injured or ill and need immediate attention, notify Campus Security at Jones Hall 312.516.5300 (x6.5300). Campus Security will obtain emergency assistance for you. Should you wish to go to the emergency room or visit an Immediate Care health clinic, please contact the 3<sup>rd</sup> Floor Office, and a Residence Life staff member will assist you. If you need assistance after the desk is closed, please contact Campus Security and they will contact a Residence Life staff member on your behalf.

## **Reporting Emergencies**

Residents may immediately contact Campus Security by calling the number located on each campus phone. Some phones are equipped with "emergency" buttons that automatically dial the number. If you cannot access a campus phone telephone, you may contact the Campus Security desk in the lobby of the residence hall by dialing x6.5300 on a campus phone or 312.516.5300 with any phone. Contact Campus Security rather than dialing 911 so that Campus Security can properly direct the Chicago Police, Firefighters, or EMTs. If you cannot reach a telephone in an emergency, pull a fire alarm pull station located near the stairwell.

## **Health and Safety Inspections**

All residents should maintain adequate cleanliness and facilities that are in good condition in their rooms. SAIC staff reserves the right to conduct periodic checks of resident rooms to ensure healthy living conditions. If unhealthy or unsafe conditions come to the attention of the Residence Life staff, you will be notified and given an opportunity to clean the area. If this is not completed, you may be charged for the time and labor it takes to clean the problem areas. All damages to the room will be repaired by operations or housekeeping staff, and the residents of the room will be charged.

## **Hospitalization**

If a resident is hospitalized during the time they are living on campus at SAIC, the Residence Life staff should immediately be notified. Residence Life will work to assist you both during and after your hospital stay.

## **Room Entry**

Authorized personnel will knock on the door and announce who they are before entering a room. SAIC reserves the right to immediate access to the premises without prior notice to the Resident and with or without his or her presence whenever SAIC, in its sole discretion, decides that such access is necessary.



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## MOVING OUT

### **Move-Out Procedures**

When leaving the residence hall, residents are required to follow proper check-out procedures:

- 1) Attend a check-out meeting.
  - 2) Clean your room.
  - 3) Remove all personal belongings from your room.
  - 4) Complete check out paperwork with your SRA.
- Note: if proper check-out procedures are not followed, you may be charged a \$50 improper check-out