

**TO SPRING 2017 STUDIO SCHOOL STUDENTS:** Please read the information below about the priority registration process. If you are unable to comply with any of the policies or if you have questions or special circumstances not addressed by this information, faculty counselors will be available during regular registration on Tuesday, August 8, 11:00 a.m.–6:00 p.m., to provide assistance.

**This packet includes:**

- Priority Registration Policies and Procedures
- Calendar of Important Dates
- Studio School Tuition, Fees, and Discounts
- Fall 2017 Class Schedule

**PRIORITY REGISTRATION DATES**

- Priority registration is Monday, April 17–Friday, May 12.
- The office will open at 9:00 a.m. on the first day of all preregistration periods. Forms will be accepted and date-stamped in order starting at 9:30 a.m.

**PRIORITY REGISTRATION ELIGIBILITY**

- Priority registration is open to those students enrolled in the spring 2017 semester only.
- Forms will be made available to students at the reception desk one week prior to the priority registration period. All information will also be posted online at [mfah.org/studentforms](http://mfah.org/studentforms).
- Students with an outstanding balance will not be allowed to register until their balance is paid in full. Forms received from students having an outstanding balance will be returned.

**COMPLETION OF FORMS**

**• STUDIO COURSE ENROLLEMENT FORMS:**

- Forms for studio courses **MUST** include a studio arts instructor's signature (no art history instructors) for enrollment in studio courses and be approved by a studio arts faculty member. Forms without the proper signature will not be accepted for studio course enrollment.
- For a class listed as "by permission of the instructor only" (indicated by three asterisks \*\*\* on the class schedule), the signature of the instructor for that particular class must be on the form.
- Forms must include the student's signature in the designated box, acknowledging Studio School policies and guidelines.

**• ART HISTORY & WORKSHOP ENROLLEMENT FORMS:**

- Art history courses and workshops do not require a signature from an instructor.
- Students enrolling in a workshop can use the Art History Courses and Workshops Registration Form online, or the Enrollment Form located at the front desk.

**PAYMENT**

- The Glassell School of Art does not offer payment plans. **ALL** tuition must be **PAID IN FULL** at the time of registration.
- Forms must be submitted complete with payment, including credit card numbers. The office is unable to swipe your card during priority registration and unable to make special calls to obtain your credit card information. If you do not wish to include your credit card information, please use another method of payment or return during regular registration on Tuesday, August 8 to have your payment processed while you wait. There are no exceptions. If your form does not include payment, it will be returned to you by mail.

- **Please note:** Requests for refunds must be received one week prior to the posted start date of the semester. Please refer to Tuition and Fees and Payment and Refund Policy in the course catalog. For the fall 2017 semester, the last day to drop a studio course and receive a refund is Monday, August 14, 2017.

## **DELIVERY**

- Forms received or postmarked after the deadline of Monday, May 12 will not be accepted.
- Priority registration forms received via mail, fax, or courier after the first day of the priority registration period, will be held until after the first mail drop of the day the form is received.
- Students cannot submit forms for other students.
- Only one form per student will be accepted.
- Students who are hand delivering priority registration forms must have fully completed their form, including a faculty signature and the student's signature, prior to approaching the front desk for a date-stamp. Those students not complying will be asked to step out of the line until they have properly completed their form.
- The Glassell School of Art is not responsible for forms lost in the mail, incorrectly addressed, or misdirected. Each student should submit his or her own enrollment form. It is not the obligation of an instructor to ensure delivery of a form left in his/her mailbox. The best method is for the student to deliver the enrollment form in person to the front desk or drop box.

### **Preferred delivery methods:**

- **IN-PERSON DELIVERY (by student or courier)**

Glassell School of Art  
@ The John P. McGovern Campus  
2450 Holcombe Blvd.  
Houston, TX 77021

- **EVENING DROP BOX**

- For evening students, a locked drop box and a date-stamping machine will be provided during the preregistration period from 4:40–10:00 p.m. After date-stamping the form, place in drop box.
- The first forms to be processed in the morning will be the forms in the locked box from the previous evening in order of the date stamp. Forms with no date stamp will be counted and processed last.

### **Completed forms with all signatures and payment can also be mailed and faxed:**

*Please note that the mailing address is different from the building address.*

#### **MAILING ADDRESS (Mail forms to this address):**

Glassell School of Art  
P. O. Box 6826  
Houston, Texas 7265-6826

#### **FAX:**

713-639-7709

## **ADDING/DROPPING/WITHDRAWING**

Students wishing to add or drop must complete an add/drop form, available at [mfah.org/glassell](http://mfah.org/glassell) and at the front desk. All courses are considered closed after the first class meeting, and permission of the instructor is required to add into a course. Additional tuition charges and refunds are processed as appropriate. Students dropping a class must inform the registrar and complete an add/drop form. Drop notices must be received by the school one (1) week prior to the posted start date of the semester. Refunds will be processed for the full amount of tuition, minus a \$50 processing fee. After that date, which is listed in the calendar for each semester, no credits or refunds are given.

Refunds are processed through the MFAH accounting department and, in most cases, are processed through the original method of payment. In cases where the student's credit card was swiped in the original transaction, the school does not maintain swiped credit card information on file. Refunds in these situations will be processed by check. Refunds by check are sent via U.S. mail and may take up to three (3) weeks to process.

Students wishing to drop a workshop and receive a refund must submit a drop form one (1) week prior to the start of the workshop. Refunds will be processed for the full amount of the workshop costs, minus a \$50 processing fee. The school does not offer prorated refunds or credits for individual sessions of courses or workshops that are canceled for reasons beyond the school's control, such as weather or unexpected absence of the instructor.

## **CALENDAR OF IMPORTANT DATES Fall 2017 Semester**

Monday, April 17–Friday, May 12	Priority registration for current students for fall 2017 semester
Monday, July 10–Friday July 21	Preregistration for current spring and summer 2017 students for fall 2017 semester
Tuesday, August 8	Registration and faculty counseling for new and continuing students, 11:00 a.m.–6:00 p.m.
Wednesday, August 9	Registration and faculty counseling for new and continuing students, 11:00 a.m.–4:00 p.m.
Monday, August 14–Tuesday, August 15	Late registration, 10:00 a.m.–4:00 p.m. (call 713-639-7500 for appointment)
Monday, August 14	Last day to drop studio and art history courses and receive a refund (minus \$50 processing fee)
Monday, August 21	Fall semester begins
Monday, September 4	Labor Day Holiday, no classes
Monday October 9–Tuesday, October 10	Fall Semester Break, no classes
Monday, October 23	Scholarship portfolios due for spring 2018 semester
Monday, November 13–Friday, November 17	Preregistration for current students for spring 2018 semester. ONE WEEK ONLY
Wednesday, November 22–Sunday, November 26	Thanksgiving Break
Monday, December 4	Fall semester ends

## **STUDIO SCHOOL TUITION, FEES, AND DISCOUNTS**

<b>Tuition for Full-Time Students (4 courses)</b>	<b>20% discount</b>
3 Studio Courses and 1 Art History	\$2,080
4 Studio Courses	\$2,240
<b>Tuition for Part-Time Students</b>	
Studio Courses (3 hours)	\$700 (each)
Art History Courses	\$500 (each)

## **MEMBER DISCOUNTS**

MFAH members at the Patron level or higher receive 10% off the tuition of one course or workshop per semester.

\*\*\*Instructor's permission is required for enrollment

**2-D STUDIO COURSES****2-D Design****2DD 1303**

A	Monday	9:30 a.m.–12:30 p.m.	Bise
N	Tuesday	6:30–9:30 p.m.	Mazzu
B	Wednesday	9:30 a.m.–12:30 p.m.	Bodnar-Balahutrak
C	Thursday	1:00–4:00 p.m.	Cosgrove

**Drawing Fundamentals I****DRF 1301**

D	Tuesday	9:30 a.m.–12:30 p.m.	Manns
B	Wednesday	9:30 a.m.–12:30 p.m.	Cosgrove
NA	Wednesday	6:30–9:30 p.m.	Manns
C	Thursday	9:30 a.m.–12:30 p.m.	Cosgrove
F	Thursday	1:00–4:00 p.m.	Masson

**Drawing Fundamentals II****DRF 1302**

A	Monday	1:00 – 4:00p.m.	Manns
N	Monday	6:30–9:30 p.m.	Manns
B	Tuesday	9:30 a.m.–12:30 p.m.	Cosgrove
C	Wednesday	1:00–4:00 p.m.	Masson

**Int/Adv Drawing****DRA 3312 DRA, 3313, DRA 4312, DRA 4313**

A	Wednesday	9:30 a.m.–12:30 p.m.	Masson
B	Thursday	9:30 a.m.–12:30 p.m.	Portman

**Int/Adv Drawing: Ideas & Images****DRA 3318, DRA 3319, DRA 4318, DRA 4319**

A	Friday	9:30 a.m.–12:30 p.m.	Cosgrove
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**Beg. Life Drawing****DRL 2310, DRL 2311**

B	Monday	9:30am–12:30 p.m.	Bodnar-Balahutrak
A	Wednesday	1:00–4:00 p.m.	Mazzu

**Beg. Life Drawing: Portraiture****DRL 2314, DRL 2315**

N	Monday	6:30–9:30 p.m.	Bodnar-Balahutrak
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**Int/Adv Life Drawing & Painting****DRL 3310, DRL 3311, DRL 4310, DRL 4311**

B	Tuesday	1:00–4:00 p.m.	Palmer
N	Wednesday	6:30–9:30 p.m.	Bodnar-Balahutrak

**Beg Painting I & II****PAI 2320, PAI 2321**

C	Monday	9:30 a.m.–12:30 p.m.	Ruello
D	Tuesday	1:00–4:00 p.m.	Ruello
N	Tuesday	6:30–9:30 p.m.	Bise
A	Thursday	9:30 a.m.–12:30 p.m.	Masson

**Intermediate Painting****PAI 3320, PAI 3321**

B	Monday	9:30 a.m.–12:30 p.m.	Portman
N	Monday	6:30–9:30 p.m.	Fuchs
C	Tuesday	9:30 a.m.–12:30 p.m.	Fuchs
A	Tuesday	1:00–4:00 p.m.	Masson

**Adv Painting\*\*\*****PAI 4320, PAI 4321**

D	Tuesday	6:30–9:30 p.m.	Portman
B	Wednesday	9:30 a.m.–12:30 p.m.	Fuchs
N	Wednesday	6:30–9:30 p.m.	Fuchs
A	Thursday	9:30 a.m.–12:30 p.m.	Bise
C	Thursday	1:00–4:00 p.m.	Portman

**Adv Life Painting\*\*\*****PAI 4328, PAI 4329**

A	Tuesday	9:30 a.m.–12:30 p.m.	Palmer
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**Int/Adv Abstract Painting Essentials\*\*\*****CRT 3322, CRT 3323, CRT 4322, CRT 4323**

A	Tuesday	9:30 a.m.–12:30 p.m.	Masson
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**Works on Paper Critique\*\*\*****CRT 4396, CRT 4397**

A	Tuesday	9:30 a.m.–12:30 p.m.	Turner
B	Tuesday	1:00–4:00 p.m.	Turner

**Advanced Studio Critique\*\*\*****CRT 4394, CRT 4395**

B	Tuesday	1:00–4:00 p.m.	Fuchs/Bise
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**Advanced Studio Block\*\*\*****CRT 4399**

A	Thursday	1:00–4:00 p.m.	Palmer
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Please note: Applications for the Block 2017–2018 Program are due April 15, 2017

**Advanced 2D/3D Media: Professional Practices: SEM 4398\*\*\***

A	Tuesday	1:00–4:00 p.m.	Hill
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**Talking about Practice: Studio & Public Art Practices\*\*\*****SEM 4301**

A	Thursday	1:00–4:00 p.m.	Peacock/Renner
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**Color****CLR 2306**

N	Wednesday	6:30–9:30 p.m.	Ruello
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**Color****CLR 2306, CLR 2307**

A	Wednesday	1:00–4:00 p.m.	Turner
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**Beg/Int/Adv Collage and Assemblage****COL 2350, COL 2351, COL 3350, COL 3351, COL 4350, COL 4351**

A	Monday	9:30 a.m.–12:30 p.m.	Cosgrove
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**Beg Digital Photography I & II****COM 2316, COM 2317**

A	Monday	9:30 a.m.–12:30 p.m.	Ponder
N	Wednesday	6:30–9:30 p.m.	Ponder

**Int Digital Photography I & II****COM 3316, COM 3317**

N	Monday	6:30–9:30 p.m.	Ponder
A	Wednesday	9:30 a.m.–12:30 p.m.	Ponder

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**Adv Digital Photography I & II\*\*\*****COM 4316, COM 4317**

NA Tuesday 6:30–9:30 p.m. Peacock

**Beg/Int Watercolor****WAT 2380, WAT 2381, WAT 3380, WAT 3381**

D Monday 1:00–4:00 p.m. Mazzu

A Wednesday 9:30 a.m.–12:30 p.m. Mazzu

C Thursday 9:30 a.m.–12:30 p.m. Turner

**Int/Adv Watercolor\*\*\*****WAT 3380, WAT 3381, WAT 4380, WAT 4381**

B Thursday 1:00–4:00 p.m. Turner

**Beg/Int/Adv Watercolor****WAT 2380, WAT 2381, WAT 3380, WAT 3381, WAT 4380, WAT 4381**

N Monday 6:30–9:30 p.m. Mazzu

**Beg/Int/Adv Printmaking****PRI 2303, PRI 2304, PRI 3303, PRI 3304, PRI 4303, PRI 4304**

N Tuesday 6:30–9:30 p.m. Squier

**Beg Printmaking: Relief****PRI 2305**

A Monday 9:30 a.m.–12:30 p.m. Squier

**Beg/Int/Adv Printmaking: Monoprint****PRM 2301, PRM 2302, PRM 3301, PRM 3302, PRM 4301, PRM 4302**

A Wednesday 9:30 a.m.–12:30 p.m. Squier

**Photography: Basic Camera/Darkroom Tech****PHO1305**

A Tuesday 9:30 a.m.–12:30 p.m. Blakemore

N Tuesday 6:30–9:30 p.m. Blakemore

**Beginning Photography****PHO 2305, PHO 2308**

A Tuesday 1:00–4:00 p.m. Blakemore

**Beginning /Intermediate Photography****PHO 2305, PHO 2308, PHO 3305, PHO 3308**

N Wednesday 6:30–9:30 p.m. Blakemore

**Intermediate Photography****PHO 3305, PHO 3308**

B Wednesday 1:00–4:00 p.m. Blakemore

**Intermediate Photography: Non-Silver Processes****PHO 3302**

A Monday 1:00–4:00 p.m. Michels

**The Photographic Book****PHO 3303**

N Thursday 6:30 – 9:30 p.m. Michels

**Adv Photography\*\*\*****PHO 4305, PHO 4306**

A Thursday 9:30 a.m.–12:30 p.m. Blakemore

N Thursday 6:30–9:30 p.m. Blakemore

**3-D STUDIO COURSES****3-D Design****3DD 1304**

N Monday 6:30–9:30 p.m. Hill

A Tuesday 9:30 a.m.–12:30 p.m. Dube

B Tuesday 1:00–4:00 p.m. Dube

**Beginning Sculpture I & II****SCU 2330, SCU 2331**

A Wednesday 9:30 a.m.–12:30 p.m. Hill

**Beginning Sculpture I****SCU 2330**

B Thursday 9:30 a.m. – 12:30 p.m. Medina

**Int/Adv Sculpture: Mixed Media\*\*\*****SCU 3333, SCU 3334, SCU 4333, SCU 4334**

A Tuesday 9:30 a.m.–12:30 p.m. Hill

N Tuesday 6:30–9:30 p.m. Hill

B Wednesday 6:30 – 9:30 p.m. Medina

**Int Sculpture: Woodworking****SCU 3330, SCU 3331**

N Monday 6:30 – 9:30 p.m. Renner

**Beg/Int/Adv Foundry\*\*\*****FOU 2335, FOU 2336, FOU 3335, FOU 3336, FOU 4335, FOU 4336**

N Thursday 6:30–9:30 p.m. Medina

A Friday 9:30 a.m.–12:30 p.m. Medina

**Beg Ceramics****CER 2340, CER 2341**

A Thursday 9:30 a.m.–12:30 p.m. Forster

N Thursday 6:30–9:30 p.m. Dennard

**Int Ceramics****CER 3340, CER 3341**

N Wednesday 6:30–9:30 p.m. Forster

**Int Ceramics: Hand-Building****CER 3346, CER 3347**

A Tuesday 9:30 a.m.–12:30 p.m. Forster

**Int Ceramics: Wheel-Throwing****CER 3348, CER 3349**

A Wednesday 9:30 a.m.–12:30 p.m. Forster

**IntAdv Ceramics: Ceramics in the Environment****CER 3338, CER 3339, CER 4338, CER 4339**

A Wednesday 1:00–4:00pm Forster

**Adv Ceramics\*\*\*****CER 4340, CER 4341**

A Monday 9:30 a.m.–12:30 p.m. Budge

N Tuesday 6:30–9:30 p.m. Forster

**Beg Jewelry****JWL 2360, JWL 2361**

A Tuesday 9:30 a.m.–12:30 p.m. Zilker

**Beg/Int Jewelry****JWL 2360, JWL 2361, JWL 3360, JWL 3361**

N Wednesday 6:30–9:30 p.m. Dube

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**Intermediate Jewelry**  
**JWL 3360, JWL 3361**

A Wednesday 9:30 a.m.–12:30 p.m. Dube

**Advanced Jewelry: Special Topics\*\*\***

**JWL 4360, JWL 4361**

N Tuesday 6:30–9:30 p.m. Zilker

A Thursday 9:30 a.m.–12:30 p.m. Zilker

**Beg/Int/Adv Jewelry: Enameling**

**ENM 2362, ENM 2363, ENM 3362, ENM 3363, ENM 4362, ENM 4363**

A Monday 9:30 a.m.–12:30 p.m. Harrell

N Monday 6:30–9:30 p.m. Harrell

**Adv Jewelry: Enameling\*\*\***

**ENM 4362, ENM 4363**

B Monday 1:00–4:00 p.m. Harrell

## ART HISTORY COURSES

**Art History Survey 1: Caveman to Medieval**

**ARH 307**

A Thursday 10:00 a.m.–12:00 p.m. Tahinci

**Contemporary Art in Houston**

**ARH 317**

N Wednesday 7:00–9:00 p.m. Tahinci

**Women in Art**

**ARH 312**

A Wednesday 10:00 a.m.–12:00 p.m. Tahinci

**Museums in Paris, Behind the Scenes**

**ARH 315**

A Thursday 7:00 – 9:00 p.m. Tahinci

**Modern & Contemporary Sculpture through the Eyes of a Sculptor**

**ARH 308**

A Monday 10:00 a.m.–12:00 p.m. Hill

## WORKSHOPS

**Ceramics: Lowdown on Lowfire**

**AW115-35**

Monday 6:30–9:30 p.m. Dennard

7 sessions: Aug 21 – Oct 16 (no class on Sept 4 & Oct 9)

Tuition: \$420.00

**AW115-36**

Monday 6:30–9:30 p.m. Dennard

7 sessions: Oct 23 – Dec 4

Tuition: \$420.00

Beginning students are required to enroll in the first session.

Tuition for both Lowdown on Lowfire workshops: \$700.00

**Narrative Ceramic Sculpture: Sculpted Stories**

**AW237-13**

Friday 9:30 a.m.–12:30 p.m. Dennard

7 sessions: Aug 25 – Oct 6

Tuition: \$420.00

**AW237-14**

Friday 9:30 a.m.–12:30 p.m. Dennard

7 sessions: Oct 13 – Dec 1 (no class on Nov 24)

Tuition: \$420.00

Beginning students are required to enroll in the first session.

Tuition for both Narrative Sculpted Stories workshops: \$700.00

**Ceramics: The Expressive Figure**

**AW317**

Saturday 9:30 a.m.–12:30 p.m. Hoag

10 sessions: Aug 26 – Oct 28

Tuition: \$600.00

**Enamel: A Taste of Enameling**

**AW286-3**

Saturday 9:30 a.m.–3:30 p.m. Harrell

1 session: Sept 9

Tuition: \$120.00

**Drawing: Composing Pictures w/ Compelling Compositions**

**AW318-1**

Wednesday 1:00–4:00 p.m. Manns

7 sessions: Aug 23 – Oct 4

Tuition: \$420.00

**AW318-2**

Wednesday 1:00–4:00 p.m. Manns

7 sessions: Oct 11 – Nov 29 (no class on Nov 22)

Tuition: \$420.00

Tuition for both Composition workshops: \$700.00

**Book Arts: Sketchbooks & Structures for Artists**

**AW319**

Friday 9:30 a.m.–12:30 p.m. Manns

7 sessions: Aug 25 – Oct 6

Tuition: \$420.00

**Rhinoceros: Intro to Digital 3D Modeling**

**AW231-11**

Thursday 1:00–4:00 p.m. Dube

7 sessions: Aug 24 – Oct 5

Tuition: \$420.00

**AW231-12**

Thursday 1:00–4:00 p.m. Dube

7 sessions: Oct 12 – Nov 30 (no class on Nov 23)

Tuition: \$420.00

Tuition for both Rhino workshops: \$700.00

**Drawing: Monumental Drawing**

**AW946-6**

Wednesday 1:00 – 4:00 p.m. Portman

7 sessions: Aug 23 – Oct 4

Tuition: \$420.00

**Drawing: Landscape Drawing**

**AW242-5**

Wednesday 9:30 a.m. – 12:30 p.m. Portman

7 sessions: Oct 11 – Nov 29

Tuition: \$420.00

Tuition for both Portman workshops: \$700.00

**Word and Image: Word as Image, Part I**

**AW297-2**

Friday 9:30 a.m.–12:30 p.m. Bodnar-Balahutrak

7 sessions: Aug 25 – Oct 6

Tuition: \$420.00

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**Word and Image: Word as Image, Part II**

**AW297-3**

Friday 9:30 a.m.–12:30 p.m. Bodnar-Balahuttrak  
7 sessions: Oct 13 – Dec 1 (no class on Nov 24)  
Tuition: \$420.00

**Tuition for both of Bodnar-Balahuttrak's workshops: \$700.00**

**Digital: Narrative Photography**

**AW288**

Thursday 9:30 a.m.–12:30 p.m. Peacock  
7 sessions: Aug 24 – Oct 5  
Tuition: \$420.00

**Drawing: Wax Resist**

**AW320**

Wednesday 1:00 – 4:00 p.m. Ruello  
7 sessions: Aug 23 – Oct 4  
Tuition: \$420.00

**Digital: Conceptual Art**

**AW321**

Monday 1:00 – 4:00 p.m. Ruello  
7 sessions: Aug 21 – Oct 16 (no class on Sept 4 & Oct 9)  
Tuition: \$420.00

**Digital: 3D Lenticular Photography with Photoshop**

**AW322**

Monday 1:00 – 4:00 p.m. Ruello  
7 sessions: Oct 23 – Dec 4  
Tuition: \$420.00

**Tuition for both of Ruello's workshops: \$700.00**

**Documenting Work and Software Connection**

**AW294- 2**

Tuesday 9:30 a.m.–12:30 p.m. Ponder  
7 sessions: Aug 22 – Oct 3  
Tuition: \$420.00

**Digital Sketching**

**AW295- 2**

Tuesday 9:30 a.m.–12:30 p.m. Ponder  
7 sessions: Oct 17 – Nov 28  
Tuition: \$420.00

**Tuition for both of Ponder's workshops: \$700.00**

**Digital: Laser Cutting & Engraving for 3D Arts**

**AW323**

Wednesday 1:00 – 4:00 p.m. Hill  
7 sessions: Aug 23 – Oct 4  
Tuition: \$420.00

**AW323-2**

Wednesday 1:00 – 4:00 p.m. Hill  
7 sessions: Oct 11 – Nov 29  
Tuition: \$420.00

**Tuition for both of Hill's workshops: \$700**

**Printmaking/Ceramics Workshop: Screenprinting on Clay**

**AW324**

Thursday 1:00-4:00 p.m. Hoag/Squier  
10 sessions: August 24 – Oct 26  
Tuition: \$700.00