

# PARENT & FAMILY HANDBOOK



Office of  
Student Affairs  
2023-24

SCHOOL  
OF THE ART  
INSTITUTE OF  
CHICAGO SAIC

**Note: Some office hours, contact information, and resources are likely to change throughout the year. Please check [saic.edu](http://saic.edu) for the latest information.**

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# About SAIC

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## 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 the number two graduate art program 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](http://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 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; SAIC 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, Textile 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](http://saic.edu/parents)**

SAIC provides parents with helpful information regarding services, resources, forms, and more via the web page at [saic.edu/parents](http://saic.edu/parents). A quick link to this web page is also available on SAIC's home page at [saic.edu](http://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](http://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 families.

## 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](mailto:parents@saic.edu).

## Family Weekend

### [saic.edu/parents](http://saic.edu/parents)

Family Weekend plans are still to be determined. Family weekend is typically held in mid-October. For more information, please visit the parent's 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](http://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)

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 offense;
  - 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 may also 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](http://ed.gov/policy/gen/guid/fpco/ferpa/index.html). Questions regarding FERPA should be directed to the director of registration and records.

# Academic Experience

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## 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 and 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 their 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, 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 undergraduate 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 (NCR).

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 two-thirds of classes each semester (and passing any first-year courses they may be required to take in a timely manner). Refer to the *2023-24 SAIC Bulletin* for more information or talk to an academic advisor.

A "W" on a transcript indicates a voluntary withdrawal from a course. If students leave a class after the add/drop period and before the withdrawal deadline, this is the grade they will receive. 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, they can either contact their faculty directly or contact their academic advisor, who can help connect them to their faculty to discuss options.

## **Progress Reports**

Faculty members communicate with students in a variety of ways. Progress Reports are a type of 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. Students receive Progress Reports 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 Progress Reports.

If your student receives a Progress Report message, 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 any concerns outlined in the Progress Report. Students should also talk to their academic advisor about Progress Report messages they receive that indicate concerns. If there are concerns, students may be feeling frustrated with a class or unsure how to respond. Copying their advisor on emails between them and faculty can be helpful. Advisors may also reach out to students after they receive a Progress Report because they want to help students address any issues.

Students are responsible for knowing how they are doing in each class. Progress Reports are just one way that faculty may communicate with students about their status in class. Some faculty may prefer using other methods, such as regular email or notifications through Canvas, SAIC's Learning Management System.

Encourage your student to be proactive! The big trap students sometimes fall into is avoiding or ignoring concerns shared by instructors. Students should use the information provided by a Progress Report to create solutions and communicate early and often with faculty and advisors.

## **Critique**

Much of the student evaluation in studio courses is conducted through 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, 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 no later than the first day of class.

## Contemporary Practices 2023–2024

The Department of Contemporary Practices is SAIC’s interdisciplinary studio department committed to creating art and design curriculum for the School’s newest undergraduate students. Our department is where students take their required studio courses: *Core Studio* and *Research Studio*. As our department name suggests, this innovative program responds to our changing world through current events, changes in technology, innovations with materials, and developing pedagogical approaches.

All of the courses in our department are taught by working artists and designers who have received national and international recognition, and are built around the practices of our diverse faculty. Our classes introduce materials and techniques across art and design while engaging with a wide range of topics, including those that address the urgent challenges in our world such as social justice, sustainability, and systemic racism. The Contemporary Practices department is committed to integrating these critical issues not only in our *Research Studio II* topic-based classes, but across our curriculum. As the world is changing, artists, designers, and educators must respond and adapt in imaginative and inspiring ways.

### Course Descriptions and Structures

**Core Studio** is our year-long, team-taught studio course that introduces students to both disciplinary and interdisciplinary art and design practices. Students learn about the methods, materials, tools, and concepts in the areas of surface (two-dimensional), space (three-dimensional), and time (four-dimensional), both independently and in relationship to one another. Students develop their own ideas in relation to the materials and themes being 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** focuses on creative research strategies used by artists and designers. The class is designed to help students recognize their work habits, biases, strengths, and weaknesses, and to identify the most productive research methods for their studio practice. In *Research Studio I*, students are involved in various types of research activities, such as collecting and classification, mapping and diagramming, systems of measurement, social interaction, information search systems, recording and representation, drawing, and other notational systems. With the help of faculty-directed assignments in various subject areas, students begin to develop their own studio practice.

One of the most important components of choosing an art school is the community of artists and designers students will work with. As Contemporary Practices faculty member and artist Assaf Evron stated, “the biggest privilege in art school is to have a constant audience for your work. Audience, audience, audience. Professors, teaching assistants, peers constantly looking at one another’s work and giving feedback.”

The community created in Contemporary Practices classes develop critical conversations centered within the work and ideas of the developing artists and designers in each course.

# 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](http://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 39 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 interdisciplinary 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 multi-genre 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 to prepare selected undergraduate students for success in required courses in art history and liberal arts. The AAP consists of a set of intensive courses that focus on students' advancement of critical thinking, analytical reading, and college writing skills. Students take two AAP foundations courses during their first semester on campus, alongside their studio courses in Contemporary Practices and other departments. After completing these foundations courses, they move onto an enhanced AAP First-Year Seminar and begin their art history requirements in their second semester.

## **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 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 at 312.629.6800 or [studenthelp@saic.edu](mailto: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

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## 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 materials. 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 Transact Payments, 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](http://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](http://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 eligible students with unlimited rides on CTA trains and buses each semester for a highly competitive rate. The CTA will allow students to opt in or out of the U-Pass program. Eligible students are those who are registered with six or more credit hours for each fall, spring, and summer term, and three credit hours for the winter term. Eligible students who opt in for the U-Pass will be charged the CTA U-Pass fee. The fee is \$155 for each fall and spring semester, \$115 for the summer session and \$35 for the winter session. A one-time \$5 fee, which covers the cost of the card, will also be charged for the initial issuance of the Ventra U-Pass card.

### **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-and-go options, smoothies, hot entrées, sandwiches, burgers, and much more. Vegan, vegetarian, and gluten-free options will be available each day. To learn more about the hours and offerings at each café, visit [saiccampus.fftchicago.com/home](http://saiccampus.fftchicago.com/home).

### **Sonny's Café**

280 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.

## Important SAIC Publications

### **SAIC Bulletin**

**[saic.edu/sites/default/files/2023-08/RR-Bulletin\\_2023\\_24.pdf](http://saic.edu/sites/default/files/2023-08/RR-Bulletin_2023_24.pdf)**

The SAIC Bulletin outlines all of SAIC's curricular requirements, rules, and regulations. The bulletin is updated yearly and available via the 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.

### **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](http://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](http://saic.edu/magazine)**

Published twice yearly, the *School of the Art Institute of Chicago* magazine features stories meant to excite and inspire from SAIC's community. Please visit [saic.edu/magazine](http://saic.edu/magazine) to read stories from the magazine.

## ***F Newsmagazine***

**[fnewsmagazine.com](http://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 an honorarium for contributions. There are also part-time salaried positions that regularly become available. For more information, please visit [fnewsmagazine.com](http://fnewsmagazine.com).

## 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 plays 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, academic 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 artists, designers, philosophers, writers, and scholars. The diversity in our academic advisors' specialties provides opportunities for students to connect with someone who shares their expertise and interests to enrich students' education at SAIC.

Academic advising is an ongoing process, sharing the responsibility by both students and advisors. 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 want to verify transfer credits, consider changing programs, go through an academic or refund appeal process, or are nearing graduation.

**Advising is required during:**

- the first three semesters for all new first-time freshman students.
- the first two semesters for all new transfer students.

Students who have academic standing holds (e.g., probation or return from suspension) should make an appointment by calling Academic Advising at 312.629.6800, stopping by the office in Sullivan 1204, or visiting [saic.navigate.eab.com](http://saic.navigate.eab.com), or via the Navigate App. Academic Advising offers drop-in and scheduled appointments. You can also email questions to academic advisors through the Office of Student Affairs email help desk at [studenthelp@saic.edu](mailto:studenthelp@saic.edu). Please see the Academic Advising website for more information at [saic.edu/advising](http://saic.edu/advising).

**Korean and Chinese Advising**

Korean and Chinese Advising provides support to Korean and Chinese students in their adjustment to SAIC and US culture by building inclusive communities, identifying personal and emotional needs of students, and providing appropriate resources and referrals. 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 (Korean Student Association, Chinese Students and Scholars Association, Korean Graduate Student Community), creating a mentorship network of upper- class 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, such as the Lunar New Year Celebration in the beginning of spring semester.

**Writing Center****[saic.edu/academics/writing-center](http://saic.edu/academics/writing-center)**

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, social media posts, and articles. We guide students as they deepen, develop, and hone their writing.

All our hour-long appointments are free to currently enrolled degree-seeking students. We meet both virtually via Zoom and in person on the 10th floor of the Lakeview Building. Tutors are available to assist students with any stage of the writing process, including the following:

- 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 come to their Writing Center appointments with ideas they'd like to explore or with questions about their prompts, projects, or drafts.

## Library and Special Collections

### **John M. Flaxman Library**

**[saic.edu/library](http://saic.edu/library)**

The John M. Flaxman Library is SAIC's main library. During the fall semester, the library is open Monday through Saturday. No appointments are necessary to use the library, but some services, such as extensive research consultations and studio visits, require an appointment with a librarian. In addition to our in-person services, most resources and services are also available virtually, including research assistance. The library staff welcomes opportunities to help students navigate the many resources available at the library. The library contains approximately 165,000 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 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. Many of these resources have been digitized and are available for remote use.

### **Joan Flasch Artists' Book Collection**

The Flasch Collection is a non-circulating collection of artists' publishing projects and multiples. It now has more than 11,000 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 remote instruction sessions and other types of research consultations. Individuals can also schedule appointments to view collections in-person.

### **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 have 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](http://digital-libraries.saic.edu/pform)). The archives may be viewed in room 508 of the Sharp Building. Appointments are required to view all special collections materials, including the archives.

### **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 required to view all special collections materials, including the archives.

### **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 required to view all special collections materials, including the archives.

## **SAIC Digital Collections**

**[digitalcollections.saic.edu](http://digitalcollections.saic.edu)**

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

## **Additional Campus Collections**

### **Roger Brown Study Collection**

**[saic.edu/rogerbrown](http://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. Appointments are required to visit the Roger Brown Study Collection, but many of the collections and resources are available for remote viewing and research.

### **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 20th to 21st 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 garment collections are only available by appointment, however much of the collection has been made available through digital collections.

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. All of these items can be found by searching the library catalog. Additionally, the FRC has an expansive collection of 800 videos of ready-to-wear and couture runway presentations, technical instructions, interviews, and fashion history. 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](http://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. VDB continually adds titles to Panopto for remote viewing; however, any items in the collection can be requested for remote viewing. Appointments are required for any in-person research or viewing.

## **Textile Resource Center**

### **saic.edu/trc**

The Textile Resource Center (TRC), part of SAIC's network of Special Collections, offers a hands-on study collection of global textiles dating from pre-Columbian to contemporary times to the SAIC community. Visitors engage with textiles and books reflecting the broad array of materials, processes, patterns, designs, approaches, and cultures representing innovative historical and contemporary textile practices, as well as exploring conceptual approaches in the making of textiles throughout the world.

Opening in 2013, with the Fiber and Material Studies departmental book collection and the world textile and book collections of Professors Emeritae Joan Livingstone and Anne Wilson, the TRC collection has continued to grow in size and scope, currently holding over 500 textile objects and more than 2,000 books, non-circulating books, and magazines exploring individual artists, processes, materials, contemporary fiber, critical theory and global textile histories.



# Careers in Art and Design

## Career and Professional Experience (CAPX)

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

We prepare students and alums through career education and connect them to diverse professional experiences and opportunities.

### Prepare and Connect

It is never too early for students to start thinking about their careers, and CAPX is available to help each step of the way. Career, faculty, and peer career advisors work with all degree-seeking undergraduate students, graduate students, and alums at all professional levels to provide advice that is tailored to individual needs, strengths, values, skills, and experiences.

#### **CAPX helps students and alums in the following ways.**

- Prepare and develop resumes, cover letters, proposals, artist statements, and portfolios.
- Discover personal strengths and skills through career assessments including Clifton Strengths, Strong Interest Inventory, and the Myers-Briggs Type Indicator.
- Implement job search strategies and connect to internship opportunities posted specifically for SAIC students and alums on **Handshake**.
- Apply for on-campus jobs on **Handshake**.
- Explore **for-credit internships** and apply to jobs related to your areas of interest.
- Pursue exhibition, residency, and fellowship opportunities including **Fulbright grants**.
- Learn about contemporary practices in emerging creative industries, freelancing, and self-employment.
- Network with SAIC alumni and professionals from a wide range of creative organizations and practices.

### Internships

SAIC internships connect our students with organizations, studios, and companies throughout Chicago, the United States, and around 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.

CAPX career advisors are available to assist students with their internship searches by discussing internship search strategies and preparing their application materials. CAPX's employer relations team builds relationships with organizations who post internship opportunities on Handshake related to SAIC students' interests. In addition to Handshake, students explore internship opportunities at the semi-annual Internship and Job EXPO, which takes place every November and March.

## **Internship Course Options**

*Professional Practice: Internship as Professional Experience 3900* is open to juniors and seniors. It fulfills professional practice, studio, and off-campus requirements. It is offered during the fall, spring, and summer semesters for 3.0 credits.

CAPX internship course 4001 is open to sophomores, juniors, and seniors. It fulfills studio and off-campus requirements and is offered during the fall, spring, and summer semesters for 1.5 or 3.0 credits. It is offered in the winter session for 1.5 credits.

CAPX internship course 5001 is open to graduate students. It is offered during the fall, spring, and summer semesters for 1.5 or 3.0 credits. It is offered in the winter session for 1.5 credits.

Internship courses are designed to provide students an opportunity to gain experience in professional art and design environments and prepare them for professional life after SAIC. Faculty provide in-depth mentorship and act as liaisons with the internship site, supporting students to meet their learning goals as outlined for the semester. Through group meetings and online discussions, students engage with a peer cohort who are participating in a variety of internships. Internships may be in-person, hybrid, or virtual. Students are required to work a total of 140 hours (approximately 14 hours per week) for the term. Students may register for 1.5 credits for courses 4001/5001. In this case, on-site hours are reduced to 70 hours; all other requirements remain the same. As with other courses, students must register for the course prior to the add/drop date and are charged tuition. Students are encouraged to meet with a CAPX advisor for assistance when applying for internships.

F-1 visa international students cannot work off campus unless they receive course credit and receive Curricular Practical Training (CPT) authorization.

## **Virtual Career Resources**

### **CAPX Toolkit**

The CAPX Toolkit provides tips and tools to prepare for internships and jobs. The guidebook 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 download a digital guide from the resources section on Handshake.

### **Handshake**

Handshake is an innovative college-to-career platform that's home to all CAPX-approved, for-credit internships; full-time, part-time, and freelance jobs; volunteer or contract positions; and other employment opportunities. In addition to applying for creative opportunities, join Handshake to make an appointment with a career advisor, find career-related resources, and register for events. Students and alums have the ability to connect to peers and employers by filling out their profile. All degree-seeking SAIC students and alums have unlimited access to Handshake.

### **Art World Learning**

Art world learning is an essential resource for artists, designers, and cultural producers that provides live webinars, videos, practice exercises, and podcasts designed to navigate business

practices that are crucial to successful creative careers. Topics include Freelance Finance Overview, Budgeting, Intellectual Property, Grant Writing, Economics & Art, taxes, O-1 Visas, Healthcare, and Saving & Investing.

### **Big Interview**

Big Interview is a no-stress, virtual mock interview platform for all experience levels, offering practice and feedback 24/7 from any location that has internet access. Access Big Interview on the Handshake Resource Library page.

### **GoinGlobal**

GoinGlobal is a one-stop resource to help fast track job and internship searches. Whether you are looking for a job or internship across town or on the other side of the world, GoinGlobal and USA Careers provides the career resources you need to achieve your goals. Access GoinGlobal and USA Careers on the Handshake library resource page.

## **Programs and Events**

CAPX offers a wide variety of career-related programs and events. Advisors are joined by industry experts to share advice, critique professional materials, and recruit SAIC students and alums. Programs are offered virtually throughout the year. Students and alums may view and register for events on Handshake by going to the “events” tab.

## **Connect with CAPX**

CAPX website: [saic.edu/capx](http://saic.edu/capx)

Handshake: [saic.joinhandshake.com](http://saic.joinhandshake.com)

Instagram: [@saiccareers](https://www.instagram.com/saiccareers)

Facebook: [facebook.com/saic.careers](https://www.facebook.com/saic.careers)

TikTok: [@saic\\_capx](https://www.tiktok.com/@saic_capx)

LinkedIn: [linkedin.com/company/saic-capx/](https://www.linkedin.com/company/saic-capx/)

CAPX is available to meet with students in person and virtually. Students can schedule an appointment with a CAPX career advisor on Handshake or by calling CAPX at 312.499.4134. CAPX is located on the 14th floor of the Lakeview Building at 116 South Michigan Avenue.

## **Alumni Engagement**

**312.499.4195 | [alumni@saic.edu](mailto:alumni@saic.edu) | [saic.edu/alumni](http://saic.edu/alumni)**

With more than 30,000 alums around the globe, the School of the Art Institute of Chicago (SAIC) alum community is a thriving network of individuals who are making an impact on their communities and the world. Upon entering SAIC, your students are already part of this vibrant network.

When your students graduate, they stay connected to SAIC through Alumni Engagement. The mission of the Alumni Engagement team is to encourage and foster alum engagement with SAIC through communications, networking, and programs that serve the interests and needs of alums and the School. Alumni Engagement acknowledges and embraces alums as vital stakeholders of the institution and values the contributions they make to SAIC, the world of

art and design, and to each other's creative lives.

With lifelong access to resources such as Flaxman Library and Career and Professional Experience (CAPX) advising and programming, SAIC alums can continue to expand their knowledge and access to professional opportunities. Your students will also be able to connect and network with fellow alums through SAIC's regional alum groups in Chicago, New York City, Los Angeles, the Bay Area, the Rocky Mountain Region, Texas, Miami, Korea, and India. Alums in these regions host gatherings, share opportunities, participate in exhibitions, and celebrate each other's work. Upon graduation, encourage your students to stay connected with SAIC by sending their updated contact information to [alumni@saic.edu](mailto:alumni@saic.edu) and following [@saicalumni](https://www.instagram.com/saicalumni) on Instagram.

### **Parents Council**

For parents interested in deeper engagement with the School, the Parents Council is a philanthropic leadership group established to facilitate parental involvement in the life and culture of SAIC. Members participate in annual giving to contribute to the advancement of SAIC's mission. Joining the Council provides a unique opportunity to connect with the SAIC community and impact the educational experience of SAIC students. If you have an interest in learning more about the Parents Council, please email [saic-parentscouncil@saic.edu](mailto:saic-parentscouncil@saic.edu).

## Financing Your Student's Education

**Student Financial Services | [saic.edu/sfs](https://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](https://saic.edu/tuition). A complete cost of attendance budget is available at [saic.edu/fyc](https://saic.edu/fyc) and in the student's [Self-Service](#). Electronic bills (eBills) are available in Transact each month. Students should sign up parents or any other person as Payer that may need access to seeing eBills, making payments, and accessing annual 1098-T tax forms.

### **Payments and Deadlines**

Payment information is available at [saic.edu/payment](https://saic.edu/payment), including annually published payment guides for both domestic and international students (see "Quicklinks" at the bottom of the webpage). 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, which is always two weeks before each semester begins. Electronic payment is preferred. SAIC is partnered with Transact to offer online payment availability via credit card, ACH (electronic check), ePayments, and eWallets (e.g., AliPay, UnionPay, etc.) or wire transfers. Students can access Transact through Self-Service.

Parents who have been set up as a Payer by their student can access Transact through the login and web address provided by their student. Please note that a 2.85 percent service fee will be charged for online US credit card payments and 4.25 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/electronic check payment has no fee. There is no fee for a wire transfer in Transact, however, your banking institution may charge a processing fee. Although it is not preferred in comparison to electronic payments in Transact, payment can also be made by check or money order (made payable in US currency) at the Bursar's Office in person or by mail. Cash payments are not accepted. The Bursar's Office is located at 37 South Wabash Avenue, suite 245.

## **Payment Plans**

In cooperation with Transact, an interest-free deferred payment plan is available each semester for students who opt to pay their balance over the semester, except for the winter term. 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. It is recommended that students/parents enroll for the payment plan two weeks before the first payment is due. 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 payers in Transact 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, official transcripts and diplomas may not be released until all financial obligations to SAIC have been met. An exception will be made for students who need an official transcript for employment purposes. In those cases, the transcript will be sent directly to the employer. Late fees may also be assessed. Students who do not make the full payment due or complete payment arrangements that cover the entire balance by the due date could be at risk of having their classes dropped. Complete payment arrangements are defined as any combination of the following that satisfies the balance due on a student account:

- Personal and third-party payments credited to the student's account.
- Enrollment in a payment plan with the first payment credited to the student's account.
- Financial aid arrangements:
  - All requested paperwork submitted to Student Financial Services.
  - All loan steps completed and credit approved (if applicable).

\*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 in cash as long as they can visit the

Bursar's Office during open office hours 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
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Illinois Student Assistance Commission (ISAC), \$200-\$7,200
- Named scholarships and awards from donors
- Student loans
- Student employment

## 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 (SFS) offers the following basic recommendations to help parents and families tackle the challenges of financing a college education:

- **eBills in Transact:** Monthly electronic bills and invoices are uploaded to all students' Transact accounts in the "Statements" section and can be accessed by both students and any Payers that the student has set up in Transact. These are generated for all active students that have a balance or account activity since the last monthly bill run.
- **Communications:** The tuition and fees account and financial aid (if applicable) is legally the student's. Communications are directed to the student's SAIC and Navigate email addresses and their telephone numbers. Students 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 parents 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 24 months with the current balance and anticipated financial aid. It looks much like the monthly invoices.
- **Payers on Transact:** Students should set up parents or other appropriate individuals as a payer. Not only can they make payments, they can also view monthly eBills, past Transact payments, and 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](http://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](http://fafsa.gov). (SAIC school code: 001753). For the 24–25 year, the FAFSA is not expected to be available until December 2023. The FAFSA must be completed every year in order to qualify for financial aid including grants, loans, and work-study. SAIC's priority deadline is normally December 1, for undergraduates who are Illinois residents, and January 1, for all other students. For the 24–25 year, we ask that the FAFSA is completed by February 1, 2024 or earlier. 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](http://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](http://saic.edu/fyc). If further funds are needed, you may need to apply for additional loan funds.
- **Accept or Decline Federal Direct Stafford Loan(s):** Each year a student completes the FAFSA, Student Financial Services offers them their eligibility for the Federal Direct Subsidized and/or Unsubsidized loan(s). SAIC will continue outreach to the student until one of these steps are done unless they have already accepted the loans in a previous year.
  - To accept these loans, complete an entrance loan counseling session and master promissory note (MPN) at [StudentAid.gov](http://StudentAid.gov). Students only need to complete these steps once. Details at [saic.edu/loansteps](http://saic.edu/loansteps).
  - To decline all or part of these loans, they must email SFS at [saic.sfs@saic.edu](mailto:saic.sfs@saic.edu) each year that they complete the FAFSA with that specific information.
- **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](http://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](http://saic.edu/outsidescholarships). Join

the SFS Facebook ([facebook.com/saicsfs](https://facebook.com/saicsfs)) and Twitter ([twitter.com/saic\\_sfs](https://twitter.com/saic_sfs)) accounts to see regular postings of outside scholarships, deadlines, and other helpful information.

- **Inceptia Financial Information/Literacy and Loan Management:** Sign up for free with SAIC's partner in teaching a variety of financial information such as budgeting and assisting with student loan management. Enroll at [financialavenue.org](https://financialavenue.org) and [moneyknowl.org](https://moneyknowl.org).

Questions? Schedule a Zoom or telephone appointment online at [saic.edu/sfs](https://saic.edu/sfs). You may also contact us at 312.629.6600, or by email at [saic.sfs@saic.edu](mailto:saic.sfs@saic.edu).

## Technology, Media Centers, and Shops on Campus

### Introduction

For more than 150 years, SAIC has been committed to providing the best and most innovative art education possible. We believe 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 2022-23 technology fee is \$335 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](https://saic.edu/laptop).

**A note on purchasing a new laptop: Due to possible supply chain issues and delays with shipping, SAIC suggests that if you are buying a new laptop before the fall 2022 term, you make the purchase as soon as you can.**



# Computer Labs

## General Access Computer Labs

The General Access (GA) Computer Labs are open to the SAIC community around the clock during the fall and spring semesters. At their two locations, users will find Apple Mac Pro, iMac, and PC workstations equipped with instructional software for animation, video editing, desktop publishing, audio and multimedia production, 3D rendering, game development, and more. The GA Lab is also home to black-and-white and color laser printers, large-format and inkjet printers, and a large-format rotary paper cutter.

## 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](http://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](https://twitter.com/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](https://facebook.com/saic.admissions)
- SAIC on YouTube: [youtube.com/schooloftheartinstituteofchicagosaic](https://youtube.com/schooloftheartinstituteofchicagosaic)
- SAIC on Instagram: [@saicpics](https://instagram.com/saicpics)

## **Printing and Output Services**

[saic.edu/academics/printingandoutputservices](http://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, 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 that are useful in all future job endeavors.

## **280 Building Wood and Metal Shops**

The 280 Building Wood Shop and the 280 Building 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 certifications 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 handheld power tools can be checked out with a current school ID. Materials such as construction grade lumber and plywood, hardwoods, and sheet and linear metals are available for sale to students with their ARTICard.

# The Wellness Center

## Health Services

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

The mission of Health Services is to provide quality healthcare to SAIC students and encourage students to focus on their physical and emotional well-being. Health Services is staffed by board-certified nurse practitioners and registered nurses who offer basic medical care for minor injuries and illnesses. The staff also focuses on health promotion and education and provides 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](http://saic.myahpcare.com) by the end of the first day of classes. Waivers must be completed annually and 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.

Note: International students studying remotely outside of the US for the fall 2023 semester will automatically be charged for fall health insurance, but they do not have to submit a fall health insurance waiver. Rather, an insurance waiver will automatically be applied to their account upon completion of an online document from International Affairs. If an international student who received an automatic health insurance waiver wishes to purchase SAIC's fall health insurance plan, they can submit an online request for fall coverage at [saic.myahpcare.com/enrollment](http://saic.myahpcare.com/enrollment) by the first day of fall classes. Questions can be directed to [saic\\_studentinsurance@saic.edu](mailto:saic_studentinsurance@saic.edu).

Part-time domestic students can request insurance coverage, using their SAIC student ID number and birth date, at [saic.myahpcare.com/enrollment](http://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](http://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](mailto: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 have proof of immunization on file with Health Services. Students who are not in compliance with the immunization requirements will have a registration hold placed on their academic record, and will not be permitted to register for the following semester. Students 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®, MenQuadfi®, and Nimenrix®) 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](http://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](http://saic.edu/health) under Immunization Requirements.

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.

To access forms and submit records, see instructions at [saic.edu/health](http://saic.edu/health) under Immunization Requirements.

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

1. COVID-19
2. Hepatitis B
3. Varicella (Chickenpox)
4. HPV (Human Papillomavirus)
5. Meningitis B
6. Influenza

You can find more information about the diseases on the following sites:

[cdc.gov/diseasesconditions](http://cdc.gov/diseasesconditions)

[acha.org/documents/resources/guidelines/ACHA\\_Immunization\\_Recommendations\\_April2023.pdf](http://acha.org/documents/resources/guidelines/ACHA_Immunization_Recommendations_April2023.pdf)

## Counseling Services

**[saic.edu/counseling](http://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 professional counselor, postdoctoral fellows in psychology, and part-time psychotherapists from local doctoral psychology programs working under supervision.

Currently enrolled degree-seeking students may receive up to 16 sessions of free, confidential short-term counseling and psychotherapy. Referrals to off-campus providers are available for open-ended psychotherapy, psychiatric evaluation and medication management, group therapy, intensive treatment programs, and emergency psychiatry services.

## Disability and Learning Resource Center

**[saic.edu/dlrc](http://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 to ensure 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 Jacqueline Hennard.

# Life at SAIC

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## Where to Live

### Residence Life

[saic.edu/housing](https://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. Most 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 buildings feature loft-style rooms with kitchenettes and private baths. 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 280 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. This building features media rooms, a studio workspace, and more. 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 \$900 per semester while returning students will have \$600 per semester.

#### Staff

Resident Advisors (RAs) are current students who work closely with students in their community. RAs will proactively reach out to residents to get to know them, connect them with the larger community, assist with roommate relationships, serve as resources and more! 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.

There are seven full-time professional staff members who live in the residence halls to support student needs. 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. Staff is available to meet with students one on one to assist them

in navigating an apartment search/apartment issue. For more information regarding on- or off-campus housing resources, please contact the Residence Life office at 312.629.6870 or [reslife@saic.edu](mailto:reslife@saic.edu).

## **Campus Security**

### **[saic.edu/safety](http://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/](http://saic.edu/lifeatsaic/campussecurity/)) outlines several programs that exist to ensure your student's stay at the school is a pleasant one. Please take a moment to review this information. It is important that students, faculty, staff, and guests 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 from 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**

### **[saic.edu/about/diversity](http://saic.edu/about/diversity)**

SAIC's primary purpose is to cultivate an inclusive environment that encourages the discovery and development of significant ideas and images. The School is, therefore, committed to assembling a diverse community of faculty, students, and staff, and to nurturing and creating an environment in which those different perspectives and backgrounds are valued and respected.

## **The Office of Diversity, Equity, and Inclusion for Academic Affairs**

### **[saic.edu/about/diversity/dei-aa](http://saic.edu/about/diversity/dei-aa)**

The overall focus of the office of Diversity, Equity, and Inclusion for Academic Affairs (DEIAA) is to infuse diversity, equity, and inclusion into the curricular and academics of the School. The DEIAA office works closely with individuals and academic departments who seek to foster and implement programs that build on creating spaces to learn and develop as a community



of artists and designers. Additionally, members of the DEIAA team work closely with students, faculty, and staff individually when concerns arise or support is needed.

## **Multicultural Affairs**

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

Multicultural Affairs' focus is to cultivate a welcoming and supportive atmosphere that extends beyond the classroom. Primarily, Multicultural Affairs works collaboratively with students, student groups, and interdepartmentally to implement programs and initiatives that foster a more inclusive community and create opportunities to explore diverse perspectives, identities, and experiences.

## **Role of Multicultural Affairs**

### **Student Advocacy**

Multicultural Affairs serves as a resource for SAIC students, with specific emphasis on the needs of students from minoritized and underrepresented communities. Multicultural Affairs supports students in a wide variety of areas, including connecting students directly to resources, organizing initiatives, advising student group leaders, and connecting students to opportunities to get involved with the community.

Multicultural Affairs provides advocacy on concerns regarding LGBTQ+ inclusivity. Questions relating to names, pronouns, locating gender-neutral restrooms, finding Chicago resources, and getting involved in LGBTQ+ alliance groups can be directed to Multicultural Affairs.

### **Promoting Student Involvement**

Multicultural Affairs provides advisory support for student affinity groups or identity-based groups. At SAIC, there are many student affinity groups dedicated to racial, cultural, ethnic, religious, sex, and gender identities and experiences. Multicultural Affairs promotes involvement in these groups as an opportunity so underrepresented people can come together, feel more connected, share their experiences, and find understanding and support among others who have similar experiences.

Multicultural Affairs facilitates a monthly gathering for all students interested in learning more about diversity, equity, and inclusion initiatives at the School: the Multicultural Affairs Affinity Communities Meeting (MAAC). An intersectional and intercultural space, MAAC programs are attended by representatives of all affinity groups who come together to talk about their experiences, discuss ideas, form collaborations, make connections with each other, and share resources. MAAC meetings are just one of many opportunities to connect with other students.

### **Organizing Heritage Awareness Programs**

Multicultural Affairs works collaboratively with students, student groups, and a variety of departments to plan programs that highlight the myriad of rich intersectional identities represented within the community. Among these programs is the Heritage Awareness Programs and Initiatives committee, which organizes events, outreach, and learning opportunities for holistic heritage awareness, with special emphasis on those that elevate the voices of Black, Brown, Indigenous, and people of color. These programs include workshops,

group readings, screenings, field trips, festivals, lounges, exhibitions, and donation drives.

## **Institutional Initiatives**

Among its priorities, Multicultural Affairs provides opportunities for the community to deepen its awareness of diversity, equity, inclusion, and social justice. This encompasses an online diversity, equity, and inclusion course for students, sessions during Student and Employee Orientation, an online educational resource series, and facilitation of workshops that develop skills for addressing behaviors that perpetuate bias, stereotype, prejudice, and discrimination based on race, sex, gender, and disability. The courses and workshops are designed to teach strategies for building a community based on mutual respect and care for one another.

Diversity, equity, and inclusion continue to be central elements to SAIC's ongoing work and are woven throughout the School's operations. To support this, Multicultural Affairs functions through partnerships with various departments and areas across the School. These ongoing collaborations ensure that every program is designed to support the needs of our diverse community. Among these partnerships, Multicultural Affairs primarily works with departments across the Office of Student Affairs and the Office of Diversity, Equity, and Inclusion for Academic Affairs. This network and consistent partnership ensures that diversity, equity, and inclusion is integrated in all aspects of student life at SAIC.

## **International Affairs**

[saic.edu/international](http://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 1,200 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 through Friday, 12:00–1:00 p.m.) or by appointment.

## **Study Abroad**

[saic.edu/studyabroad](http://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 sophomore, junior, or senior year. Students are referred to Student Financial Services for advice 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](http://saic.edu/studyabroad) or during info sessions held 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](http://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.

Please note that all Study Abroad exchange programs and study trips are subject to cancellation due to ongoing Covid-19 developments. Study Abroad will provide updates on their website and announcements to the community as appropriate.

## 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 long-standing 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**

Monday, 11:00 a.m.–5:00 p.m.;  
Tuesday–Wednesday, closed;  
Thursday–Friday, 1:00 p.m.–8:00 p.m.;  
Saturday–Sunday, 11:00 a.m.–5:00 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. May–August  
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 [bdiener@artic.edu](mailto:bdiener@artic.edu)

### **Goldman Print Study Center**

(by appointment only)  
312.443.3660  
Classes and groups: 10:30–11:45 a.m., Tuesday–Friday  
Individuals: 1:30–4:15 p.m., Tuesday–Thursday

## **Ryerson and Burnham Libraries**

(by appointment only)

312.443.7279

Monday, Thursdays, and Fridays 1:30–5:00 p.m.

# 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 60 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 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 Halloween Ball, and community events planned by the Student Programming Board.

## **Student Groups**

**[engage.saic.edu](http://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 60 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](http://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 at [engage.saic.edu](http://engage.saic.edu) or by dropping by the 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](http://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 assessments, 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](http://engage.saic.edu)**

Student Programming Board plans events and programs that promote community at SAIC. They sponsor annual traditions such as Bingo, 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](http://extvsaic.org)**

ExTV is the student-run time-based arts broadcast platform at SAIC. They use challenging and engaging programming to foster a greater sense of community at SAIC by showcasing student, faculty, staff, and alums' time-based work. All work contributed to ExTV is considered for curated programming on their website, monitors around the SAIC campus, various on- and off-campus screenings, and on CANTV (Chicago Public Access Television). ExTV hosts ExFEST, an annual Film/Video Festival, and PolyPlay, a video game-themed event. ExTV also releases calls for specific or themed work, accepts proposals for special programming and curation, and plans and hosts various microcinema events throughout the school year. Get positions that regularly become available.

## ***F Newsmagazine***

**fnewsmagazine.com**

### **Editors**

editorial@fnewsmagazine.com

### **Advertising Office**

312.345.3838  
fadvertising@saic.edu

### **Advisor's Office**

312.345.3756  
sjohnson23@saic.edu

*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 an honorarium for contributions. There are also part-time salaried positions that regularly become available.

## **Free Radio SAIC**

**freeradiosaic.org**

Free Radio SAIC is a student-run internet radio station, broadcasting daily to a global audience. They use an open format, meaning that individual producers, DJs, podcasters, performers, and/or sound artists decide the content for their shows according to their own interests. Producers can go live from the on-campus radio booth, take phone calls, or air pre-recorded and edited content. Free Radio airs live performances, class projects by the Sound and Writing departments, and other special programs on campus. They also keep a streaming archive of shows on their website that anyone can listen to at any time. Any student, faculty, staff, or alum can become a Free Radio SAIC show producer and run a special series or air a one-time program. Get involved by starting your own show, attending an open meeting, or seeking employment at Free Radio SAIC.

## **SITE Galleries**

**saic.edu/site**

Founded in 1994, SITE, once known as the Student Union Galleries (SUGs), is a student-run organization at SAIC for the exhibition of student work. The two central tenets of the galleries are to build relationships between different departments and stakeholders throughout the institution and strengthen our role as a teaching gallery within and beyond SAIC. This is accomplished first through providing a consistent space for undergraduate and graduate directors to organize and generate exhibitions that realize the vision of student artists. Furthermore, with strategic programming, SITE supports these exhibitions and engages evolving currents and discourses in our communities. The student-led structure provides opportunities for emerging artists and scholars to explore artistic and administrative methods

by placing emphasis on collaborative processes and professional practice in and out of the classroom. All decisions are guided by students along with the help of a staff advisor. Each academic year, SITE Galleries produces eight to ten exhibitions of student work held in two gallery spaces on campus operated by the program. For current exhibition programming and to work with SITE visit [saic.edu/site](http://saic.edu/site).

## Public Programs

### **Exhibitions/Exhibition Studies**

#### **[saic.edu/exhibitions](http://saic.edu/exhibitions)**

SAIC's exhibition spaces include the new SAIC Galleries, featuring more than 26,000 square feet of exhibition space—the only academic gallery site of its size in the Chicago Loop. Located at 33 East Washington, the SAIC Galleries feature exhibitions, performances, lectures, and screenings by guest artists as well as students and faculty at SAIC.

The SAIC Galleries are augmented by the student-run SITE Galleries where eight to 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/show-your-work](http://saic.edu/exhibitions/show-your-work).

### **INCUBATOR**

#### **[saic.edu/exhibitions/show-your-work](http://saic.edu/exhibitions/show-your-work)**

INCUBATOR is run by a team of Graduate Curatorial Assistants (GCAs) working for the Department of Exhibitions who facilitate independently submitted student proposals and lead collaborative curatorial projects.

The Wabash Window and the first floor lobby of the Sharp building are the primary spaces designated for INCUBATOR GCA curatorial projects. Please follow the link above if you are interested in showing your work in these spaces. There is no deadline with this form and submission does not guarantee an exhibition. Rather, this is a chance to share your work with GCAs working for the Department of Exhibitions and to have your work on file for future potential opportunities.

Any currently enrolled SAIC student can apply to show work in additional INCUBATOR spaces in Sharp, MacLean, and 280 buildings.

For questions about INCUBATOR, please email us at [saicINCUBATOR@saic.edu](mailto:saicINCUBATOR@saic.edu).



## Gene Siskel Film Center

[siskelfilmcenter.org](http://siskelfilmcenter.org)

Celebrating 50 years of excellence in film programming, the Gene Siskel Film Center is Chicago's premier art house cinema in the heart of the theater district. The Film Center presents a curated collection of eclectic international, independent, and classic cinema with festivals and year-round programming while striving to provide a welcoming space reflective of Chicago's diverse community. As a public program of the School of the Art Institute of Chicago, the Film Center fosters dialogue that sets films in historical and cultural context through panels, lectures, and filmmaker conversations.

Admission is only \$5 for students, faculty, and staff with an SAIC ID. General admission is \$12, and \$7 for non-SAIC students.

## Visiting Artists Program

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

Founded in 1868, the Visiting Artists Program (VAP) is a public forum that features today's most influential practitioners and thinkers. 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. All events are free, non-ticketed, and open to the general public.

An invaluable resource for SAIC students, the Visiting Artists Program is central to SAIC's interdisciplinary curriculum. In addition to public lectures, visitors directly engage with SAIC students through studio critiques and roundtable discussions. Recent guests include Ian Cheng, Emil Ferris (BFA 2008, MFA 2010), Jeffrey Gibson (BFA 1995), Ann Hamilton, Juliana Huxtable, Toyo Ito, Jeff Koons (SAIC 1975-76, HON 2008), Shirin Neshat, Gareth Pugh, Pedro Reyes, Stefan Sagmeister, Yinka Shonibare CBE, Do Ho Suh, Hito Steyerl, Ocean Vuong, Fred Wilson, and Amanda Williams.

SAIC students may access recordings of past lectures online at [saic.edu/video](http://saic.edu/video).