

TO SPRING 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 Monday, May 22, 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
- Summer 2017 Class Schedule

PREREGISTRATION DATES

- Preregistration is Monday, March 27–Monday, 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.

PREREGISTRATION ELIGIBILITY

- Preregistration 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 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 Monday, May 22 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 summer 2017 semester, the last day to drop a studio course and receive a refund is Tuesday, May 30, 2017.

DELIVERY

- Forms received or postmarked after the deadline of Monday, May 12 will not be accepted.
- Preregistration forms received via mail, fax, or courier after the first day of the preregistration 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.

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 Summer 2017 Semester

Monday, March 27–Monday, May 12	Preregistration for current students for summer 2017 semester
Monday, May 22	Registration and faculty counseling for new and continuing students, 11:00 a.m.–6:00 p.m.
Tuesday, May 23	Registration and faculty counseling for new and continuing students, 11:00 a.m.–4:00 p.m.
Monday, May 29	Memorial Day holiday, Glassell offices closed
Tuesday, May 30	Last day to drop studio and art history courses and receive a refund (minus \$50 processing fee)
Tuesday, May 30–Wednesday, May 31	Late registration, 10:00 a.m.–3:00 p.m. (call 713-639-7500 for appointment)
Tuesday, June 6	Summer semester begins
Tuesday, July 4	Independence Day holiday, Glassell offices closed
Monday, July 10–Friday, July 21	Priority registration for current students for fall 2017 semester
Tuesday, July 25	Summer semester ends

STUDIO SCHOOL TUITION, FEES, AND DISCOUNTS

Tuition for Full-Time Students (4 courses)	20% discount
4 Studio Courses	\$2,240
Tuition for Part-Time Students	
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	Mon/Wed	9:30am–12:30pm	Cosgrove
N	Mon/Wed	6:30–9:30 p.m.	Bise

Drawing Fundamentals I

DRF 1301

C	Mon/Wed	1:00–4:00 p.m.	Manns
B	Tues/Thurs	9:30 a.m.–12:30 p.m.	Bise
NA	Tues/Thurs	6:30–9:30 p.m.	Manns

Drawing Fundamentals II

DRF 1302

C	Tues/Thurs	1:00–4:00 p.m.	Manns
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Int/Adv Drawing

DRA 3312, DRA 3313, DRA 4312, DRA 4313

A	Mon/Wed	9:30am–12:30pm	Portman
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Beg Painting I & II

PAI 2320, PAI 2321

A	Mon/Wed	9:30 a.m.–12:30 p.m.	Bise
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Int/Adv Painting

PAI 3320, PAI 3321, PAI 4320, PAI 4321

B	Tues/Thurs	1:00–4:00 p.m.	Portman
N	Tues/Thurs	6:30–9:30 p.m.	Bise

Printmaking: Open Studio

PRI 2304, PRI 3303, PRI 3304, PRI 4303, PRI 4304

A	Mon/Wed	9:30 a.m.–12:30 p.m.	Squier
N	Mon/Wed	6:30–9:30 p.m.	Squier

Photography: Basic Camera/Darkroom Tech

PHO1305

A	Tues/Thurs	1:00–4:00 p.m.	Blakemore
N	Tues/Thurs	6:30–9:30 p.m.	Blakemore

Photography: Open Studio

PHO 2305, PHO 2308, PHO 3305, PHO 3308, PHO 4305, PHO 4306

N	Mon/Wed	6:30–9:30 p.m.	Blakemore
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Int/Adv Photography: Open Studio***

PHO 3305, PHO 3308, PHO 4305, PHO 4306

C	Friday	9:30a.m.–3:30 p.m.	Blakemore
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Beg Digital Photography I & II

COM 2316, COM 2317

A	Mon/Wed	9:30a.m.–12:30 p.m.	Ponder
B	Tues/Thurs	1:00–4:00 p.m.	Ponder
N	Tues/Thurs	6:30–9:30 p.m.	Ponder

3-D STUDIO COURSES

Ceramics: Open Studio

CER 2341, CER 3340, CER3341, CER 4340, CER 4341

N	Tues/Thurs	6:30–9:30 p.m.	Forster
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Jewelry: Open Studio

JWL 2361, JWL 3360, JWL 3361, JWL 4360, JWL 4361

B	Tues/Thurs	1:00–4:00 p.m.	Zilker/Dube
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WORKSHOPS

Ceramics: The Enhanced Surface & Coloration

AW224-4

Wednesday	6:30–9:30 p.m.	Dennard
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7 sessions: June 7–July 19

Tuition: \$420.00

Ceramics: Lowdown on Lowfire

AW115-34

Monday	6:30–9:30 p.m.	Dennard
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7 sessions: June 12–July 24

Tuition: \$420.00

Ceramics: Narrative Sculpture

AW237-12

Thursday	1:00–4:00 p.m.	Dennard
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7 sessions: June 8–July 20

Tuition: \$420.00

Ceramics: Color on Clay

AW967-6

Monday/Wednesday	1:00–4:00 p.m.	Dennard
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7 sessions: June 7–June 28

Tuition: \$420.00

Ceramics: Envision, Invent, Inspire

AW300

Monday–Friday	9:30 a.m.–12:30 p.m.	Budge
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9 sessions: June 6–16

Tuition: \$540.00

Ceramics: Figuring Out the Figure

AW301

Monday–Friday	9:30 a.m.–12:30 p.m.	Hoag
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10 sessions: June 19–30

Tuition: \$600.00

Ceramics: Figuring Out the Figure

AW301-2

Monday–Friday	9:30 a.m.–12:30 p.m.	Hoag
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7 sessions: July 17–25

Tuition: \$420.00

Ceramics: Understanding Glazes & Glaze Materials

AW302

Mon/Wed/Fri	9:30 a.m.–12:30 p.m.	Forster
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6 sessions: July 3–July 14

Tuition: \$360.00

Ceramics: Found Object Alchemy: Intro to Slip-casting

AW303

Thursday/Saturday	9:30 a.m.–12:30 p.m.	Sonnenberg
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4 sessions: July 6, 8, 13, 15

Tuition: \$240.00

Tuition cost to enroll in any (2) seven-week Ceramic workshops listed above: \$700.

***Instructor's permission is required for enrollment

Drawing: Face and Skull**AW304**

Monday–Friday 9:30 a.m.–12:30 p.m. Bodnar-Balahuntrak
5 sessions: June 12–16
Tuition: \$300.00

Drawing: Facial Features, Eyes and Brow**AW305**

Monday–Friday 9:30 a.m.–12:30 p.m. Bodnar-Balahuntrak
5 sessions: June 19–23
Tuition: \$300.00

Drawing: Facial Features, Nose and Mouth**AW306**

Monday–Friday 9:30 a.m.–12:30 p.m. Bodnar-Balahuntrak
5 sessions: June 26–30
Tuition: \$300.00

Drawing: Social & Political Commentary**AW296-2**

Wednesday–Friday 9:30 a.m.–12:30 p.m. Bodnar-Balahuntrak
3 sessions: June 7, 8, 9
Tuition: \$180.00

Calligraphy: 12 Characters of the Zodiac**AW307**

Tuesday/Thursday 9:30 a.m.–12:30 p.m. Peihong
7 sessions: June 6, 8, 13, 15, 20, 22, and 27
Tuition: \$420.00

Calligraphy: Single Words & the Four Corner Pattern**AW316**

Tuesday/Thursday 9:30 a.m.–12:30 p.m. Peihong
7 sessions: June 29, July 6, 11, 13, 18, 20, and 25
(No class on July 4)
Tuition: \$420.00

Tuition cost to enroll in both (2) seven-week Calligraphy workshops listed above: \$700.

Drawing: Pen and Ink Explorations**AW278-3**

Monday–Friday 9:30 a.m.–12:30 p.m. Manns
5 sessions: June 19–June 23
Tuition: \$300.00

Drawing: Brush and Ink Washes**AW279-3**

Tuesday–Monday 9:30 a.m.–12:30 p.m. Manns
5 sessions: June 6–June 12
Tuition: \$300.00

Drawing: Drawing Flowers & the Floral Tradition**AW287-3**

Monday–Friday 9:30 a.m.–12:30 p.m. Manns
5 sessions: June 26–June 30
Tuition: \$300.00

Tuition cost to enroll in any (2) five session Drawing workshops listed above: \$500.

Mixed Media: Reinterpreting the Narrative**AW162-6**

Monday–Friday 9:30 a.m.–4:00 p.m. Palmer
5 sessions: June 12–June 16
Tuition: \$500.00

Mixed Media: Figurative Interpretation**AW308**

Monday–Friday 9:30 a.m.–4:00 p.m. Palmer
5 sessions: July 10–July 14
Tuition: \$500.00

Tuition cost to enroll both (2) five session Mixed-Media workshops listed above: \$800.

Jewelry/Digital: Basic Rhino for Jewelers**AW309A**

Tuesday/Thursday 9:30 a.m.–12:30 p.m. Dube
5 sessions: June 6, 8, 13, 15, 20
Tuition: \$300.00

Jewelry: Clasp Basics**AW309B**

Monday–Friday 9:30 a.m.–12:30 p.m. Dube
5 sessions: June 26–30
Tuition: \$300.00

Jewelry: Cold Connections Intensive for Enamels**AW309C**

Mon/Wed/Fri 9:30 a.m.–3:30 p.m. Harrell
3 sessions: June 12, 14, 16
Tuition: \$350.00

Jewelry: Spoon Making Basics**AW309D**

Monday–Friday 9:30 a.m.–12:30 p.m. Ackelmire
5 sessions: June 19–23
Tuition: \$300.00

Jewelry: Soldering Intensive**AW309E**

Saturday 9:30 a.m.–3:30 p.m. Falkenhagen
5 sessions: June 10–July 15 (no class July 1)
Tuition: \$600.00

Students enrolled in any three of the Jewelry workshops, will be entitled access of the Jewelry Studio from June 6–July 25.

Art History: Highlights of Public Art in Houston**AW310**

Tuesday–Friday 10:00 a.m.–12:00 p.m. Tahinci
4 sessions: June 6–June 9
Tuition: \$200.00

Art History: Write Your Own Manifesto!**AW311**

Monday–Friday 10:00 a.m.–12:00 p.m. Tahinci
5 sessions: June 12–June 16
Tuition: \$250.00

Art History: Art at the MFAH, Mini Art Appreciation**AW312**

Monday–Friday 10:00 a.m.–12:00 p.m. Tahinci
5 sessions: June 19–June 23
Tuition: \$250.00

Tuition cost to enroll in any two (2) Art History workshops listed above: \$400.

Photography: 7 Week Open Studio Session I

AW313

Tuesday/Thursday 9:30 a.m.–12:30 p.m. Blakemore

7 sessions: June 6–June 27

Tuition: \$420.00

Photography: 7 Week Open Studio Session II

AW313-2

Tuesday/Thursday 9:30 a.m. –12:30 p.m. Blakemore

7 sessions: June 29–July 25 (no class on July 4)

Tuition: \$420.00

Tuition cost to enroll in both (2) seven-week Photography workshops listed above: \$700.

Digital: 3D Printing

AW314

Tuesday/Thursday 9:30 a.m.-12:30 p.m. Goss

3 sessions: June 22, 27, 29

Tuition: \$300.00

Digital: Digital Collage

AW315

Mon/Wed/Fri 6:30–9:30 p.m. Wiese

5 sessions: June 26, 28, 30, July 3, 5

Tuition: \$300.00