

TO FALL 2018 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 15, 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
- Spring 2019 Class Schedule

PREREGISTRATION DATES

- Preregistration is Monday, November 12–Monday, December 3.
- 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 2018 semester 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.

• **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 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, January 15 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 2019 semester, the last day to drop an Art History or studio course and receive a refund is Thursday, January 17, 2019.

DELIVERY

- Forms received or postmarked after the deadline of Monday, December 3, 2018 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 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.

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 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

Spring 2019 Semester

Monday, November 12–Monday, December 3	Preregistration for current students for spring 2019 semester
Tuesday, January 15–Wednesday, January 16	Registration and faculty counseling for new and continuing students, 11:00 a.m.–6:00 p.m.
Thursday, January 17	Registration and faculty counseling for new and continuing students, 11:00 a.m.–4:00 p.m.
Thursday, January 17	Last day enrolled students can change class schedules.
Thursday, January 17	Last day to drop studio and art history courses and receive a refund (minus \$100 processing fee)
Monday, January 21	Martin Luther King, Jr. holiday, Glassell offices closed
Thursday, January 24	Spring semester begins
Monday, March 4	Scholarship portfolios due for fall 2019 semester
Monday, March 11–Sunday, March 17	Spring break
Monday, April 1–Friday, May 10	Preregistration for current students for summer 2019 semester
Monday, April 15–Friday, May 10	Priority registration for current students for fall 2019 semester
Thursday, April 18–Sunday, April 21	Easter break
Friday, May 10	Spring semester ends

STUDIO SCHOOL TUITION, FEES, AND DISCOUNTS

TUITION FOR FULL TIME STUDENTS

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

TUITION FOR PART TIME STUDENTS

- Art History Courses (3 hours)

Art History	\$500 (each)
Study Abroad	\$2,500 (each)

- Studio Courses (3 hours)

\$700 tuition; \$25 class fee	\$725 (each)
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2D Design
3D Design
Collage & Assemblage
Color
Critique
Digital Photography
Drawing
Drawing Fundamentals
Painting
Seminar
Watercolor

- Studio Courses (3 hours)

\$700 tuition; \$100 class fee	\$800 (each)
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Ceramics
Digital Sculpture
Enameling
Foundry
Jewelry
Life Drawing
Life Painting
Photography
Printmaking/Monoprint
Sculpture

ADD/DROP FEES

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

MEMBER DISCOUNTS

MFAH members at the Patron level or higher receive 10% off the tuition only (fees not included) of one course or workshop per semester.

SPRING 2019 SCHEDULE OF CLASSES

***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
B	Tuesday	9:30 a.m.–12:30 p.m.	Bodnar-Balahuntrak
N	Tuesday	6:30–9:30 p.m.	Davenport
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
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.	TBA

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

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: 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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Beginning Life Drawing

DRL 2310, DRL 2311

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

Drawing and Painting the Human Head

DRL 2312, DRL 2313

A	Tuesday	9:30 a.m.–12:30 p.m.	Palmer
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Intermediate/Advanced 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-Balahuntrak
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

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

Advanced 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

Intermediate/Advanced Abstract Painting

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.	Ruello
B	Tuesday	1:00–4:00 p.m.	James

Advanced Painting Studio Critique***

CRT 4394, CRT 4395

B	Tuesday	1:00–4:00 p.m.	Fuchs/Bise
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Advanced Content & Context with CORE***

CRT 4326

N	Monday	6:30–9:30 p.m.	Fuchs
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Advanced Studio Block***

CRT 4399

A	Thursday	1:00–4:00 p.m.	Fuchs
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Please note: Advanced Studio Block course is taught by a team of different Glassell Faculty and members of the Houston art community. Included in the \$3000/semester fee is this weekly critique course, and use of a private studio. 15 students will have an assigned mentor, full access to their studio and access to the classroom & equipment of their choice during normal school hours. Interested students in the 2019-2020 BLOCK year need to submit a letter of interest, a CV, and six 8.5"x11" printed images for review by April 13, 2019. The 2D Chair and Director will make the final selections for placement in the course.

Advanced 2D/3D Media: Professional Practices

SEM 4398***

A	Tuesday	1:00–4:00 p.m.	Hill
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Color

CLR 2306

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

Beginning/Intermediate/Advanced 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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Beginning/Intermediate 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.	Willis

Intermediate/Advanced Watercolor

WAT 3380, WAT 3381, WAT 4380, WAT 4381

B	Thursday	1:00–4:00 p.m.	Willis
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Beginning/Intermediate/Advanced Watercolor
WAT 2380, WAT 2381, WAT 3380, WAT 3381,
WAT 4380, WAT 4381
 N Monday 6:30–9:30 p.m. Mazzu

Beginning/Intermediate/Advanced Printmaking: Silk-Screening
PRI 2307, 2308, 3307, 3308, 4307, 4308
 A Monday 9:30 a.m. – 12:30 p.m. Squier

Intermediate/Advanced Printmaking: Independent Projects
PRI 3311, 3312, 4311, 4312
 N Tuesday 6:30–9:30 p.m. Squier

Beginning/Intermediate/Advanced 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

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

Digital Sculpture
DGL/SCU 3300
 A Monday 1:00–4:00 p.m. Hill

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: Non-Silver Processes
PHO 3302
 A Monday 1:00–4:00 p.m. Michels

Intermediate Photography
PHO 3305, PHO 3308
 B Wednesday 1:00–4:00 p.m. Blakemore

Advanced 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

Advanced 3D Studio Critique***
CRT 4324
 A Friday 9:30 a.m. – 12:30 p.m. Havel/Dube

Beginning Sculpture I & II
SCU 2330, SCU 2331
 A Monday 9:30 a.m.–12:30 p.m. Medina
 B Wednesday 9:30 a.m.–12:30 p.m. Hill

Intermediate/Advanced 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

Intermediate/Advanced Sculpture: Metal Working***
SCU 3350, SCU 3351, SCU 4350, SCU 4351
 A Thursday 9:30 a.m.–12:30 p.m. Medina

Beginning/Intermediate/Advanced 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

Beginning 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

Intermediate Ceramics
CER 3340, CER 3341
 N Wednesday 6:30–9:30 p.m. Budge

Intermediate Ceramics: Hand-Building
CER 3346, CER 3347
 A Wednesday 9:30 a.m.–12:30 p.m. Forster

Intermediate Ceramics: Wheel-Throwing
CER 3348, CER 3349
 A Tuesday 9:30 a.m.–12:30 p.m. Forster

Intermediate Ceramics: Narrative Sculpture
CER 3350, CER 3351
 A Friday 9:30 a.m.–12:30 p.m. Dennard

Intermediate Ceramics: Multiplicity
CER 3352, CER 3353
 A Wednesday 1:00 -4:00 p.m. Forster

Advanced 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

Beginning Jewelry
JWL 2360, JWL 2361
 A Tuesday 9:30 a.m.–12:30 p.m. Zilker

Beginning/Intermediate Jewelry
JWL 2360, JWL 2361, JWL 3360, JWL 3361
 N Wednesday 6:30–9:30 p.m. Dube

Intermediate Jewelry
JWL 3360, JWL 3361
 A Wednesday 9:30 a.m.–12:30 p.m. Dube

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

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

Beginning/Intermediate/Advanced 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

Advanced Jewelry: Enameling*****ENM 4362, ENM 4363**

B Monday 1:00–4:00 p.m. Harrell

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

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

Art Appreciation: The Formal Elements of Art and the Principles of Design**ARH 321**

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: Vincent van Gogh, His Life in Art**ARH 400**

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

AH: Study Abroad Greek Art: From Cycladic to Contemporary**ARH 401**

A Thursday 7:00–9:00 p.m. Tahinci
 (May 20–24)
 B Thursday 7:00–9:00 p.m. Tahinci
 (May 27–31)

WORKSHOPS**Ceramics: Lowdown on Lowfire, Part 1****AW115-1**

Monday 6:30–9:30 p.m. Dennard
 7 sessions: Jan 28 – March 18 (no class on March 11)
 Tuition: \$425.00

Ceramics: Lowdown on Lowfire, Part 2**AW115-2**

Monday 6:30–9:30 p.m. Dennard
 7 sessions: March 25 – May 6
 Tuition: \$425.00
 Beginning students are required to enroll in the first session.

Tuition for both Lowdown on Lowfire workshops: \$800.00

Drawing: Flowers and the Floral Tradition**AW287**

Wednesday 1:00–4:00 p.m. Manns
 7 sessions: Jan 30– March 20 (no class on March 13)
 Tuition: \$400.00

Drawing: Brush and Ink Washes**AW279**

Wednesday 1:00–4:00 p.m. Manns
 7 sessions: March 27 – May 8
 Tuition: \$400.00

Tuition for any two of Manns' workshops: \$725.00

Drawing: Monumental Drawing**AW946**

Wednesday 1:00–4:00 p.m. Portman
 7 sessions: Jan 30 – March 20 (no class on March 13)
 Tuition: \$400.00

Drawing: Landscape Drawing**AW242**

Wednesday 9:30 a.m.–12:30 p.m. Portman
 7 sessions: March 27 – May 8
 Tuition: \$400.00

Tuition for both Portman workshops: \$725.00

Drawing: Bringing Back the Sketchbook**AW337**

Thursday 1:00 – 4:00 p.m. Palmer
 7 sessions: March 21 – May 9 (no class on April 18)
 Tuition: \$400.00

The Magic of Korean Papermaking**AW340**

Friday/Saturday/Sunday 10:00 a.m.–4:00 p.m. Lee
 3 sessions: April 12–14
 Tuition: \$240.00

Advanced Painting: Clinic 1**AW342-1**

Friday 9:30a.m. -12:30 p.m. Fuchs/Ruello
 1 session: Feb 22
 Tuition: \$225.00

Advanced Painting: Clinic 2**AW342-2**

Friday 9:30 a.m. – 12:30 p.m. Palmer/Masson
 1 session: April 12
 Tuition: \$225.00

Tuition for both Painting Clinics workshops: \$400.00

Digital: Basic Rhinoceros**AW231-1**

Friday 1:00–4:00 p.m. Dube
 7 sessions: Jan 25 – March 8
 Tuition: \$425.00

Digital: Basic Rhinoceros**AW231-2**

Friday 1:00–4:00 p.m. Dube
 7 sessions: March 22 – May 10 (no class on April 19)
 Tuition: \$425.00

Tuition for both Rhino workshops: \$800.00

Digital: Painting

AW328

Wednesday 1:00—4:00 p.m. Ruello
7 sessions: Jan 30 – March 20 (no class on March 13)
Tuition: \$425.00

Digital: Chine-Colle

AW338

Wednesday 1:00—4:00 p.m. Ruello
7 sessions: March 27 – May 8
Tuition: \$425.00

Tuition for both of Ruello's workshops: \$800.00

Digital: Preparations for Painting & Drawing

AW339

Tuesday 9:30 a.m.–12:30 p.m. Ponder
(no class on March 12)
7 sessions: Jan 29 – March 19
Tuition: \$425.00

Digital: Documenting Artwork and Software Connection

AW294

Tuesday 9:30 a.m.–12:30 p.m. Ponder
7 sessions: March 26 – May 7
Tuition: \$425.00

Tuition for both of Ponder's workshops: \$800.00

Starting Your Own Art Business

AW343

Tuesday 7:00 – 9:00 p.m. Wexler
3 sessions: Feb 12, 19, 26
Tuition: \$225.00

Glassell Tours the MFAH Collection

AW344

Friday 10:30 a.m.–12:30 p.m. Palmer
7 Sessions: February 22 – April 12
(no class on March 15)
Tuition: \$250.00

Sculpture: Soft Sculpture

AW345

Thursday 9:30 a.m. – 12:30 p.m. Hill
7 sessions: Jan 24 - March 8
Tuition: \$425.00