

TO FALL 2016 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, January 10, 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
- Spring 2017 Class Schedule

PREREGISTRATION DATES

- Preregistration is Monday, November 14–Monday, December 5.
- 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 Fall 2016 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 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 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, January 10 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 spring 2017 semester, the last day to drop a studio course and receive a refund is Thursday, January 19, 2017.

DELIVERY

- Forms received or postmarked after the deadline of Monday, December 5 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 Spring 2017 Semester

Monday, November 14–Monday, December 5	Preregistration for current students for spring 2017 semester
Tuesday, January 10	Registration and faculty counseling for new and continuing students, 11:00 a.m.–6:00 p.m.
Wednesday, January 11	Registration and faculty counseling for new and continuing students, 11:00 a.m.–4:00 p.m.
Monday, January 16	Martin Luther King Jr. holiday, Glassell offices closed
Wednesday, January 18–Thursday, January 19	Late registration, 10:00 a.m.–4:00 p.m. (call 713-639-7500 for appointment)
Thursday, January 19	Last day to drop studio and art history courses and receive a refund (minus \$50 processing fee)
Thursday, January 26	Spring semester begins
Monday, March 6	Scholarship portfolios due for fall 2017 semester
Monday, March 13–Sunday, March 19	Spring break
Monday, March 27–Friday, May 12	Preregistration for current students for summer 2017 semester
Thursday, April 13–Sunday, April 16	Easter break
Monday, April 17–Friday, May 12	Priority registration for current students for fall 2017 semester
Friday, May 12	Spring semester ends

STUDIO SCHOOL TUITION, FEES, AND DISCOUNTS

Tuition for Full-Time Students (4 courses)	20% discount
3 Studio Courses and 1 Art History	\$2,080
4 Studio Courses	\$2,240

Tuition for Part-Time Students	
Studio Courses (3 hours)	\$700 (each)
Art History Courses	\$500 (each)

Tuition for Study-Abroad Program	
Documenta 14: Art in Athens, Greece	\$1,000

Please note: Travel and accommodations are not included and arrangements must be made by each student.

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	Thursday	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	9:30 a.m.–12:30 p.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

Intermediate Drawing

DRA 3312 DRA, 3313

A	Wednesday	9:30–12:30am	Masson
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Int/Adv Drawing: Monumental Drawing***

DRA 3301, DRA 3302, DRA 4301, DRA 4302

B	Wednesday	1:00–4:00 p.m.	Portman
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Int/Adv Drawing: Landscape Drawing***

DRA 3314, DRA 3315, DRA 4314, DRA 4315

A	Wednesday	9:30 a.m.–12:30 p.m.	Portman
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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
N	Monday	6:30–9:30 p.m.	Bodnar-Balahutrak
A	Wednesday	1:00–4:00 p.m.	Mazzu

Drawing and Painting the Human Head

DRL 2312, DRL 2313

A	Tuesday	9:30am–12:30 p.m.	Palmer
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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

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 1, 2017

Talking about Practice: Studio & Public Art Practices***

SEM 4301

A	Tuesday	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

COM 2316

B	Monday	1:00–4:00 p.m.	Ruello
A	Wednesday	9:30 a.m.–12:30 p.m.	Ponder

Beg Digital Photography II

COM 2317

N	Wednesday	6:30–9:30 p.m.	Ponder
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Int. Digital Photography I & II**COM 3316, COM 3317**

A Monday 9:30 a.m.–12:30 p.m. Ponder

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

NA Monday 6:30–9:30 p.m. Ponder

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. Wallace

Beg Printmaking: Relief**PRI 2305**

N Thursday 6:30–9:30 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

N Monday 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

N Wednesday 6:30–9:30 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 Thursday 9:30 a.m.–12:30 p.m. Medina

Int. Digital Sculpture**DGL/SCU 3300**

A Monday 9:30 a.m.–12:30 p.m. Hill

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

Int Ceramics: Figuring out the Figure**CER 3350**

A Thursday 1:00–4:00pm Hoag

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

B Wednesday 1:00–4:00 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/Dube

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

Enamel: A Taste of Enameling**AW286-2**

Saturday 9:30 a.m.–4:30 p.m. Harrell

1 session: February 11

Tuition: \$120.00

Drawing: Pen and Ink Explorations**AW278-2**

Monday 1:00–4:00 p.m. Manns

7 sessions: Jan 30–March 20 (No class on March 13)

Tuition: \$420.00

Drawing: Brush and Ink Washes**AW279-2**

Monday 1:00–4:00 p.m. Manns

7 sessions: March 27–May 8

Tuition: \$420.00

Tuition for both Ink workshops: \$700.00

Drawing Flowers and the Floral Tradition**AW287-2**

Friday 9:30am–12:30pm Manns

7 sessions: Jan 27–March 10

Tuition: \$420.00

Rhinoceros: Intro to Digital 3D Modeling**AW231-9**

Wednesday 1:00–4:00 p.m. Dube

7 sessions: Feb 1–March 22 (No class on March 15)

Tuition: \$420.00

AW231-10

Wednesday 1:00–4:00 p.m. Dube

7 sessions: March 29–May 10

Tuition: \$420.00

Tuition for both Rhino workshops: \$700.00

Web for Artists**AW291**

Thursday 1:00–4:00 p.m. Dube

7 sessions: Jan 26–March 9

Tuition: \$420.00

AW291-2

Thursday 1:00–4:00 p.m. Dube

7 sessions: March 23–May 11 (no class on April 13)

Tuition: \$420.00

Tuition for both Web for Artists workshops: \$700.00

Digital Woodblock Printing**AW292**

Thursday 9:30 a.m.–12:30 p.m. Ruello

7 sessions: Jan 26–March 9

Tuition: \$420.00

Digital Painting**AW293**

Thursday 9:30 a.m.–12:30 p.m. Ruello

7 sessions: March 23–May 11 (no class on April 13)

Tuition: \$420.00

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

Documenting Work and Software Connection**AW294**

Tuesday 9:30 a.m.–12:30 p.m. Ponder

7 sessions: Jan 31–March 21 (No class on March 14)

Tuition: \$420.00

ART HISTORY COURSES**Art History Survey 2: Renaissance to Contemporary****ARH 307-2**

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

Auguste Rodin (1840-1917) and his Cultural Impact**ARH 314**

N Wednesday 7:00–9:00 p.m. Tahinci

Art Appreciation**ARH 321**

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

Documenta 14: Contemporary Art in Athens, Greece**ARH 322**

A Thursday (April, 20, 27 & May 4) Tahinci

WORKSHOPS**Ceramics: Lowdown on Lowfire****AW115-32**

Monday 6:30–9:30 p.m. Dennard

7 sessions: Jan 30–March 20 (no class on March 13)

Tuition: \$420.00

AW115-33

Monday 6:30–9:30 p.m. Dennard

7 sessions: March 27–May 8

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**AW237-10**

Friday 9:30 a.m.–12:30 p.m. Dennard

7 sessions: Jan 27–March 10

Tuition: \$420.00

AW237-11

Friday 9:30 a.m.–12:30 p.m. Dennard

7 sessions: March 24–May 12 (no class on April 14)

Tuition: \$420.00

Beginning students are required to enroll in the first session.

Tuition for both Narrative Sculpted Stories workshops: \$700.00

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Digital Sketching**AW295**

Tuesday 9:30 a.m.–12:30 p.m. Ponder

7 sessions: March 28–May 9

Tuition: \$420.00

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

Stories: Social and Political Commentary**AW296**

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

7 sessions: Jan 27–March 10

Tuition: \$420.00

Word and Image: Word as Image**AW297**

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

7 sessions: March 24–May 12 (no class on April 14)

Tuition: \$420.00

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

Art in the Archives**AW298**

Monday/Wednesday 4:00–6:00 p.m. Wellen

6 sessions: Feb 6, 8, 13, 15, 20, 22

Tuition: \$300.00

Poetry in Practice**AW299**

Monday/Wednesday 4:00–6:00 p.m. Wellen

6 sessions: April 24, 26, May 1, 3, 8, 10

Tuition: \$300.00

Tuition for both of Wellen's workshops: \$500.00