

Please read the information below about the 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@mfeh.org or call 713-639-7500 between the hours of 9 a.m. and 2 p.m. Monday-Thursday and Friday between 9 a.m. until 1 p.m.

This packet includes:

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

REGISTRATION ELIGIBILITY

- Registration is open to any new or continuing students.
- New students wishing to enroll in a higher level course will need to set up a meeting with the dean for a counseling appointment for placement. Please email glassell@mfeh.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. until 1 p.m. to set up an appointment or answer any questions.

REGISTRATION & ENROLLMENT FORMS

- Registration is open Monday, March 28 – Friday, April 29 and Tuesday, May 10 – Monday, May 16. Registration will close temporarily, Friday, April 29 – Monday, May 9, as we close up the spring semester. Forms received during this time will be processed starting Tuesday, May 10.
- 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 Monday, March 28 – Monday, May 16 via email, mail, or in-person through the drop box.
- The Glassell School of Art is not responsible for forms lost in the mail, incorrectly addressed, or misdirected.

Preferred delivery methods

EMAIL: registration@mfeh.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 77265-6826

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.

STUDIO SCHOOL TUITION, FEES & DISCOUNTS

Tuition & Fees**\$725 In-Person Studio Courses**

Tuition & Parking: \$700 Class Fee: \$25

- 2D Design
- 3D Design
- Color
- Critique
- Drawing
- Drawing Fundamentals
- Painting
- Seminar
- Watercolor

\$800 In-Person Studio Courses

Tuition & Parking: \$700 Class Fee: \$100

- Ceramics
- Digital Photography
- Enameling
- Foundry
- Jewelry
- Life Drawing
- Photography
- Printmaking/Monoprint
- Sculpture

***** Online & In-Person Workshops**

are priced individually ***

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 classes does include a semester parking pass.

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 May 10 to receive a full refund.
 - Students dropping a course between May 10 and May 16 will receive a refund minus a \$100 processing fee.
 - Students dropping a course after May 16 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: SUMMER 2022

Monday, March 28	Registration for summer 2022 opens to new and continuing students.
Friday, April 29	Registration temporarily closes. Forms received between Friday, April 29 and Monday, May 9 will be processed starting Tuesday, May 10
Tuesday, May 10	Registration period reopens to new and continuing students. Last day students can drop studio courses and receive a full refund.
Monday, May 16	Last day students can drop studio courses and receive a refund <i>minus a \$100 processing fee</i> . Last day students can enroll in studio courses.
Monday, May 23	Summer semester begins
Monday, May 30	Memorial Day holiday, <i>no classes held and Glassell offices closed</i>
Monday, July 4	Independence Day holiday (observed), <i>no classes held and Glassell offices closed</i> .
Tuesday, July 26	Summer semester end

2-D STUDIO COURSES**2-D Design**

2DD 1303

May 24 – July 7

B	T/Th	9:30 a.m. – 12:30 p.m.	Johnson
NA	T/Th	6:30 – 9:30 p.m.	Ponder

Drawing Fundamentals I

DRF 1301

May 23 – July 13 *No classes on May 30 and July 4*

A	M/W	9:30 a.m. – 12:30 p.m.	Ponder
N	M/W	6:30 – 9:30 p.m.	Johnson

Drawing Fundamentals II

DRF 1302

May 24 – June 23

A	T/Th/F	9:30 a.m. – 12:30 p.m.	Bise
---	--------	------------------------	------

Color

CLR 2306

May 24 – July 7

A	T/Th	1:00 – 4:00 p.m.	Ruello
Onl	T/Th	1:00 – 4:00 p.m.	Ruello

Beginning Life Drawing I & II

DRL 2310, DRL 2311

May 23 – July 13 *No classes on May 30 and July 4*

C	M/W	9:30 a.m. – 12:30 p.m.	Barolini
---	-----	------------------------	----------

Int/Adv Figurative Mixed Media I & II Online

DRA 3320, DRA 3321, DRA 4320, DRA 4321

May 24 – July 7

Onl	T/Th	9:30 a.m. – 12:30 p.m.	Palmer
-----	------	------------------------	--------

Beginning Painting I & II

PAI 2320, PAI 2321

May 23 – July 13 *No classes on May 30 and July 4*

A	M/W	9:30 a.m. – 12:30 p.m.	Bise
---	-----	------------------------	------

Int/Adv Painting I & II: Open Studio

PAI 3320, PAI 3321, PAI 4320, PAI 4321

May 24 – July 7

B	T/Th	1:00 – 4:00 p.m.	Portman
---	------	------------------	---------

Beginning Digital Photography I & II

COM 2316, COM 2317

May 24 – July 7

A	T/Th	9:30 a.m. – 12:30 p.m.	Ponder
---	------	------------------------	--------

Photography: Basic Camera/Darkroom Techniques

PHO 1305

May 24 – July 7

N	T/Th	6:30 – 9:30 p.m.	Blakemore
---	------	------------------	-----------

Beg/Int/Adv Photography I & II: Open Studio

PHO 2305, PHO 2308, PHO 3305, PHO 3308, PHO 4305, PHO 4306

May 23 – July 13 *No classes on May 30 and July 4*

N	M/W	6:30 – 9:30 p.m.	Blakemore
---	-----	------------------	-----------

Int/Adv Photography I & II: Open Studio

PHO 3305, PHO 3308, PHO 4305, PHO 4306

May 27 – July 8

C	Friday	9:30 a.m. – 3:30 p.m.	Blakemore
---	--------	-----------------------	-----------

3-D STUDIO COURSES**3-D Design**

3DD 1304

May 24 – July 7

A	T/Th	1:00 – 4:00 p.m.	Garcia
---	------	------------------	--------

Int/Adv Sculpture Mixed Media I & II: Open Studio

SCU 3333, SCU 3334, SCU 4333, SCU 4334

May 24 – July 7

B	T/Th	9:30 a.m. – 12:30 p.m.	Hill
---	------	------------------------	------

Int/Adv Metalworking for Sculptors I & II: Open Studio

SCU 3350, SCU 3351, SCU 4350, SCU 4351

May 23 – July 13*No classes on May 30 and July 4*

A	M/W	9:30 a.m. – 12:30 p.m.	Garcia
---	-----	------------------------	--------

Beg/Int/Adv Ceramics I & II: Open Studio

CER 2341, CER 3340, CER 3341, CER 4340, CER 4341

May 25 – July 18*No classes on May 30 and July 4*

N	M/W	6:30 – 9:30 p.m.	Dennard
---	-----	------------------	---------

May 24 – July 7

B	T/Th	9:30 a.m. – 12:30 p.m.	Forster
NA	T/Th	6:30 – 9:30 p.m.	Forster

WORKSHOPS**ART HISTORY WORKSHOPS****Online Art History: The Art of Ancient Greece and Rome**

AW409

T–F	10:00 a.m.–12:00 p.m.	Tahinci
-----	-----------------------	---------

4 sessions: *May 31 – June 3*

Tuition: \$125

*No prerequisites***Online Art History: The Art of the Renaissance**

AW234

M–F	10:00 a.m.–12:00 p.m.	Tahinci
-----	-----------------------	---------

5 sessions: *June 6 – 10*

Tuition: \$150

*No prerequisites***Online Art History: Art-isms at the MFAH**

AW351

M–F	10:00 a.m.–12:00 p.m.	Tahinci
-----	-----------------------	---------

5 sessions: *June 13 – 17*

Tuition: \$150

*No prerequisites***Cost to enroll in all three (3) Art History workshops: \$380****Enrollment in all three (3) Art History workshops will be counted as an Art History course credit.**

*** Instructor's Permission Required

2D WORKSHOPS

Mixed-Media: Writing and Fine Art

AW426
T/Th 9:30 a.m. – 12:30 p.m. Bise
7 sessions: June 28 – July 19
Tuition: \$420
Prerequisites: Intermediate Painting

Mixed-Media: Figurative Painting, Drawing, & Collaging

AW308
M/T/W 9:30 a.m. – 3:30 p.m. Palmer
3 sessions: July 11 – 13
Tuition: \$360
No prerequisites or prior experience necessary

Printmaking: Photographic Screenprinting

AW418
M/W 9:30 a.m. – 12:30 p.m. Johnson
7 sessions: May 23 – June 15 No class 5/30
Tuition: \$420
No prerequisites or prior experience necessary

Printmaking: Multimedia Printmaking

AW419
M/W 9:30 a.m. – 12:30 p.m. Johnson
6 sessions: June 20 – July 11 No class 7/4
Tuition: \$360
No prerequisites or prior experience necessary

Watercolor: En Plein Air

AW421
M/W 9:30 a.m. – 12:30 p.m. Kerl
5 sessions: July 11 – July 25
Tuition: \$300
Prerequisites: Beginning Painting or watercolor experience

Photography: 7 Week Open Studio Session I

AW313
T/Th 9:30 a.m.–12:30 p.m. Blakemore
7 sessions: May 31 – June 21
Tuition: \$425.00
Prerequisites: Basic Darkroom Techniques or darkroom experience

Photography: 7 Week Open Studio Session II

AW313-2
T/Th 9:30 a.m.–12:30 p.m. Blakemore
7 sessions: June 23 – July 14
Tuition: \$425.00
Prerequisites: Basic Darkroom Techniques or darkroom experience

Cost to enroll in both (2) Photography: 7 Week Open Studio Sessions I & II: \$800.

Photography: Cyanotype Workshop

AW408
Thursday 1:00–4:00 p.m. Michels
7 sessions: May 26 – July 7
Tuition: \$420
No prerequisites or prior experience necessary. Students must have existing film negatives or a digital camera. Photoshop skills are encouraged, not required.

CERAMICS & SCULPTURE WORKSHOPS

Ceramics: Raku Firing

AW348
Thursday 1:00 – 4:00 p.m. Oloshove
7 sessions: May 26 – July 7
Tuition: \$425
Prerequisites: Beginning Ceramics or equivalent.
Workshop is intended for students at the intermediate and advanced level

Ceramics: Wheel Throwing Workshop Session I

AW347-1
Friday 9:30 a.m. – 12:30 p.m. Oloshove
7 sessions: May 27 – July 8
Tuition: \$425
No prerequisites or prior experience necessary

Ceramics: Wheel Throwing Workshop Session II

AW347-2
Saturday 9:30 a.m. – 12:30 p.m. Oloshove
7 sessions: May 28 – July 9
Tuition: \$425
No prerequisites or prior experience necessary

Cost to enroll in any two (2) Oloshove workshops: \$800

Ceramics: Special Projects

AW422
Monday 9:30 a.m. – 12:30 p.m. Dennard
7 sessions: June 6 – July 25 No class 7/4
Tuition: \$425
Prerequisites: Beginning Ceramics or equivalent

Ceramics: Enhanced Surface & Coloration

AW176
Wednesday 9:30 a.m. – 12:30 p.m. Dennard
7 sessions: May 25 – July 6
Tuition: \$425
Prerequisites: Beginning Ceramics or equivalent

Cost to enroll in both Dennard workshops: \$800

Sculpture: Patination

AW420
Monday 1:00 – 4:00 p.m. Garcia
7 sessions: May 23 – July 18 No class 5/30 or 7/4
Tuition: \$425
No prerequisites or prior experience necessary

Sculpture: Mold-Making Casting Concepts

AW410
Wednesday 1:00 – 4:00 p.m. Garcia
7 sessions: May 25 – July 6
Tuition: \$425
No prerequisites or prior experience necessary

Cost to enroll in both (2) Sculpture workshops: \$800

JEWELRY WORKSHOPS

Jewelry: 7 Week Open Studio I

AW412
 Tuesday 1:00 – 4:00 p.m. Zilker

7 sessions: May 24 – July 5

Tuition: \$425

Prerequisites: One (1) semester of jewelry or enameling or permission on the instructor

Jewelry: 7 Week Open Studio II

AW413
 Wednesday 6:30 – 9:30 p.m. Zilker

7 sessions: May 25 – July 6

Tuition: \$425

Prerequisites: One (1) semester of jewelry or enameling or permission on the instructor

Cost to enroll in both (2) Jewelry: 7 Week Open Studio Sessions I & II: \$800**Jewelry: Torus Forming**

AW423
 T–F 9:30 a.m.–12:30 p.m. Ackelmire

4 sessions: May 31 – June 3

Tuition: \$240

Prerequisites: Basic jewelry fabrication or soldering experience

Jewelry: Laser Cutting for Jewelry

AW404
 M–Th 9:30 a.m. – 12:30 p.m. Dube

4 sessions: June 6 – 9

Tuition: \$240

No prerequisites or prior experience necessary.

Jewelry: Taste of Enameling

AW401
 M–W 9:30 a.m.–3:30 p.m. Harrell

3 sessions: June 13 – 15

Tuition: \$360

Prerequisites: Basic jewelry fabrication experience

Jewelry: Soldering Intensive

AW403
 Saturday 10:00 a.m.–3:30 p.m. Falkenhagen

5 sessions: June 18 – July 23 *No class on 7/2*

Tuition: \$500

Prerequisites: Basic jewelry fabrication experience

Jewelry: Springs, Mechanisms, & Moving Parts

AW424
 Mon–Fri 9:30 a.m.–12:30 p.m. Quinn

5 sessions: June 20 – 24

Tuition: \$300

Prerequisites: Int/Adv experience in soldering, sawing, and filing

Jewelry: Portfolio Photography for Jewelry

AW425
 Wed–Fri 9:30 a.m.–12:30 p.m. Murray

3 sessions: July 6 – 8

Tuition: \$180

*No prerequisites or prior experience necessary.
 Students must have pieces to photograph.*

Students will have access to the Jewelry Studio only while currently enrolled in a workshop.