

Please read the information below about the priority registration 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, please email glassell@mfa.org or call 713-639-7500 between the hours of 9:00 a.m. and 2:00 p.m. Monday-Thursday and Friday, between 9:00 a.m. until 1:00 p.m.

This packet includes:

- Priority Registration Policies and Procedures
- Studio School Tuition, Fees, and Discounts
- Covid-19 Safety Protocols
- Calendar of Important Dates
- FALL 2022 Class Schedule

PRIORITY REGISTRATION ELIGIBILITY

- Priority registration is open to continuing students only.
- To set up an appointment or answer any questions please email glassell@mfa.org or call 713-639-7500 between the hours of 9 a.m. and 2 p.m. Monday-Thursday and on Friday between 9 a.m. and 1 p.m.

REGISTRATION & ENROLLMENT FORMS

- Priority registration is open Monday, April 11 – Friday, April 29 to **continuing students only**. Continuing students include those enrolled in the fall 2021, spring 2022, or summer 2022 semesters.
- Regular registration will be open Tuesday, July 12 through Monday, August 16.
- Enrollment forms can be found at the Glassell Studio School website or in the Student Information Corner on the third floor of the building.
- Enrollment forms will be accepted via email, mail, or in-person through the drop box Monday, April 11 – Friday, April 29. Forms received between Monday, May 3 and Monday, July 11 will be processed starting Tuesday, July 12
- The Glassell School of Art is not responsible for forms lost in the mail, incorrectly addressed, or misdirected.

Preferred delivery methods

EMAIL: registration@mfa.org

IN-PERSON: Dropbox in the Student Information Corner on the third floor

MAILING ADDRESS:

Glassell School of Art
Attn: Registrar
P. O. Box 6826
Houston, Texas 7265-6826

PAYMENT POLICIES

- 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 info.

IMPORTANT NOTE: Tuition and Fees will be increasing as of July 1, 2022. Continuing students (those enrolled in the fall 2021, spring 2022, or summer 2022 semesters) may priority register for the Fall 2022 semester at the current pricing. The current prices will remain in effect until priority registration closes on Friday, April 29. After that date, all registration received will be charged at the new tuition and fees rates. We anticipate increases of 7%-12.5%, and we encourage currently enrolled students to take advantage of the opportunity to register now at the current price.

STUDIO SCHOOL TUITION, FEES & DISCOUNTS

Tuition & Fees

\$725 In-Person Studio Courses <i>Tuition & Parking: \$700 Class Fee: \$25</i>	\$800 In-Person Studio Courses <i>Tuition & Parking: \$700 Class Fee: \$100</i>	Art History Courses In- Person: 500 Online: \$380
<ul style="list-style-type: none"> • 2D Design • 3D Design • Color • Critique • Drawing • Drawing Fundamentals • Painting • Seminar • Watercolor 	<ul style="list-style-type: none"> • Ceramics • Digital Photography • Enameling • Foundry • Jewelry • Life Drawing • Photography • Printmaking/Monoprint • Sculpture 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> *** Online & In-Person Workshops are priced individually *** </div> <p>Please note: Tuition for online workshops and classes does not include a student parking pass. If students choose to come to the campus to work outside of class they will have to pay for their own parking. Tuition for in-person workshops and/or classes includes a student parking pass for the semester.</p>

Discounts

- **Full-time student discount:** Full-time students will receive a 20% discount off their total cost. (Full-time: students enrolled in 4 studio courses or 3 studio courses and 1 art history course)
- **MFAH Patron+ members** (or higher) receive a 5% discount off all course and workshop tuition *fees not included*
- **MFAH docents** receive a 20% discount off all course and workshop tuition per semester *fees not included*
- **MFAH staff** members receive a 30% discount off all course and workshop tuition per semester *fees not included*

ADDING, DROPPING, WITHDRAWING & REFUNDS

- Students can add a course at any time during the registration period. All courses are considered closed after the first class meeting. Students wishing to add into a course after the first class meeting will need written permission from the instructor, either via email or in-person.
- Students can enroll in workshops up until their start date.
- Students wishing to drop a course or workshop are required to fill out an Add/Drop form which can be found in the Student Information Corner or on our website mfah.org/glassell under Registration & Forms.
 - Students dropping a course must submit an Add/Drop form by August 15 to receive a full refund.
 - Students dropping a course between August 8 and August 15 will receive a refund minus a \$100 processing fee.
 - Students dropping a course after August 15 will not receive a refund.
 - Students dropping a course after the first class meeting will receive a W (Withdrawn) grade and no refund.
 - Students dropping a workshop must submit an Add/Drop form one (1) week prior to the start of the workshop to receive a full refund.
- 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.
- 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. For students seeking additional information, please refer to the course catalog.

COVID-19 SAFETY PROTOCOLS

In response to safety concerns regarding COVID-19, the Glassell School of Art has instituted safety and cleaning protocols to help ensure the safety of our students, faculty and staff. All students must comply with our COVID-19 safety policies as listed below. The School reserves the right to amend or update these policies and procedures as necessary throughout the semester.

- Students are asked to monitor themselves in regard to social distancing and health, and are expected to consider the health of themselves and others before entering the building. The building will be cleaned and sanitized more frequently to ensure the safety of our students and instructors.
- Face masks are not required, they are encouraged for those students who wish to wear them. By registering for a class, students are committing to follow all current and future safety measures. Students who fail to follow safety instructions may be dismissed from the school, as outlined in the discipline policy.

CALENDAR OF IMPORTANT DATES: FALL 2022

Monday, April 11	Priority registration for fall 2022 opens to current students. Forms will be accepted by mail, email & in person drop box.
Friday, April 29	Priority registration closes. Forms received between Friday, April 29 and Monday, July 11 will be processed starting Tuesday, July 12
Tuesday, July 12	Fall 2022 registration open. Forms will be accepted by mail, email & in person drop box
Monday, August 15	Last day to enroll in studio courses. Last day to drop studio & art history courses & receive a refund minus a \$100 processing fee
Monday, August 22	Fall semester begins
Monday, September 5	Labor Day holiday, <i>no classes held, Glassell offices closed</i>
Monday, Oct 10 - Tuesday, Oct 11	Fall semester break, <i>no classes held</i>
Monday, October 17	Spring 2023 scholarship portfolios due
Monday, November 14	Spring 2023 registration open
Wednesday, Nov 23 - Sunday, Nov 28	Thanksgiving break, forms received between Wednesday, November 23 & Sunday, November 27 will be processed starting Monday, November 28
Monday, December 5	Fall semester ends

ART HISTORY COURSES

Art History: Museums in Paris “Behind the Scenes”
ARH 315

ONL Wednesday 10:00 a.m. – 12:00 p.m. Tahinci

Art History: Learning from the Masters 1
ARH 332

A Wednesday 2:00 – 4:00 p.m. Tahinci

Art History Survey I: Caveman to Medieval
ARH 307

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

Art History: Women in Art
ARH 312

A Thursday 2:00 – 4:00 p.m. Tahinci

Art History: Contemporary Painting for Studio Artists
ARH 330

A Tuesday 10:00 a.m. – 12:00 p.m. Bise

2-D STUDIO COURSES

2-D Design

2DD 1303

A Monday 9:30 a.m. – 12:30 p.m. Bise
 N Monday 6:30 – 9:30 p.m. Ponder
 B Tuesday 9:30 a.m. – 12:30 p.m. Johnson
 D Wednesday 1:00 – 4:00 p.m. Bise
 E Thursday 1:00 – 4:00 p.m. Ruello

Drawing Fundamentals I

DRF 1301

E Monday 9:30 a.m. – 12:30 p.m. Ponder
 A Monday 1:00 – 4:00 p.m. Bise
 NA Monday 6:30 – 9:30 p.m. Johnson
 B Tuesday 9:30 a.m. – 12:30 p.m. Kerl
 C Wednesday 9:30 a.m. – 12:30 p.m. Cosgrove
 D Thursday 9:30 a.m. – 12:30 p.m. Johnson
 F Thursday 1:00 – 4:00 p.m. Masson

Drawing Fundamentals II

DRF 1302

C Tuesday 9:30 a.m. – 12:30 p.m. Cosgrove
 D Wednesday 9:30 a.m. – 12:30 p.m. Masson

Int/Adv Drawing Monumental Drawing I & II

DRA 3301, DRA 3302, DRA 4301 DRA 4302

A Thursday 9:30 a.m. – 12:30 p.m. Portman

Beginning Life Drawing I & II

DRL 2310, DRL 2311

C Monday 9:30 a.m. – 12:30 p.m. Gray
 A Wednesday 1:00 – 4:00 p.m. Kerl

Beg/Int/Adv Life Drawing and Painting I & II

DRL 2310, DRL 2311, DRL 3310, DRL 3311, DRL 4310, DRL 4311

NA Thursday 6:30 – 9:30 p.m. Greenwalt

Int/Adv Life Drawing and Painting I & II

DRL 3310, DRL 3311, DRL 4310, DRL 4311

A Tuesday 9:30 a.m. – 12:30 Palmer
 B Tuesday 1:00 – 4:00 p.m. Palmer

Color

CLR 2306

B Thursday 9:30 a.m. – 12:30 p.m. Ruello

Beg/Int/ Advanced Collage & Assemblage I & II

COL2350, COL2351, COL3350, COL3351, COL4350, COL4351

A Friday 9:30 a.m. – 12:30 p.m. Cosgrove

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 Portrait Painting I & II

PAI 3333

A Saturday 1:00 – 4:00 p.m. Filer

Intermediate Painting I & II

PAI 3320, PAI 3321

B Monday 9:30 a.m. – 12:30 p.m. Portman
 C Tuesday 9:30 a.m. – 12:30 p.m. Fuchs
 A Tuesday 1:00 – 4:00 p.m. Masson

Int/Adv Painting I & II

PAI 3320, PAI 3321, PAI 4320, PAI 4321

ONL Wednesday 1:00 – 4:00 p.m. Portman

Int/Adv Abstract Painting I & II

PAI 3322, PAI 3323, PAI 4322, PAI 4323

A Wednesday 1:00 – 4:00 p.m. Masson

Advanced Painting I & II ***

PAI 4320, PAI 4321

N Tuesday 6:30 – 9:30 p.m. Portman
 B Wednesday 9:30 a.m. – 12:30 p.m. Fuchs
 A Thursday 9:30 a.m. – 12:30 p.m. Bise
 C Thursday 1:00 – 4:00 p.m. Portman

Beg/Int Watercolor I & II

WAT 2380, WAT 2381, WAT 3380, WAT 3381

A Wednesday 9:30 a.m. – 12:30 p.m. Kerl

Int/Adv Watercolor I & II

WAT 3380, WAT 3381, WAT 4380, WAT 4381

B Tuesday 1:00 – 4:00 p.m. Kerl

Beg/Int/Adv Printmaking: Open StudioPRI 2303, PRI 2304, PRI 3303, PRI 3304, PRI 4303,
PRI 4304

A Wednesday 9:30 a.m. – 12:30 p.m. Johnson

Beg/Int/Adv Printmaking: Relief Printing I & II

PRI 2305, PRI 2306, PRI 3305, PRI 3306, PRI 4305, PRI 4306

A Monday 9:30 a.m. – 12:30 p.m. Johnson

Beginning Digital Photography I & II

COM 2316, COM 2317

A Wednesday 9:30 a.m. – 12:30 p.m. Ponder

N Tuesday 6:30 – 9:30 p.m. Ponder

Int/Adv Digital Photography I & II

COM 3316, COM 3317, COM 4316, COM 4317

N Wednesday 6:30 – 9:30 p.m. Castillo

Photography: Basic Camera/Darkroom Techniques

PHO 1305

A Tuesday 9:30 a.m. – 12:30 p.m. Blakemore

N Tuesday 6:30 – 9:30 p.m. Blakemore

Beginning Photography I & II

PHO 2305, PHO 2308

C Tuesday 1:00 – 4:00 p.m. Blakemore

Beg/Int Photography I & II

PHO 2305, PHO 2308, PHO 3305, PHO 3308

N Wednesday 6:30 – 9:30 p.m. Blakemore

Intermediate Photography I & II

PHO 3305, PHO 3308

B Wednesday 1:00 – 4:00 p.m. Blakemore

Intermediate Photography: Non-silver Processes

PHO 3302

A Thursday 1:00 – 4:00 p.m. Michels

Advanced Photography I & II ***

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

A Tuesday 9:30 a.m. – 12:30 p.m. Dennard

B Wednesday 1:00 – 4:00 p.m. Beckman

N Wednesday 6:30 – 9:30 p.m. Garcia

Beginning Sculpture I & II

SCU 2330, SCU 2331

N Monday 6:30 – 9:30 p.m. Hill

B Wednesday 9:30 a.m. – 12:30 p.m. Hill

Int/Adv Sculpture: Mixed Media I & II

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

Int/Adv Sculpture: Metalworking for Sculptors I & II

SCU 3350, SCU 3351, SCU 4350, SCU 4351

A Thursday 9:30 a.m. – 12:30 p.m. Garcia

Beg/Int/Adv Foundry I & IIFOU 2335, FOU 2336, FOU 3335, FOU 3336, FOU 4335,
FOU 4336

A Friday 9:30 a.m. – 12:30 p.m. Garcia

Beginning Ceramics I & II

CER 2340, CER 2341

A Thursday 9:30 a.m. – 12:30 p.m. Forster

N Thursday 6:30 – 9:30 p.m. Dennard

Beg/Int Ceramics: Hand Building I & II

CER 2346, CER 2347, CER 3346, CER 3347

N Monday 6:30 – 9:30 p.m. Dennard

Intermediate Ceramics: Hand-Building I & II

CER 3346, CER 3347

A Wednesday 9:30 a.m. – 12:30 p.m. Forster

Intermediate Ceramics: Wheel-Throwing I & II

CER 3348, CER 3349

A Tuesday 9:30 a.m. – 12:30 p.m. Forster

Intermediate Ceramics: Narrative Sculpture I & II

CER 3350, CER 3351

A Friday 9:30 a.m. – 12:30 p.m. Dennard

Int/Adv Ceramics I & II

CER 3340, CER 3341, CER 4340, CER 4341

A Monday 9:30 a.m. – 12:30 p.m. Dennard

Int/Adv Ceramics: Alternative Firing I & II

CER 3342, CER 3343, CER 4342, CER 4343

A Wednesday 1:00 – 4:00 p.m. Forster

Int Ceramics I & II

CER 3340, CER 3341

N Wednesday 6:30 – 9:30 p.m. Peterson

Advanced Ceramics I & II ***

CER 4340, CER 4341

N Tuesday 6:30 – 9:30 p.m. Forster

Beg Jewelry I & II

JWL 2360, JWL 2361

A Tuesday 9:30 a.m. – 12:30 p.m. Quinn

Int Jewelry I & II

JWL 3360, JWL 3361

A Wednesday 9:30 a.m. – 12:30 p.m. Zilker

Advanced Jewelry: Special Topics I & II**JWL 4360, JWL 4361**

N	Tuesday	6:30 - 9:30 p.m.	Falkenhagen
A	Thursday	9:30 a.m.–12:30 p.m.	Zilker

Beg/Int/Adv Jewelry: Enameling I & II**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 I & II *****ENM 4362, ENM 4363**

B	Monday	1:00 – 4:00 p.m.	Harrell
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CRITIQUE & SEMINAR COURSES**Advanced Works on Paper Critique I & II *******CRT 4396, CRT 4397**

A	Tuesday	9:30 a.m. – 12:30 p.m.	Ruello
ONL	Tuesday	9:30 a.m. – 12:30 p.m.	Ruello

Advanced Studio Critique I & II *****CRT 4394, CRT 4395**

B	Tuesday	1:00 – 4:00 p.m.	Fuchs
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Advanced Studio Block *****CRT 4400 Seminar, CRT 4401 Critique**

A	Friday	9:30 a.m. – 12:30 p.m.	August
B	Friday	1:00 – 5:00 p.m.	Fuchs

WORKSHOPS**Ceramics: Wheel Throwing Workshop Session I****AW347**

Saturday	9:30 a.m. – 12:30 p.m.	Oloshove
7 sessions	August 27 – October 8	
Tuition:	\$425	

Ceramics: Wheel Throwing Workshop Session II**AW347-2**

Saturday	9:30 a.m. – 12:30 p.m.	Oloshove
7 sessions:	October 15 – December 3	
Tuition:	\$425	No class on November 26

Are you new to the wheel? Have you struggled with throwing in the past? This workshop is a practical introduction to throwing on the pottery wheel. Students will be able to hone their form and technique through hands-on demonstrations and lectures followed by group critique. The course is focused on producing traditional functional pottery with an emphasis on creating multiples. In addition to wheel time, students will learn the importance of material control and glazing applications. This course was created to develop a strong throwing foundation with practical tips and advice to enhance the success of each student. Become comfortable to take the wheel!

Cost to enroll in both Wheel Throwing workshops: \$800

*** Instructor's Permission Required

Ceramics: Glaze Intensive**AW427**

Friday	1:00 – 4:00 p.m.	Oloshove
7 sessions	October 14 – December 2	
Tuition:	\$425	No class on November 25

Prerequisites: Beginning Ceramics or equivalent.

Workshop is intended for students at the intermediate and advanced level

Color in clay will explore the vibrant life of glaze. Students will learn about different types of glazes from celadons, atmospheric and experimental crawling surfaces. The course will use glaze books and the dry room to create fresh glazes from scratch. This is an intermediate workshop. Students will need an intermediate level of knowledge to create their own ceramic forms for the glaze testing.

Bookmaking: Methods of Folding and Binding**AW428**

Wednesday	1:00 – 4:00 p.m.	Johnson
7 sessions	October 1 – November 30	
Tuition:	\$425	No class on November 23

In this workshop, students will explore a variety of techniques in basic bookmaking. Projects will begin with folding and gluing methods and conclude with sewn volumes. Discussions will include proper use of tools, materials options, and the range of papers and their qualities. Demonstrations will also cover both softcover and hardcover formats. Whether students are looking to create their own sketchbooks or begin a series of artist's books, this workshop will provide the foundations with which to create those volumes. Open to all levels.

Digital: Drawing Basics**AW429**

Monday	1:00 – 4:00 p.m.	Hill
3 sessions	September 12, 19, 26	
Tuition:	\$180	

This workshop will give students with a desire to use digital equipment (laser cutters, vinyl cutters, CNC machines, 3D printers) a basic understanding of how to produce the drawings necessary to drive the hardware.

Digital: Hardware Basics for Artists**AW430**

Monday	1:00 – 4:00 p.m.	Hill
4 sessions	October 3, 17, 24, 31	
Tuition:	\$180	

This workshop will give artists a fundamental understanding of the operation of digital equipment such as laser cutters, vinyl cutters, CNC machines, 3D printers and how they can expand the skill sets of an artist.