

### MYAICAMPUS.COM PORTAL

All students create their own **User Name** and **Password** for use on the student portal at <http://MyAiCampus.com>. In addition to offering students **email** access and **50 Mb of webspace**, students can log on to [MyAiCampus.com](http://MyAiCampus.com) to check mid-term and final **grades**, **register for classes online** and **make payments online**. Students who forget their User Name or Password should follow the links for *Forgot User Name?* or *Forgot Password?* located at [MyAiCampus.com](http://MyAiCampus.com).

### SCHOOL CLOSING NUMBERS:

#### 1044–Day Classes 2044–Evening Classes

Listen to **KYW NewsRadio 1060** for announcements or check online at [www.kyw1060.com](http://www.kyw1060.com) or on [www.artinstitutes.edu/philadelphia](http://www.artinstitutes.edu/philadelphia). If the college is closed due to inclement weather, the message on the college's switchboard at **215-567-7080** will be changed to include this information.

### IMPORTANT TELEPHONE NUMBERS

#### Emergency 911

**Art Institute of Philadelphia 215.567.7080**

Academic Achievement Center	215.405.6344
Academic Affairs (1610 Chestnut)	215.405.6384
Academic Affairs (2300 Market)	215.405.6760
Accounting	215.405.6355
Admissions	215.567.7080
Advertising	215.405.6790
Audio Production	215.405.6320
Career Services	215.405.6371
Counselor	215.405.6424
Culinary Arts/Culinary Management/ Baking & Pastry	215.405.6757
Digital Filmmaking & Video Production	215.405.6793
6th Floor Equipment Cage	215.405.6403
Fashion Design	215.405.6782
Fashion Marketing	215.405.6759
Financial Aid	215.405.6328
General Education	215.405.6435
Graphic Design	215.405.6790
Industrial Design Technology	215.405.6434
Interior Design	215.567.0417
International Student Advisor	215.405.6327
Internship	215.405.6309
Library	215.405.6402
Media Arts & Animation	215.405.6366
Petite Passion reservations	215.405.6766
Photography	215.405.6313
President	215.405.6373
Registrar's Office	215.405.6731
Residence Life Office (1346 Chestnut)	215.545.2621
<b>School Closing Info 215.567.7080</b>	
Security (1346 Chestnut)	215.545.2683
Security (1510 Chestnut)	215.405.6438
Security (1530 Chestnut)	215.567.0716
Security (1610 Chestnut)	215.405.6414
Security (1622 Chestnut)	215.405.6404
Security (2300 Market)	215.405.6765
Student Activities	215.405.6778
Student Affairs	215.405.6425
Student Employment Advisor	215.405.6427
Supply Store	215.405.6318
Visual Effects & Motion Graphics	215.405.6366
Visual Merchandising	215.405.6759
Web Design & Interactive Media	215.405.6320
Webmaster	215.405.6370

### VISIBLE ID POLICY

Everyone who enters an Art Institute building is required to have a visible ID. Highly visible red lanyards have been distributed and are still available to any student who requests one. Students will not be permitted into the building without exhibiting their IDs. If you currently are missing your ID, a replacement can be obtained at the Registrar's Office on the Third Floor of 1622 Chestnut Street (the Main Building). The replacement cost for a new ID is \$10.00.

If a student provides proof that they are enrolled, they will be issued a temporary pass to proceed to the Registrar's Office. Once a student obtains the new ID they must return to the Security Desk to return the temporary pass. Students who cannot provide evidence of their enrollment will be issued a temporary pass and instructed to go the Dean of Student Affairs office.

### BUILDING HOURS

Monday – Friday	7:00 a.m. – 11:00 p.m.
Saturday	7:00 a.m. – 5:00 p.m.
Sunday	12:00 noon – 5:00 p.m.

### COMPUTER LABS

**(THROUGHOUT 1622 & 1610 CHESTNUT) Room 204 in 1610 Chestnut Street is the designated "Open Lab"** for The Art Institute of Philadelphia. No classes are ever scheduled in this room; this computer lab contains both PC and Macintosh computers loaded with many of the programs taught in Art Institute courses.

Computers are also available in the Academic Achievement Center and the Library, both located in 1610 Chestnut Street and in the Business Center at 2300 Market Street.

Students may also work in other classrooms provide that:

- No class is being taught
- AND**
- A lab monitor is present

### LIBRARY

#### (LOWER LEVEL – 1610 CHESTNUT ST)

Monday – Thursday	7:50 a.m. – 10:00 p.m.
Friday	7:50 a.m. – 9:00 p.m.
Saturday	11:00 a.m. – 5:00 p.m.

**Closed Sundays.**

#### SERVICE BUREAU

#### (THIRD FLOOR – 1610 CHESTNUT STREET)

Monday – Friday	8:00 a.m. – 10:00 p.m.
<b>(closed from 12-12:30)</b>	
Saturday	8:00 a.m. – 4:30 p.m.

**Closed Sundays.**

#### SUPPLY STORE

#### (FIRST FLOOR, 1622 CHESTNUT STREET)

Monday – Thursday	8:00 a.m. – 6:30 p.m.
Friday	8:00 a.m. – 5:00 p.m.

**Closed Saturdays and Sundays.**

### 6TH FLOOR EQUIPMENT CAGE

#### (SIXTH FLOOR – 1622 CHESTNUT STREET)

Monday – Friday	7:30 a.m. – 9:45 p.m.
Saturday (weeks 1 – 10)	7:30 a.m. – 4:45 p.m.
Sunday (weeks 1 – 10)	12:00 noon – 4:45 p.m.

**Cage Manager's hours – Monday through Friday 7:30 am – 4:30 pm (Unless otherwise posted)**

### OFFICE HOURS

#### ACADEMIC ACHIEVEMENT CENTER

#### (Lower Level – 1610 Chestnut Street)

<b>Advising Hours</b>	
Monday – Friday	8:00 a.m. – 4:00 p.m.

#### **Tutoring Hours**

Monday – Thursday	9:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 4:00 p.m.

#### ACADEMIC AFFAIRS OFFICE

#### (First Floor – 1610 Chestnut Street)

Monday – Friday	7:30 a.m. – 5:00 p.m.
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#### (Second Floor – 2300 Market Street)

Monday – Friday	7:30 a.m. – 4:30 p.m.
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#### ACCOUNTING

#### (Second Floor – 1622 Chestnut Street)

Monday & Thursday	8:00 a.m. – 7:00 p.m.
Tuesday, Wednesday, Friday	8:00 a.m. – 5:00 p.m.

*(During 1st Week Class Start, Accounting is open Monday through Thursday until 7:00 pm)*

#### ADMISSIONS

#### (First Floor – 1622 Chestnut; First Floor – 2300 Market)

Monday – Thursday	8:00 a.m. – 8:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 4:00 p.m.

#### CAREER SERVICES

#### (Third Floor – 1622 Chestnut Street)

Monday – Friday	8:00 a.m. – 5:00 p.m.
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*(Evening students by appointment – call 215.405.6371)*

#### COUNSELING

#### (Third Floor – 1622 Chestnut Street)

Monday – Thursday	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.

#### FINANCIAL AID OFFICE

#### (Second Floor – 1622 Chestnut Street)

Monday – Thursday	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.

#### INTERNSHIP OFFICE

#### (Third Floor – 1622 Chestnut Street)

Monday – Thursday	9:30 a.m. – 5:30 p.m.
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*(Fridays by appointment – call 215.405.6309)*

#### REGISTRAR

#### (Third Floor – 1622 Chestnut Street)

Monday – Thursday	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.

#### RESIDENCE LIFE (HOUSING) OFFICE

#### (Room 306 on the Third Floor – 1346 Chestnut Street)

Monday – Friday	8:00 a.m. – MIDNIGHT
Saturday and Sunday	NOON – MIDNIGHT

#### STUDENT AFFAIRS

#### (Third Floor – 1622 Chestnut Street)

Monday – Friday	8:00 a.m. – 5:00 p.m.
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## Website Resources

The Art Institute of Philadelphia  
[www.artinstitutes.edu/philadelphia](http://www.artinstitutes.edu/philadelphia)  
 AIPH Information Center  
[www.artinstitutes.edu/philadelphia/infocenter](http://www.artinstitutes.edu/philadelphia/infocenter)  
 Online Student Handbook  
[www.artinstitutes.edu/philadelphia/handbook](http://www.artinstitutes.edu/philadelphia/handbook)  
 Counseling Center  
[www.artinstitutes.edu/philadelphia/counseling](http://www.artinstitutes.edu/philadelphia/counseling)

Internship Department  
[www.artinstitutes.edu/philadelphia/internships](http://www.artinstitutes.edu/philadelphia/internships)  
 Library  
[www.artinstitutes.edu/philadelphia/library](http://www.artinstitutes.edu/philadelphia/library)  
 Student Portal  
<http://MyAiCampus.com>  
 Current Issue of COLLEGE NEWS  
[www.artinstitutes.edu/philadelphia/collegenews](http://www.artinstitutes.edu/philadelphia/collegenews)