

## **New Media Arts Service Bureau**

During the Fall 2020 semester the New Media Arts area will be operating in a service bureau capacity for nearly all digital fabrication. This is subject to change depending on conditions.

### **Access:**

The following student groups / classes have the following levels of access to digital fabrication equipment / services.

1. Pretrained MFA Students: Will retain independent access to digital fabrication equipment.
2. Untrained MFA Students: Service bureau oriented access arrangements preferred, but new grads may request training (unguaranteed and pending review).
3. BFA Thesis Students: Service bureau oriented access only.
4. NMA Classes: Service bureau oriented access only.
5. Other School of Art class accommodations are possible, made on a case by case basis, and service bureau oriented only.

### **Placing Requests:**

Students identified as having access to NMA digital fabrication services can submit requests in the following manner:

#### **Laser Cutting / Etching Submission:**

Submit an email request to [shope@uic.edu](mailto:shope@uic.edu), Subject: **NMA Service Bureau Request**, with the following information: name, course, **.ai or .jpg file**, and a brief description of your idea and material expectations.

#### **3-D Printing Submission:**

Submit an email request to [shope@uic.edu](mailto:shope@uic.edu), Subject: **NMA Service Bureau Request**, with the following information: name, course, **.stl file**, and a brief description of your idea and material expectations.

You will be emailed once your ideas / files have been assessed / inspected / analyzed and receive a guesstimated turnaround time. Laser cutting turnaround is usually same-day. Etching turnaround can be same-day, but depends on the dimensions / speed of the job and also subject to having less priority than cuts. 3-D printing turnaround depends on a variety of complex factors, varies vastly, but is usually less than 2 days.

#### **Picking Up Parts:**

If AEH building access is possible, then parts may be retrieved from in front of classroom 5226 or 5226A. Once the semester starts, other options may be determined. Pending possible pandemic phase shift, a curbside pickup process may be established.

Any questions or concerns can be directed to NMA Laboratory Specialist Shane Hope  
[shope@uic.edu](mailto:shope@uic.edu)

Note that email will be the primary form of communication, so it is imperative that students be checking email regularly for updates, information and questions.