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, May 19, from 11:00 a.m.–5:00 p.m., to provide assistance.

THIS PACKET INCLUDES:
- Preregistration Policies and Procedures
- Calendar of Important Dates
- Studio School Tuition, Fees, and Discounts
- Summer 2020 Class Schedule

PREREGRISTRATION DATES
- Preregistration is Monday, March 30–Friday, May 8.
- Forms will be accepted and date-stamped in order starting at 9:30 a.m.

PREREGRISTRATION ELIGIBILITY
- Preregistration is open to those students enrolled in the current spring 2020 semester and new students enrolling in classes that do not require prerequisites. New students wishing to enroll in a higher level course will need to set up a meeting with the Dean or wait to enroll on our official registration day, Tuesday, May 19th.
- 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 with prerequisites 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:
  - 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, May 19, 2020 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 2020 semester, the last day to drop a studio course and receive a refund is Friday, May 22, 2020.

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, 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 Friday, May 8, 2020 will not be accepted.
- Only one form per student will be accepted. Students cannot submit forms for other students.
• 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. 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.

Preferred delivery methods:

• IN-PERSON DELIVERY  
  (by student or courier)  
  Glassell School of Art  
  5101 Montrose Boulevard  
  Houston, TX 77006

• MAILING ADDRESS  
  (Mail forms to this address):  
  Glassell School of Art  
  P. O. Box 6826  
  Houston, Texas 7265-6826  
  EMAIL: registration@mfah.org

• 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, it will be placed at the back of the pile.

**CALENDAR OF IMPORTANT DATES: SUMMER 2020 SEMESTER**

- Monday, March 30 - Friday, May 8: Preregistration period for the summer semester
- Tuesday, May 19: Registration & faculty counseling for new & continuing students, 11:00 a.m. – 5:00 p.m.
- Friday, May 22: Last day enrolled students can change class schedule. Last day to drop studio courses and receive a refund minus $100 processing fee.
- Monday, May 25: Memorial Day, Glassell offices closed, no classes held
- Friday, May 29: Summer semester begins
- Friday, July 3-Saturday, July 4: Independence Day Glassell offices closed, no classes held
- Monday, July 6 - Friday, July 17: Preregistration for spring & summer 2020 students for fall semester
- Friday, July 17: Summer semester ends
**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.

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

**TUITION FOR STUDIO & ART HISTORY COURSES**

<table>
<thead>
<tr>
<th>Studio Courses (3 hours)</th>
<th>Studio Courses (3 hours)</th>
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</thead>
<tbody>
<tr>
<td>$700 tuition; $25 class fee</td>
<td>$725 (each)</td>
</tr>
<tr>
<td>2-D Design</td>
<td></td>
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<tr>
<td>3-D Design</td>
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<tr>
<td>Collage &amp; Assemblage</td>
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<td>Color</td>
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<td>Critique</td>
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<tr>
<td>Drawing</td>
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<td>Drawing Fundamentals</td>
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<td>Painting</td>
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<tr>
<td>Seminar</td>
<td></td>
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<tr>
<td>Watercolor</td>
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</tr>
<tr>
<td>$700 tuition; $100 class fee</td>
<td>$800 (each)</td>
</tr>
<tr>
<td>Ceramics</td>
<td>Digital Photography</td>
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<tr>
<td>Digital Sculpture</td>
<td>Enameling</td>
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<tr>
<td>Foundry</td>
<td>Jewelry</td>
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<tr>
<td>Life Drawing</td>
<td>Life Painting</td>
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<tr>
<td>Photography</td>
<td>Printmaking/Monoprint</td>
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<tr>
<td>Sculpture</td>
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</tbody>
</table>

**MEMBER DISCOUNTS**

- **MFAH members** at the Patron level or higher receive a 5% discount off all course & workshop tuition per semester (fees not included)
- **MFAH docents** receive a 20% discount off all course & workshop tuition per semester (fees not included)
- **MFAH staff** members receive a 30% discount off all course & workshop tuition per semester (fees not included)
### 2-D STUDIO COURSES

#### 2-D Design

**2DD 1303**  
**June 1 - July 15**  
A M/W 9:30am–12:30 p.m. Johnson  

#### Drawing Fundamentals I

**DRF 1301**  
**June 1 - July 15**  
A M/W 1:00-4:00 p.m. Ponder  

#### Beginning Life Drawing I & II

**DRL 2310, DRL 2311**  
**June 2 – July 16**  
N T/TH 6:30–9:30 p.m. Kerl  

#### Drawing & Painting the Human Head I & II

**DRL 2312, DRL 2313**  
**June 1 – July 15**  
A M/W 1:00-4:00 p.m. Mazzu  

#### Int/Adv Life Drawing: Mixed-Media

**DRL 3317, DRL 3318, DRL 4317, DRL 4318**  
**May 29 & 31, Jun 1, 3, 5, 8, 10, 12, 14, 15, 17, Jul 13, 15, 17**  
A M/W/F 9:30 a.m.–12:30 p.m. Palmer  
*Please note that there are two (2) Sunday meetings: 5/31 & 6/14*

#### Color

**CLR 2306**  
**June 2 – July 16**  
A T/TH 9:30am–12:30 p.m. Kerl  

#### Beginning Painting I & II

**PAI 2320, PAI 2321**  
**May 29 – June 29**  
A M/W/F 9:30 a.m.–12:30 p.m. Kerl  

#### Int/Adv Painting: Open Studio

**PAI 3320, PAI 3321, PAI 4320, PAI 4321**  
**June 1 – July 15**  
A M/W 9:30 a.m.–12:30 p.m. Portman  

#### Photography: Basic Camera/Darkroom Tech

**PHO1305**  
**June 2 – July 16**  
A T/TH 1:00–4:00 p.m. Blakemore  
N T/TH 6:30–9:30 p.m. Blakemore  

#### Int/Adv Photography: Open Studio***

**PHO 3305, PHO 3308, PHO 4305, PHO 4306**  
**May 29 – July 17**  
C Friday 9:30a.m.–3:30 p.m. Blakemore  

### 3-D STUDIO COURSES

#### Beginning Sculpture I & II

**SCU 2330, SCU 2331**  
**May 29 – June 17**  
A M–F 9:30 a.m.–12:30 p.m. Hill  

#### Beg/Int/Adv Foundry: Open Studio ***

**FOU 2336, FOU 3335, FOU 3336, FOU 4335, FOU 4336**  
**June 1 – July 15**  
A T/TH 9:30 a.m.–12:30 p.m. Forster  
N T/TH 6:30–9:30 p.m. Forster  

#### Int/Adv Ceramics: Large Scale I & II

**CER 3354, CER 3355, CER 4354, CER 4355**  
**June 1 – June 23**  
C M/T/W/TH 1:00 -4:00 p.m. Budge  

#### Beg/Int/Adv Jewelry: Open Studio

**JWL 2361, JWL 3360, JWL 3361, JWL 4360, JWL 4361**  
**June 2 – July 16**  
B T/TH 1:00-4:00 p.m. Zilker/Dube  

### WORKSHOPS

#### Mixed-Media: Deconstruction Workshop

**AW373**  
**6 sessions:** June 2–18  
T/ TH 9:30 a.m.–12:30 p.m.  
Tuition: $360.00  

#### Mixed-Media & Poetry: Verbal and Visual, Ekphrastic Poetry

**AW353**  
**5 sessions:** June 2–11  
T/TH/F 1:00-4:00 p.m.  
Tuition: $400.00  

***Instructor’s permission is required for enrollment***
Art History: Art-isms at the MFAH
AW351
5 sessions: June 1-5 Tahinci
M–F 10:00 a.m.–12:00 p.m.
Tuition: $250.00

Art History: The City of Paris: Its Artists and Writers
AW374
5 sessions: June 8–12 Tahinci
M–F 10:00 a.m.–12:00 p.m.
Tuition: $250.00

Art History: From Seeing to Saying: How to Analyze & Appreciate Art
AW375
5 sessions: June 15–19 Tahinci
M–F 10:00 a.m.–12:00 p.m.
Tuition: $250.00

Art History: The Art of Portraiture and Self-Portraiture
AW376
5 sessions: June 22-26 Tahinci
M–F 10:00 a.m.–12:00 p.m.
Tuition: $250.00

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

Digital: Digital Projection & Mixed-Media
AW370
7 sessions: June 2 – July 14 Ponder
Tuesday 9:30 a.m.–12:30 p.m.
Tuition: $425.00

Digital: Introduction to Digital Design
AW377
7 sessions: June 4 – July 16 Ponder
Thursday 9:30 a.m.–12:30 p.m.
Tuition: $425.00

Digital: Digital Street Photography
AW378
7 sessions: May 29 – July 17 Castillo
Friday 9:30 a.m.–12:30 p.m.
Tuition: $425.00  No class on July 3

Tuition cost to enroll in any two (2) Digital workshops listed above: $800

Relief Printmaking: Modern Methods
AW354
7 sessions: June 2 - July 14 Squier
Tuesday 9:30 a.m.–12:30 p.m.
Tuition: $425.00

Printmaking: Multi-plate Color Etching
AW379
8 sessions: June 9 - July 2 Johnson
T/TH 1:00 – 4:00 p.m.
Tuition: $485.00

Jewelry: Taste of Enameling
AW380A
2 sessions: June 3 & 5 Harrell
W/F 10:00 a.m.–4:00 p.m.
Tuition: $260.00

Jewelry: Intro to Raising
AW380B
4 sessions: June 16–25 Ackelmire
T/TH 9:30 a.m.–12:30 p.m.
Tuition: $240.00

Jewelry: Soldering Intensive
AW380C
5 sessions: June 20 & 27 & July 11 – 25 Falkenhagen
Saturday 10:00 a.m.–3:30 p.m.
Tuition: $500.00

Jewelry: Metal Transformation through Electroforming
AW380D
3 sessions: May 29 & 30, June 1 Kataoka
F/SAT/M 9:30 a.m.–2:30 p.m.
Tuition: $350.00

Jewelry: Figurative Jewelry
AW380E
4 sessions: June 15 - 24 Gerstacker
M/W 9:30 a.m.–12:30 p.m.
Tuition: $250.00

Jewelry: Intro to Polymer Clay
AW380F
2 sessions: July 6 & 8 Kennedy
M/W 10:00 a.m.–4:00 p.m.
Tuition: $240.00

Jewelry: Basic Caning
AW380G
2 sessions: July 13 & 15 Kennedy
M/W 10:00 a.m.–4:00 p.m.
Tuition: $240.00

Students enrolled in any three (3) Jewelry workshops, will be entitled access to Jewelry Studio from May 29–July 17

Photography: Open Studio Session I
AW313
7 sessions: June 2 - 23 Blakemore
T/TH 9:30 a.m.–12:30 p.m.
Tuition: $425.00

Photography: Open Studio Session II
AW313-2
7 sessions: June 25-July 16 Blakemore
T/TH 9:30 a.m. –12:30 p.m.
Tuition: $425.00

***Instructor’s permission is required for enrollment
Photography: Open Studio Session III
AW313-3
7 sessions: June 1 - 22 Blakemore
M/W 6:30–9:30 p.m.
Tuition: $425.00

Photography: Open Studio Session IV
AW313-4
7 sessions: June 24-July 15 Blakemore
M/W 6:30-9:30 p.m.
Tuition: $425.00

Tuition cost to enroll in two (2) Photography workshops listed above: $800

Ceramics: The Enhanced Surface & Coloration ***
AW224
7 sessions: June 3-July 15 Dennard
Wednesday 6:30–9:30 p.m.
Tuition: $425.00

Ceramics: Lowdown on Lowfire ***
AW115
7 sessions: June 1–July 13 Dennard
Monday 6:30–9:30 p.m.
Tuition: $425.00

Tuition cost to enroll in both seven-session Dennard workshops: $800

Ceramics: Alternative Hand-Building Techniques***
AW183
8 sessions June 1- June 24 Dennard
M/W 9:30 a.m.–12:30 p.m.
Tuition: $500.00

Ceramics: Mold-Making –Making Multiples ***
AW137
4 sessions July 6- July 15 Dennard
M/W 9:30 a.m.–12:30 p.m.
Tuition: $250.00

Ceramics: Wheel Throwing ***
AW347
7 sessions: May 30–July 18 Oloshove
Saturday 9:30 a.m.-12:30 p.m.
Tuition: $425.00  No class July 4

Ceramics: Raku Firing ***
AW348
7 sessions: May 29-July 17 Oloshove
Friday 9:30 a.m. – 12:30 p.m.
Tuition: $425.00  No class July 3

Tuition cost to enroll in both Oloshove workshops: $800

*** Instructor’s permission is required for enrollment