

TO SPRING & SUMMER 2019 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 6, from 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 2019 Class Schedule

PREREGISTRATION DATES

- Preregistration is Monday, July 8 – Tuesday, July 23.
- 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 2019 semesters only.
- Forms will be made available to students at the **Student Information Corner**, at the top of the stairs, on the third floor. All information will also be posted online at mfah.org/studentforms.

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.

• **WORKSHOP ENROLLMENT FORMS:**

- Workshops do not require a signature from an instructor.
- Students enrolling in a workshop can use the Art History Courses and Workshop Registration Form online, or the Enrollment Form located at the Student Information Corner.

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 6, 2019 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 2019 semester, the last day to drop a studio course and receive a refund is Monday, August 12, 2019.

DELIVERY

- **Preregistration forms received via email, post mail, fax, or courier on the first day of the preregistration period, will be held and processed after 2:00 p.m.** Priority will be given to students who drop off their forms in person; sending a form via email, post mail, fax, or courier on the first day of the preregistration does not guarantee the student will be given the requested spot.
- Forms received or postmarked after the deadline of Tuesday, July 23 will not be accepted.
- 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 standing in queue 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 or drop box.

Preferred delivery methods:

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

Glassell School of Art
5101 Montrose Boulevard
Houston, TX 77006

- **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 without a date stamp will be counted and processed last.
- Handwritten time-stamps will not be considered. If the form is not machine stamped, the form will be placed at the back of the pile.

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 77065-6826

FAX:

713-639-7709

EMAIL:

registration@mfah.org

ADDING/DROPPING/WITHDRAWING

- Students wishing to add or drop a class must complete an add/drop form, available at mfah.org/glassell and at the Student Information Corner. 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.

- Any student submitting more than one (1) add/drop form per semester (to switch a class) will be charged a processing fee of \$50 for each additional form submitted. 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 \$100 processing fee. After the drop 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 2019 Semester

Monday, July 8 – Tuesday, July 23	Preregistration for spring and summer 2019 students for fall semester
Tuesday, August 6	Registration and faculty counseling for new and continuing students, 11:00 a.m.–6:00 p.m.
Wednesday, August 7	Registration and faculty counseling for new and continuing students, 11:00 a.m.–4:00 p.m.
Monday, August 12	Last day to drop studio and art history courses and receive a refund (minus \$100 processing fee)
Tuesday, August 13	Late registration, 10:00 a.m. – 4:00 p.m. (call 713-639-7500 for appointment)
Monday, August 19	Fall semester begins
Monday, September 2	Labor Day holiday, no classes held
Monday, October 14 – Tuesday, October 15	Fall semester break
Monday, October 21	Scholarship portfolios due for spring 2020
Monday, November 11 – Monday, December 2	Preregistration for current students for spring 2020 semester
Wednesday, November 27 – Sunday, December 1	Thanksgiving Break
Monday, December 2	Fall semester ends

TUITION FOR FULL TIME STUDENTS

4 Studio Courses	20% discount
3 Studio Courses, 1 Art History	20% discount

- Art History Courses (3 hours)

Art History	\$500 (each)
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- Studio Courses (3 hours)

\$700 tuition; \$25 class fee \$725 (each)

- 2D Design
- 3D Design
- Collage & Assemblage
- Color
- Critique
- Drawing
- Drawing Fundamentals
- Painting
- Seminar
- Watercolor

- Studio Courses (3 hours)

\$700 tuition; \$100 class fee **\$800 (each)**

Ceramics
Digital Photography
Digital Sculpture
Enameling
Foundry
Jewelry
Life Drawing
Life Painting
Photography
Printmaking/Monoprint
Sculpture

Semester Drop (All courses).....	\$100
Beginning with second Add/Drop Request, and each additional Add/Drop Request thereafter.....	\$50

MFAH members at the Patron level or higher receive 10% off the tuition only (fees not included) 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
NA	Monday	6:30 – 9:30 p.m.	Castillo
B	Tuesday	9:30 a.m.–12:30 p.m.	Johnson
N	Wednesday	6:30 – 9:30 p.m.	Bodnar-Balahuttrak
C	Thursday	1:00 – 4:00 p.m.	Cosgrove

Drawing Fundamentals I

DRF 1301

D	Monday	9:30 a.m.–12:30 p.m.	Manns
A	Monday	1:00 – 4:00 p.m.	Bise
NA	Monday	6:30 – 9:30 p.m.	Manns
E	Tuesday	9:30 a.m. – 12:30 p.m.	Kerl
B	Wednesday	9:30 a.m.–12:30 p.m.	Cosgrove
C	Thursday	9:30 a.m.–12:30 p.m.	Cosgrove
F	Thursday	1:00 – 4:00 p.m.	Masson
N	Thursday	6:30 – 9:30 p.m.	Squier

Drawing Fundamentals II

DRF 1302

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

Intermediate/Advanced Drawing I & II

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

Intermediate/Advanced Drawing: Monumental I & II

DRA 3301, DRA 3302, DRA 4301, DRA 4302

B	Wednesday	1:00 – 4:00 p.m.	Portman
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Intermediate/Advanced Drawing: Ideas & Images I & II

DRA 3318, DRA 3319, DRA 4318, DRA 4319

A	Friday	9:30 a.m.–12:30 p.m.	Cosgrove
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Beginning Life Drawing I & II

DRL 2310, DRL 2311

C	Monday	9:30 a.m.–12:30 p.m.	Vance
N	Monday	6:30 – 9:30 p.m.	Bodnar-Balahuttrak
A	Wednesday	1:00 – 4:00 p.m.	Mazzu
B	Thursday	9:30 a.m.–12:30 p.m.	Mazzu

Intermediate/Advanced Life Drawing & Painting I & II

DRL 3310, DRL 3311, DRL 4310, DRL 4311

B	Tuesday	1:00 – 4:00 p.m.	Palmer
N	Tuesday	6:30 – 9:30 p.m.	Bodnar-Balahuttrak
NA	Thursday	6:30 – 9:30 p.m.	Greenwalt

Beginning 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 I & II

PAI 3320, PAI 3321

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

Intermediate/Advanced Life Painting I & II

PAI 3328, PAI 3329, PAI 4328, PAI 4329

A	Tuesday	9:30 a.m.–12:30 p.m.	Palmer
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Advanced Painting I & II ***

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

Intermediate/Advanced Abstract Painting I & II

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 I & II ***

CRT 4396, CRT 4397

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

Advanced 2D Studio Critique I & II ***

CRT 4394, CRT 4395

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

CRT 4399

A	Friday	10:00 a.m.– 4:00 p.m.	August/Fuchs
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Advanced 2D/3D Media: Professional Practices ***

SEM 4398

A	Tuesday	1:00 – 4:00 p.m.	Hill
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Public Art Practicum ***

SEM 4303

N	Monday	6:30 – 9:30 p.m.	Kellner
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Color

CLR 2306

A	Wednesday	1:00 – 4:00 p.m.	Kerl
N	Wednesday	6:30 – 9:30 p.m.	Ruello

Beginning/Intermediate/Advanced Collage & Assemblage I & II

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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Beginning/Intermediate Watercolor I & II

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.	Kerl

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3-D STUDIO COURSES

3-D Design

3DD 1304

A	Monday	9:30 a.m.–12:30 p.m.	Dube
B	Monday	1:00 – 4:00 p.m.	Dube
N	Monday	6:30 – 9:30 p.m.	Hill

Digital Sculpture

DGL/SCU 3300

A	Monday	1:00 – 4:00 p.m.	Hill
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Advanced 3D Studio Critique I & II ***

CRT 4324, 4325

A	Friday	9:30 a.m. – 12:30 p.m.	Dube
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Beginning Sculpture I & II

SCU 2330, SCU 2331

B	Wednesday	9:30 a.m.–12:30 p.m.	Hill
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Intermediate/Advanced Sculpture: Mixed Media I & II ***

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

Beginning/Intermediate/Advanced Foundry I & II ***

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

Beginning Ceramics I & II

CER 2340, CER 2341

A	Thursday	9:30 a.m.–12:30 p.m.	Forster
N	Thursday	6:30 – 9:30 p.m.	Dennard

Intermediate Ceramics I & II

CER 3340, CER 3341

N	Wednesday	6:30–9:30 p.m.	Budge
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Intermediate Ceramics: Hand-Building I & II

CER 3346, CER 3347

A	Wednesday	9:30 a.m.–12:30 p.m.	Forster
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Intermediate Ceramics: Wheel-Throwing I & II

CER 3348, CER 3349

A	Tuesday	9:30 a.m.–12:30 p.m.	Forster
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Intermediate Ceramics: Narrative Sculpture I & II

CER 3350, CER 3351

A	Friday	9:30 a.m.–12:30 p.m.	Dennard
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Intermediate/Advanced Ceramics: Alternative Firing I & II

CER 3342, CER 3343, CER 4342, CER 4343

A	Wednesday	1:00 – 4:00 p.m.	Forster
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Advanced Ceramics I & II ***

CER 4340, CER 4341

A	Monday	9:30 a.m.–12:30 p.m.	Budge
N	Tuesday	6:30 – 9:30 p.m.	Forster

Beginning Jewelry I & II

JWL 2360, JWL 2361

A	Tuesday	9:30 a.m.–12:30 p.m.	Zilker
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Beginning/Intermediate/Advanced Watercolor I & II
WAT 2380, WAT 2381, WAT 3380, WAT 3381, WAT 4380,
WAT 4381

N	Monday	6:30 – 9:30 p.m.	Mazzu
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Beginning/Intermediate/Advanced Printmaking: Silk-Screen I & II
PRI 2307, PRI 2308, PRI 3307, PRI 3308, PRI 4307, PRI 4308

A	Monday	9:30 a.m. – 12:30 p.m.	Squier
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Intermediate/Advanced Printmaking: Independent Projects I & II
PRI 3311, PRI 3312, PRI 4311, PRI 4312

N	Tuesday	6:30 – 9:30 p.m.	Squier
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Beginning/Intermediate/Advanced Printmaking: Monoprint I & II
PRM 2301, PRM 2302, PRM 3301, PRM 3302, PRM 4301,
PRM 4302

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

Intermediate 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

Intermediate/Advanced Digital Photography I & II

COM 3316, COM 3317, COM 4316, COM 4317

N	Thursday	6:30 – 9:30 p.m.	Castillo
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2D Digital Projects

COM 3327

A	Thursday	9:30 a.m. – 12:30 p.m.	Ruello
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Photography: Basic Camera/Darkroom Tech

PHO 1305

A	Tuesday	9:30 a.m.–12:30 p.m.	Blakemore
N	Tuesday	6:30 – 9:30 p.m.	Blakemore

Beginning Photography I & II

PHO 2305, PHO 2308

A	Tuesday	1:00 – 4:00 p.m.	Blakemore
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Beginning/Intermediate Photography I & II

PHO 2305, PHO 2308, PHO 3305, PHO 3308

N	Wednesday	6:30 – 9:30 p.m.	Blakemore
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Intermediate Photography: Non-Silver Processes

PHO 3302

A	Monday	1:00 – 4:00 p.m.	Michels
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Intermediate Photography I & II

PHO 3305, PHO 3308

B	Wednesday	1:00 – 4:00 p.m.	Blakemore
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Advanced Photography I & II ***

PHO 4305, PHO 4306

A	Thursday	9:30 a.m.–12:30 p.m.	Blakemore
N	Thursday	6:30 – 9:30 p.m.	Blakemore

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Beginning/Intermediate Jewelry I & II
JWL 2360, JWL 2361, JWL 3360, JWL 3361

N Wednesday 6:30 – 9:30 p.m. Dube

Intermediate Jewelry I & II
JWL 3360, JWL 3361

A Wednesday 9:30 a.m.–12:30 p.m. Dube

Advanced Jewelry: Special Topics I & II ***
JWL 4360, JWL 4361

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

Beginning/Intermediate/Advanced Jewelry: Enameling I & II
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

Advanced Jewelry: Enameling I & II ***
ENM 4362, ENM 4363

B Monday 1:00 – 4:00 p.m. Harrell

ART HISTORY COURSES

Art History Survey: 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

Art History: Contemporary Sculpture
ARH 325

A Monday 10:00 a.m.–12:00 noon Hill

Art History: The City of Paris: Its Artists & Writers
ARH 328

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

Art History: Women in Art
ARH 312

A Thursday 2:00 – 4:00 p.m. Tahinci

Film Salon: Cults & Controversies
ARH 299

N Monday 6:30 – 9:30 p.m. Ballou
 Dates: Sept 9, 15, 16, 23, 30/Oct 7, 14, 28/Nov 4, 25/Dec 2

WORKSHOPS

Ceramics: Lowdown on Lowfire, Part 1
AW115

Monday 6:30–9:30 p.m. Dennard
 7 sessions: Aug 19 – Oct 7 *No class Sept. 2*
 Tuition: \$425.00

Ceramics: Lowdown on Lowfire, Part 2
AW115-2

Monday 6:30–9:30 p.m. Dennard
 7 sessions: Oct 21 – Dec 2
 Tuition: \$425.00

Beginning students are required to enroll in the first session.

Tuition for both Dennard workshops: \$800.00

Printmaking: Dry Pigment Monotype Printing
AW359

Thursday 9:30–12:30 p.m. Manns
 7 sessions: Aug 22 – Oct 3
 Tuition: \$425.00

Printmaking: Viscosity Clinic
AW360

Thursday 9:30 – 12:30 p.m. Manns
 7 sessions: Oct 10 – Nov 21
 Tuition: \$425.00

Tuition for both Manns workshops: \$800.00

Drawing: Bringing Back the Sketchbook I
AW337

Thursday 1:00 – 4:00 p.m. Palmer
 7 sessions: Aug 22 – Oct 3
 Tuition: \$400.00

Drawing: Bringing Back the Sketchbook II
AW337-2

Thursday 1:00 – 4:00 p.m. Palmer
 7 sessions: Oct 10 – Nov 21
 Tuition: \$400.00

Tuition for both Palmer workshops: \$750.00

Traditional Materials & Techniques I: Manuscript Illumination & Gold-Leafing
AW361

Thursday 6:30–9:30 p.m. Bodnar-Balahutrak
 7 sessions: Aug 22 – Oct 3
 Tuition: \$425.00

Traditional Materials & Techniques II: Egg Tempera
AW362

Thursday 6:30 – 9:30 p.m. Bodnar-Balahutrak
 7 sessions: Oct 10 – Nov 21
 Tuition: \$425.00

Tuition for both Bodnar-Balahutrak workshops: \$800.00

Digital: Basic Rhinoceros I
AW231

Friday 1:00 – 4:00 p.m. Dube
 7 sessions: Aug 23 – Oct 4
 Tuition: \$425.00

Digital: Basic Rhinoceros II
AW231-2

Friday 1:00–4:00 p.m. Dube
 7 sessions: Oct 11 – Nov 22
 Tuition: \$425.00

Tuition for both Dube workshops: \$800.00

Digital: Painting with Adobe Photoshop
AW364

Wednesday 1:00–4:00 p.m. Ruello
 7 sessions: Aug 21 – Oct 2
 Tuition: \$425.00

Digital: Drawing with Adobe Illustrator
AW365

Wednesday 1:00–4:00 p.m. Ruello
 7 sessions: Oct 9 – Nov 20
 Tuition: \$425.00

Tuition for both Ruello workshops: \$800.00

***Instructor's permission is required for enrollment

Digital: Digital Dali**AW355**

Friday 9:30 a.m. – 12:30 p.m. Ponder
7 sessions: Aug 23– Oct 4
Tuition: \$425.00

Digital Drawing: Portraits & Flowers**AW356**

Friday 9:30 a.m. – 12:30 p.m. Ponder
7 sessions: Oct 11 – Nov 22
Tuition: \$425.00

Tuition for both Ponder workshops: \$800.00

Digital: Intro to Digital Film Making: Storytelling**AW357**

Tuesday 6:30 – 9:30 p.m. Saint Sanchez
7 sessions: Aug 20 – Oct 1
Tuition: \$425.00

Digital: Intro to Digital Film Making: Storytelling**AW357-2**

Tuesday 6:30 – 9:30 p.m. Saint Sanchez
7 sessions: Oct 8 – Nov 26 *No class Oct. 15*
Tuition: \$425.00

Tuition for both Saint Sanchez workshops: \$800.00

Glassell Tours the MFAH Collection**AW344**

Friday 10:30 a.m. – 12:30 p.m.
7 sessions: Oct 11 – Nov 22 Various Glassell
Tuition: \$250.00

Art History: Auguste Renoir: The Body, The Senses**AW363**

Tuesday 10:00 a.m. – noon Tahinci
6 sessions: Oct 1 – Nov 12 *No class Oct. 15*
Tuition: \$500.00

Plus a 1-day bus-trip to tour Renoir Exhibit at the Kimbell Art Museum, Saturday November 16th

Cultural Field-Trip to Oaxaca, Mexico**AW366**

Dates: Oct 11 – 16 Masson
Tuition: \$1,000.00

Limited to 15 students. See flier for more details.