



SXU VISUAL ARTS CENTER POLICIES

1. PARKING / SHUTTLE POLICY

Students *are not allowed* to park in the faculty / staff lots on Monday through Thursday from 9am–5pm. Evening and weekend parking is first come first serve but should give precedence to student workers, commuting students, and students with physical disabilities.

Before moving into this building, the administration of the university promised the local residents that students would not park on the streets around the Visual Art Center (VAC). Although the Department of Art & Design did not make this policy we have been charged with upholding it.

A shuttle has been provided by the university, at a substantial cost, in order eliminate the need for student vehicles at or around the VAC. VAC / Commuter parking hang tags can be requested from public safety and parking spaces on the main campus have been reserved for VAC student commuters. Shuttles depart from the main campus outside the Library. A shuttle schedule is available at the main entrance of the VAC and at the main campus switchboard. You can also find shuttle schedules online at sxu.edu/student-life/chicago/shuttle.asp

Students and faculty must work together to make sure that they finish class with sufficient time to board the shuttle on time every time. Consistent early and late dismissal cause substantial ripple effects and should be avoided. The shuttle bus for this class departs for the main campus at 6:18pm.

2. SWIPE ACCESS & BUILDING HOURS

The Visual Arts Center is open every day during the semester except university holidays. You have been given swipe access for the building during building hours. You must have your university ID to swipe into the building. Building hours are posted on all doors with swipe access. Please double check the schedule before swiping to make sure that the building is, in fact, open.

Sometimes your swipe card will grant you access when the building is alarmed. If for some reason you accidentally set off the alarm:

- DO NOT PANIC.
- Call 773.298.4400 or the switchboard at 773.298.3000.
- Security will disarm the alarm.
- You will NOT be in trouble if you follow this protocol.

If you leave, however, and do not contact security an intense room-by-room search must take place when the officer arrives. They will then screen both security tapes and swipe logs to determine who set off the alarm, and you WILL be in trouble.

3. STUDIOS & LABS

Studios & Labs in the VAC are shared spaces open for use by faculty, staff, and currently SXU enrolled students. We must work together to keep these spaces clean and ready for everyone to use. Please abide by the following guidelines:

- No food or drink at computer workstations.
- No disruptive behavior; keep sound levels to a minimum.

Computer Workstations

- Do not move or rearrange the computer equipment
- Do not alter the computer configuration in anyway.
- Do not save files directly to the computer workstations (desktop, documents, or elsewhere).