

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, counseling will be available Tuesday, January 5, 2021, from 11 a.m. – 6 p.m., and January 6, 2021, from 11 a.m. – 4 p.m. to provide assistance. Please email glassell@mfeh.org or call 713-639-7500 between the hours of 10 a.m. and 1 p.m. Monday-Thursday to set up an appointment.

This packet includes:

- Preregistration Policies and Procedures
- Covid-19 Safety Protocols
- Studio School Tuition, Fees, and Discounts
- Calendar of Important Dates
- SPRING 2021 Class Schedule

PREREGISTRATION ELIGIBILITY

- Preregistration is open to students enrolled in the 2020 school year and new students enrolling in classes that do not require prerequisites.
- Students enrolling in studio courses that require prerequisites must have had taken the prerequisites for that course at Glassell or another institution. Alternatively, students may request permission and include these permissions from the instructor of the course, or have the permission of the dean of students.
- New students wishing to enroll in a higher level course will need to set up a meeting with the dean for a counseling session on official registration days, Tuesday, January 5, 2021 and Wednesday, January 6, 2021. Please email glassell@mfeh.org or call 713-639-7500 between the hours of 10 a.m. and 1 p.m. Monday-Thursday to set up an appointment.

PREREGISTRATION

- Preregistration is open **Monday, November 16 - Friday, December 18** and **Tuesday, January 5 - Thursday, January 14**
- Forms will be made available to students via the Glassell Studio School website at mfah.org/studentforms and in the Student Information Corner. Forms may be submitted via email, mail or in-person dropbox.
- Forms will be accepted via email and mail. Students cannot submit forms for other students. Forms received or postmarked after the deadline of Thursday, January 14, 2021 will not be accepted.

Preferred delivery methods:

EMAIL: registration@mfeh.org

MAILING ADDRESS:

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

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 info. If you would like to make your payment over the phone, please include your telephone number in the provided section on the enrollment form so that administrators may call for your information. The office will be available between the hours of 10 a.m. and 1 p.m. Monday-Thursday to answer any questions and take your card information.

ADDITIONAL INFORMATION REGARDING ENROLLMENT FORMS

- For classes listed as “by permission of the instructor only” (indicated by three asterisks *** on the class schedule), the instructor’s signature, or an email of approval from said instructor must be included or attached to the form.
- Students wishing to enroll in an online course should check the box indicating “online” on the spring 2021 registration form.
- Forms must include the student’s signature in the designated box, acknowledging Studio School policies and guidelines.
- The Glassell School of Art is not responsible for forms lost in the mail, incorrectly addressed, or misdirected.

ADDING/DROPPING/WITHDRAWING

- Students wishing to add or drop a class must complete an add/drop form, available at mfah.org/glassell and email the form to registration@mfeh.org. 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 wishing to receive a refund must submit the Add/Drop Form before Thursday, January 14th. Refunds will be processed for the full amount of tuition, minus a \$100 processing fee.

REFUND POLICY

- **Requests for refunds for the spring 2021 must be received by Thursday, January 14th, 2021.**
- 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 course catalog.

COVID-19 SAFETY PROTOCOL

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.

- The number of visitors, staff, and students in the Glassell School has been limited, and students may not be given access to the studios if social distancing cannot be maintained. 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 or shields are mandatory and must be worn at all times in the building. Students are required to have their temperature scanned when entering the building. 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.

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

- **Full-Time Student Discount:** Full-time 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 level 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)

TUITION & FEES

- All studio courses meet once a week for 14 weeks, each class meeting is three (3) hours. All Art History courses meet once a week for 14 weeks, each class meeting is two (2) hours.

\$725 In-Person Studio Courses*Tuition: \$700; Class Fee: \$25*

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

\$800 In-Person Studio Courses*Tuition: \$700; Class Fee: \$100*

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

Online Studio Courses: \$600*Tuition: \$600; No class fee***In-Person Art History Courses: \$500***Tuition: \$500; No class fee***Online Art History Courses: \$380***Tuition: \$380; No class fee***STUDENTS ENROLLED IN ONLINE COURSES, PLEASE NOTE THE FOLLOWING:**

- Tuition for online courses does not include a student parking pass for the semester, if students choose to come to the campus to work in the studios outside of class they will have to pay for their own parking.
- Students enrolled in an online course are not permitted to attend the in-person course, they will be permitted to use the studios outside of class times as long as social distancing and masks are maintained.

SPRING 2021 CALENDAR OF IMPORTANT DATES

Monday, November 16 – Friday, December 18	Preregistration open to <i>continuing students</i> for spring 2021 semester. Forms will be accepted by mail, email & in person drop box.
Tuesday, January 5 – Thursday, January 14	Preregistration open to <i>continuing students</i> for spring 2021 semester. Forms will be accepted by mail, email & in person drop box.
Tuesday, January 5	Registration and faculty counseling by appointment for new and continuing students (11:00 a.m. - 6:00 p.m.)
Wednesday, January 6	Registration and faculty counseling by appointment for new and continuing students (11:00 a.m. - 4:00 p.m.)
Monday, January 11	Late registration by appointment (10:00 a.m. – 4:00 p.m.)
Thursday, January 14	<i>Last day enrollment forms for studio courses will be accepted. Last day enrolled students can change class schedules.</i>
Thursday, January 14	Last day to drop studio and art history courses and receive a refund (minus \$100 processing fee)
Monday, January 18	Martin Luther King Jr. holiday, no classes
Thursday, January 21	Spring 2021 semester begins.
Monday, March 8	Scholarship portfolios due for fall 2021 semester.
Monday, March 15 – Sunday, March 21	Spring break (Monday-Sunday) no classes
Monday, March 29 – Friday, May 7	Preregistration open to <i>continuing students</i> for summer 2021 semester. Forms will be accepted by mail, email & in person drop box.
Thursday, April 1 – Sunday, April 4	Easter break (Thursday-Sunday) no classes
Monday, April 12 – Friday, May 7	Preregistration open to <i>continuing students</i> for fall 2021 semester. Forms will be accepted by mail, email & in person drop box.
Friday, May 7	Spring semester ends. Registration for fall and summer semesters close

2-D STUDIO COURSES**2-D Design****2DD 1303**

A	Monday	9:30 a.m. – 12:30 p.m.	Bise
NA	Monday	6:30 – 9:30 p.m.	Ponder
ONLINE	<i>Instruction posted weekly on Mondays</i>		Johnson

Drawing Fundamentals I**DRF 1301**

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
F	Thursday	1:00 – 4:00 p.m.	Masson
ONLINE	<i>Instruction posted weekly on Mondays</i>		Johnson

Drawing Fundamentals II**DRF 1302**

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

Int/Adv Drawing: Ideas and Images I & II**DRA 3318, DRA 3319, DRA 4318, DRA 4319**

ONLINE	Friday	9:30 a.m. – 12:30 p.m.	Cosgrove
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Int/Adv Figurative Mixed Media I & II**DRA 3320, DRA 3321, DRA 4320, DRA 4321**

ONLINE	<i>Instruction posted weekly on Tuesdays</i>		Palmer
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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
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Beginning Life Drawing I & II**DRL 2310, DRL 2311**

C	Monday	9:30 a.m. – 12:30 p.m.	Kerl
NA	Thursday	6:30 – 9:30 p.m.	Greenwalt

Drawing & Painting the Human Head I & II**DRL 2312, DRL 2313**

A	Tuesday	9:30 a.m. – 12:30 p.m.	Palmer
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Int/Adv Life Drawing and Painting I & II**DRL 3310, DRL 3311, DRL 4310, DRL 4311**

NA	Thursday	6:30 – 9:30 p.m.	Greenwalt
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Color**CLR 2306**

B	Thursday	9:30 a.m. – 12:30 p.m.	Ruello
ONLINE	Thursday	1:00 – 4:00 p.m.	Ruello

Beg/Int/Adv Collage and Assemblage I & II**COL 2350, COL 2351, COL 3350, COL 3351, COL 4350, COL 4351**

ONLINE	Monday	9:30 a.m. – 12:30 p.m.	Cosgrove
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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
ONLINE	Monday	1:00 – 4:00 p.m.	Ruello

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**

ONLINE	Wednesday	1:00 – 4:00 p.m.	Portman
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Int/Adv Abstract Painting I & II**PAI 3322, PAI 3323, PAI 4322, PAI 4323**

A	Wednesday	1:00 – 4:00 p.m.	Masson
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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/Adv Watercolor I & II**WAT 2380, WAT 2381, WAT 3380, WAT 3381, WAT 4380, WAT 4381**

A	Wednesday	9:30 a.m. – 12:30 p.m.	Kerl
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Beg/Int/Adv Printmaking: Open Studio**PRI 2304, PRI 3303, PRI 3304, PRI 4303, PRI 4304**

A	Wednesday	9:30 a.m. – 12:30 p.m.	Johnson
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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	Tuesday	6:30 – 9:30 p.m.	Ponder
ONLINE	Monday	9:30 a.m. – 12:30 p.m.	Ponder
ONLINE	Tuesday	6:30 – 9:30 p.m.	Ponder

Int/Adv Digital Photography I & II**COM 3316, COM 3317, COM 4316, COM 4317**

A	Tuesday	9:30 a.m. – 12:30 p.m.	Ponder
ONLINE	Tuesday	9:30 a.m. – 12:30 p.m.	Ponder

Photography: Basic Camera/Darkroom Tech**PHO 1305**

N	Tuesday	6:30 – 9:30 p.m.	Blakemore
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Beg/Int Photography I & II**PHO 2305, PHO 2308, PHO 3305, PHO 3308**

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

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

*** Instructor's Permission Required

ART HISTORY COURSES

Art History: History of Contemporary and Modern Sculpture**ARH 325**

A	Monday	10:00 a.m. – 12:00 p.m.	Hill
ONLINE	Monday	10:00 a.m. – 12:00 p.m.	Hill

Art History: Learning from the Masters**ARH 332**

ONLINE	Wednesday	10:00 a.m. – 12:00 p.m.	Tahinci
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Art History: Claude Monet and His Artistic Legacy**ARH 331**

ONLINE	Wednesday	2:00 – 4:00 p.m.	Tahinci
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Art History Survey II: Renaissance to Contemporary**ARH 307-2**

ONLINE	Thursday	10:00 a.m. – 12:00 p.m.	Tahinci
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Art History: Museums in Paris: Behind the Scenes**ARH 315**

ONLINE	Thursday	2:00 – 4:00 p.m.	Tahinci
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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
ONLINE	Tuesday	9:30 a.m. – 12:30 p.m.	Ruello

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

A	Monday	1:00 – 4:00 p.m.	Hill
ONLINE	Monday	1:00 – 4:00 p.m.	Hill

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

ONLINE	Tuesday	1:00 – 4:00 p.m.	Fuchs
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Advanced Studio Block *****CRT 4400 Block Seminar**

A	Friday	9:30 a.m. – 12:30 p.m.	August
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CRT 4401 Block Critique

B	Friday	1:00 – 5:00 p.m.	Fuchs
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Please note: This focused year-long program including seminar and critique is for the advanced student with their own studio and practice. Application deadline for BLOCK XXI is April 12, 2021. Info sessions will be offered in February, visit the office to learn how to apply.

3-D STUDIO COURSES

3-D Design**3DD 1304**

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

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
ONLINE	Tuesday	9:30 a.m. – 12:30 p.m.	Hill
ONLINE	Tuesday	6:30 – 9:30 p.m.	Hill

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

N	Thursday	6:30 – 9:30 p.m.	Garcia
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
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Intermediate Ceramics: Hand-Building I & II**CER 3346, CER 3347**

A	Wednesday	9:30 a.m. – 12:30 p.m.	Forster
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Int/Adv Ceramics: Multiplicity I & II**CER 3352, CER 3353, CER 4352, CER 4353**

A	Wednesday	1:00 – 4:00 p.m.	Forster
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Intermediate Ceramics: Wheel-Throwing I & II**CER 3348, CER 3349**

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

A	Friday	9:30 a.m. – 12:30 p.m.	Dennard
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Advanced Ceramics I & II *****CER 4340, CER 4341**

N	Tuesday	6:30 – 9:30 p.m.	Forster
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Beg/Int Jewelry I & II**JWL 2360, JWL 2361, JWL 3360, JWL 3361**

A	Tuesday	9:30 a.m. – 12:30 p.m.	Zilker
N	Wednesday	6:30 – 9:30 p.m.	Zilker

Advanced Jewelry I & II**JWL 4360, JWL 4361**

A	Thursday	9:30 a.m. – 12:30 p.m.	Zilker
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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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*** Instructor's Permission Required

WORKSHOPS**Figure Drawing & Painting: Basic Fundamentals for Drawing and Painting the Head****AW 397**

Monday 6:30 - 9:30 p.m. Filer

5 sessions: March 22 - April 19

Tuition: \$320

This workshop is a basic fundamental class that will teach modeling of the human head from live models, as well as from photo references. This will be achieved through demonstrations by the instructor with a focus on observation, learning to see big and small shapes, and comparison of spaces using mapping lines and other tools. Students will work from the general to the particular, using a blocking technique and working the whole head to achieve solidity and a good likeness of the model. This is not an alla prima class. It's a slower approach to painting, but is effective nonetheless.

Contemporary Drawing: Drawing Maps, Bayous, Oceans and Textures in Nature**AW 398**

Saturday 9:30 a.m. – 12:30 p.m. Jolivet-McCloud

5 sessions: March 27 – May 1

Tuition: \$350

This 5 session workshop explores new ways of drawing nature through abstraction. Students will be asked to reacquaint themselves in the way in which they interact with and view the Texas landscape. Drawing nature through the process of abstraction and minimalism will help guide students in new approaches to drawing, including drawing as meditation.