

**TO FALL 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, January 8, 11:00 a.m. – 6:00 p.m., to provide assistance. **PLEASE MAKE NOTE OF NEWLY IMPLEMENTED ADD/DROP FEE ON TUITION PAGE.**

**This packet includes:**

- Preregistration Policies and Procedures
- Calendar of Important Dates
- Studio School Tuition, Fees, and Discounts
- Spring 2018 Class Schedule

**PREREGISTRATION DATES**

- Preregistration is Monday, November 13–Monday, December 4.
- 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 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](http://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, January 8 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 2018 semester, the last day to drop a studio course and receive a refund is Thursday, January 11, 2017.

## **DELIVERY**

- Forms received or postmarked after the deadline of Monday, December 4 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](http://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. 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 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 2018 Semester**

Monday, November 13–Monday, December 4	Preregistration for current students for spring 2018 semester
Monday, January 8	Registration and faculty counseling for new and continuing students, 11:00 a.m.–6:00 p.m.
Tuesday, January 9–Wednesday, January 10	Registration and faculty counseling for new and continuing students, 11:00 a.m.–4:00 p.m.
Thursday, January 11	Last day enrolled students can change class schedules. Last day to drop studio and art history courses and receive a refund (minus \$50 processing fee)
Monday, January 15	Martin Luther King Jr. holiday, Glassell offices closed
Thursday, January 18	Spring semester begins
Monday, March 5	Scholarship portfolios due for fall 2018 semester
Monday, March 12–Sunday, March 18	Spring break
Monday, March 29–Sunday, April 1	Easter Break
Monday, April 16–Friday, May 4	Preregistration for current students for fall 2018 semester
Friday, May 4	Spring semester ends

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

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

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

<b>Tuition for Study-Abroad Program</b>	
Museums in Paris: Behind the Scenes	\$2,000

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

**ADD/DROP FEES****\$50**

After second Add/Drop Request, and each additional Add/Drop Request thereafter.

**MEMBER DISCOUNTS**

MFAH members at the Patron level or higher receive 10% off the tuition of one course or workshop per semester.

**SPRING 2018 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
N	Tuesday	6:30–9:30 p.m.	Mazzu
B	Wednesday	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.–2:30 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	1:00–4:00 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/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**

B	Monday	9:30 a.m.–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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**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-Balahutrak

**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.	Fuchs
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 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:** Advanced Studio Block course is taught by a team of Glassell Faculty and members of the Houston art community. Included in the \$2500/semester fee is a weekly critique, and use of a private studio. Nine students will have full access to their studio and access to the classroom & equipment of their choice during normal school hours. Interested students must complete an application for review by the Dean and Director, who will make the final selections for placement in the course. Interested students in the 2018-2019 period must submit a short bio and three images of their work to Patrick Palmer. Applications for the Block 2018–2019 Program are due April 1, 2018.

**Advanced 2D/3D Media: Professional Practices****SEM 4398\*\*\***

A	Tuesday	1:00 – 4:00 p.m.	Hill
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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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**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 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

**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.	Turner

**Intermediate/Advanced Watercolor\*\*\*****WAT 3380, WAT 3381, WAT 4380, WAT 4381**

B	Thursday	1:00–4:00 p.m.	Turner
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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
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**Beginning Printmaking: Silkscreening****PRI 2307, PRI 2308**

A	Monday	9:30 a.m. – 12:30 p.m.	Squier
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**Intermediate/Advanced Printmaking****PRI 3303, PRI 3304, PRI 4303, PRI 4304**

N	Tuesday	6:30–9:30 p.m.	Squier
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**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
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**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
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**Beginning /Intermediate Photography****PHO 2305, PHO 2308, PHO 3305, PHO 3308**

N	Wednesday	6:30–9:30 p.m.	Blakemore
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**Intermediate Photography****PHO 3305, PHO 3308**

B	Wednesday	1:00–4:00 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: The Photographic Book****PHO 3303**

N	Thursday	6:30–9:30 p.m.	Michels
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**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

**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
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**Beginning Sculpture II****SCU 2331**

B	Monday	9:30 a.m.–12:30 p.m.	Medina
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**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
B	Wednesday	6:30–9:30 p.m.	Medina

**Intermediate Sculpture: Woodworking****SCU 3330, SCU 3331**

A	Monday	6:30–9:30 p.m.	Renner
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**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.	Forster
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**Intermediate Ceramics: Hand-Building****CER 3346, CER 3347**

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

A	Tuesday	9:30 a.m.–12:30 p.m.	Forster
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**Intermediate Ceramics: Narrative Sculpture****CER 3350, CER 3351**

A	Friday	9:30 a.m.–12:30 p.m.	Dennard
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**Intermediate Ceramics: Multiplicity****CER 3352**

A	Wednesday	1:00–4:00 p.m.	Forster
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**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
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**Beginning/Intermediate 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
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**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
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**ART HISTORY COURSES****Art History Survey 2: Renaissance to Contemporary****ARH 307-2**

A	Thursday	10:00 a.m.–12:00 noon	Tahinci
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**Art Appreciation****ARH 321**

A	Wednesday	10:00 a.m.–12:00 noon	Tahinci
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**Museums in Paris: Behind the Scenes****ARH 323**

A	Thursday (April 19 & 26, May 3, & June 14)	Tahinci
	7:00–9:00 p.m.	

**Claude Monet (1840-1926), Quintessential Impressionist****ARH 324**

N	Wednesday	7:00–9:00 p.m.	Tahinci
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**Art History: Contemporary Sculpture****ARH 325**

A	Monday	10:00 a.m.–12:00 p.m.	Hill
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**WORKSHOPS****Ceramics: Lowdown on Lowfire****AW115-1**

Monday	6:30–9:30 p.m.	Dennard
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7 sessions: *January 22–March 5*

Tuition: \$420.00

**AW115-2**

Monday	6:30–9:30 p.m.	Dennard
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7 sessions: *March 19–April 30*

Tuition: \$420.00

*Beginning students are required to enroll in the first session.****Tuition for both Lowdown on Lowfire workshops: \$700.00*****Drawing: Pen and Ink Explorations****AW278**

Tuesday	1:00–4:00 p.m.	Manns
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7 sessions: *January 23–March 6*

Tuition: \$420.00

**Drawing Flowers and the Floral Tradition****AW287-1**

Friday	9:30 a.m.–12:30 p.m.	Manns
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7 sessions: *January 19–March 2*

Tuition: \$420.00

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

Tuesday	1:00–4:00 p.m.	Manns
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7 sessions: *March 20–May 1*

Tuition: \$420.00

***Tuition for any two of Manns' workshops: \$700.00*****Basic Rhinoceros: Bracelets****AW324**

Thursday	1:00–4:00 p.m.	Dube
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7 sessions: *January 18–March 1*

Tuition: \$420.00

**Basic Rhinoceros: Vessels****AW325**

Thursday	1:00–4:00 p.m.	Dube
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7 sessions: *March 8–May 3 (no class on March 15 & 29)*

Tuition: \$420.00

***Tuition for both Rhino workshops: \$700.00*****Digital: Photorealism with Illustrator****AW326**

Thursday	9:30 a.m.–12:30 p.m.	Ruello
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7 sessions: *January 18–March 1*

Tuition: \$420.00

**Digital: Panoramic Photography****AW327**

Thursday	9:30 a.m.–12:30 p.m.	Ruello
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7 sessions: *March 8–May 3 (no class on March 15 & 29)*

Tuition: \$420.00

**Digital: Painting****AW328**

Tuesday 6:30–9:30 p.m. Ruello  
7 sessions: January 23–March 6  
Tuition: \$420.00

**Digital: Woodblock Printing****AW329**

Wednesday 1:00–4:00 p.m. Ruello  
7 sessions: March 21–May 2  
Tuition: \$420.00

***Tuition for any two of Ruello's workshops: \$700.00***

**Digital: Exhibition Proposals & Applications****AW330**

Tuesday 9:30 a.m.–12:30 p.m. Ponder  
7 sessions: January 23–March 6  
Tuition: \$420.00

**Digital: Transferring Images to Canvas & Paper****AW331**

Tuesday 9:30 a.m.–12:30 p.m. Ponder  
7 sessions: March 20–May 1  
Tuition: \$420.00

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

**Digital: Rhino & Illustrator for Laser Cutter****AW332-1**

Monday 1:00–4:00 p.m. Hill  
7 sessions: January 22–March 5  
Tuition: \$420.00

**AW332-2**

Monday 1:00–4:00 p.m. Hill  
7 sessions: March 19–April 30  
Tuition: \$420.00

***Tuition for both of Hill's workshops: \$700.00***

**Drawing: Monumental Drawing****AW946**

Wednesday 1:00 – 4:00 p.m. Portman  
7 sessions: January 24 – March 7  
Tuition: \$420.00

**Drawing: Landscape Drawing****AW242**

Wednesday 9:30 a.m.–12:30 p.m. Portman  
7 sessions: March 21–May 2  
Tuition: \$420.00

***Tuition for both of Portman workshops: \$700.00***