

TO SPRING & SUMMER 2017 STUDIO SCHOOL STUDENTS: Please read the information below about the preregistration 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:

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

PREREGISTRATION DATES

- Preregistration is Monday, July 10 – Friday, July 21.
- 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.

PREREGISTRATION ELIGIBILITY

- Preregistration is open to those students enrolled in the spring and summer 2017 semester only.
- Forms will be made available to students at the reception desk one week prior to the preregistration period. All information will also be posted online at 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 ENROLLMENT 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 ENROLLMENT 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 preregistration 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 Friday, July 21 will not be accepted.
- Preregistration 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 preregistration 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 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.