

Dear Students,

Thank you so much for your interest in joining us again for the fall 2020 semester. Now, more than ever, we hope to provide a space for students to hone their skills as a means for creative expression and community engagement. We look forward to reuniting with the Glassell student body and continuing our commitment to nurturing artistic spirit through quality instruction.

This fall, we are offering a variety of in-studio and online courses. You will find in-studio classes listed on page one and two of your packet. Online courses can be found on page three. Art History courses will only be offered online.

The school will be following safety precautions when the campus reopens. Entry points and visitors to the building will be limited. All students will check in through the main lobby to have their temperatures taken. Classroom enrollment is limited, and everyone will be required to wear a mask. The building will be cleaned and sanitized more frequently. Finally, the administrative offices will be by-appointment-only to encourage social distancing. The school may add safety protocols as needed or as recommended. We appreciate your flexibility and cooperation in keeping our students, faculty, and staff safe.

**Please note: By registering for class, you are committing to wearing a mask at all times in the school building and to following all current or future safety measures.**

If you have additional questions, please email [glassell@mfah.org](mailto:glassell@mfah.org) or call 713-639-7500 between the hours of 10 a.m. and 1 p.m. Monday through Friday.

Thank you,

Glassell Studio School Staff

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, August 11, from 11 a.m. – 5 p.m. to provide assistance. Please email [glassell@mfeh.org](mailto:glassell@mfeh.org) or call 713-639-7500 between the hours of 10am and 1pm Mon-Fri to set up an appointment.

**THIS PACKET INCLUDES:**

- Preregistration Policies and Procedures
- Calendar of Important Dates
- Studio School Tuition, Fees, and Discounts
- Fall 2020 Class Schedule

**PREREGISTRATION DATES**

- Preregistration is **Monday, July 6- Monday, August 10. We do not offer in-person preregistration.**
- Forms will be accepted via email starting at 9:00 a.m. Any forms submitted before 9:00 a.m. on July 6 will be processed at the end of the day.

**PREREGISTRATION ELIGIBILITY**

- Preregistration is open to those students enrolled in the spring 2020 or summer 2020 semester and new students enrolling in classes that do not require prerequisites. 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 Tuesday, August 11, 2020. Please email [glassell@mfeh.org](mailto:glassell@mfeh.org) or call 713-639-7500 between the hours of 10am and 1pm Mon-Fri to set up an appointment.
- Forms will be made available to students via the Glassell Studio School website at [mfeh.org/studentforms](http://mfeh.org/studentforms).

**COMPLETION OF FORMS****• STUDIO COURSE ENROLLMENT FORMS:**

- 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.
- Students wishing to enroll in an online course must check the box provided on the spring 2020 registration form. Forms submitted without a check box selected will not be processed. Students who enroll in an online course will not be provided parking validation for the semester, and are not permitted to attend the in-person class.
- For a class listed as “by permission of the instructor only” (indicated by three asterisks \*\*\* on the class schedule), the signature of the instructor, or an email of approval from said instructor for that particular class must be included or attached to the form.
- Forms must include the student’s signature in the designated box, acknowledging Studio School policies and guidelines.

**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. 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. Administration will be available Mon-Fri, 10 a.m. through 1 p.m. to answer your questions and take your card information.
- **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 fall 2020 semester, the last day to drop a studio course and receive a refund is Monday, August 17, 2020.

**DELIVERY**

- Forms will be accepted via email and mail.
- Forms received or postmarked after the deadline of Tuesday, August 18, 2020 will not be accepted.
- Only one form per student will be accepted. Students cannot submit forms for other students.
- 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 email the form to [registration@mfeh.org](mailto:registration@mfeh.org). Completed forms with all signatures and payment can also be mailed: *Please note that the mailing address is different from the building address.*

**Preferred delivery methods:**

- **EMAIL:** registration@mfah.org
- **MAILING ADDRESS**  
**(Mail forms to this address):**  
Glassell School of Art  
P. O. Box 6826  
Houston, Texas 7265-6826

**CALENDAR OF IMPORTANT DATES: FALL 2020 SEMESTER**

Monday, July 6 – Monday, August 10	Preregistration period for the fall semester
Tuesday, August 11	Registration & counseling for new & continuing students, 10:00 a.m. – 5:00 p.m. by appointment only.
Monday, August 17	Last day enrolled students can change class schedule. Last day to drop studio & art history courses and receive a refund <i>minus \$100 processing fee</i> .
Tuesday, August 18	Late registration for new & continuing students, 10 a.m. – 4 p.m. by appointment only
Monday, August 24	Fall semester begins
Monday, September 7	Labor Day (observed), Glassell offices closed, <i>no classes held</i>
Monday, October 12 – Tuesday, October 13	Fall semester break, <i>no classes held</i>
Monday, October 19	Scholarship portfolios due for spring 2021
Monday, November 16	Preregistration open to current students for spring 2021 semester begins
Wednesday, November 25 – Sunday, November 29	Thanksgiving break, <i>no classes</i>
Monday, December 7	Fall semester ends. Spring registration closes

## ADDING/DROPPING/WITHDRAWING

- Students wishing to add or drop a class must complete an add/drop form, available at [mfah.org/glassell](http://mfah.org/glassell) and email the form to [registration@mfah.org](mailto:registration@mfah.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 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.
- 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.

## STUDIO SCHOOL TUITION, FEES, AND DISCOUNTS

### TUITION FOR STUDIO & ART HISTORY COURSES

#### Studio Courses (3 hours)

\$700 tuition; \$25 class fee      **\$725 (each)**

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

#### Studio Courses (3 hours)

\$700 tuition; \$100 class fee      **\$800 (each)**

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

#### Online Art History Courses (2 hours)

\$380 tuition; no class fee      **\$380 (each)**

#### Online Studio Courses (3 hours)

\$600 tuition; no class fee      **\$600 (each)**

**\*Please Note:** Not all of the courses offered during the fall 2020 semester will be online. Please see the course listings for online course information. Students enrolling in Online Art History courses or Online Studio Courses will not receive parking validations and are not permitted to attend any in-person classes. Online students will be permitted to use studios when classes are not in session, provided that social distancing is maintained.

## TUITION DISCOUNTS FOR FULL TIME STUDENTS

4 Studio Courses      **20% discount** off the total cost  
 3 Studio Courses, 1 Art History      **20% discount** off the total cost

## 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 a 5% discount off all course and workshop tuition per semester  
**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)

Please note that pages 1-2 of this packet are dedicated to in-person class offerings. Students can find online class offerings on page 3.

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

A	Monday	9:30 a.m. – 12:30 p.m.	Johnson
NA	Monday	6:30 – 9:30 p.m.	Ponder

**Drawing Fundamentals I****DRF 1301**

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

**Drawing Fundamentals II****DRF 1302**

D	Wednesday	9:30 a.m. – 12:30 p.m.	Masson
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**Int/Adv Drawing: Landscape Drawing I & II****DRA 3314 DRA 3315, DRA 4314 DRA 4315**

A	Friday	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

**Int/Adv Life Drawing and Painting I & II****DRL 3310, DRL 3311, DRL 4310, DRL 4311**

B	Tuesday	1:00 – 4:00 p.m.	Palmer
NA	Thursday	6:30 – 9:30 p.m.	Greenwalt

**Color****CLR 2306**

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

**Intermediate Painting I & II****PAI 3320, PAI 3321**

B	Monday	9:30 a.m. – 12:30 p.m.	Portman
N	Monday	6:30 – 9:30 p.m.	Ruello
C	Tuesday	9:30 a.m. – 12:30 p.m.	Fuchs
A	Tuesday	1:00 – 4:00 p.m.	Masson

**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

**Intermediate Digital Photography I & II****COM 3316, COM 3317**

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

**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
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**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 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 ongoing practice. Block only takes applications once a year and the next submission deadline will be Spring 2021.

\*\*\* Instructor's permission is required for enrollment

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**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.	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

**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
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**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: Alchemy to Art: Glaze Materials****CER 3356, CER 3357, CER 4356, CER 4357**

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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**Beginning Jewelry I & II****JWL 2360, JWL 2361**

A	Tuesday	9:30 a.m. – 12:30 p.m.	Zilker
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**Beg/Int Jewelry I & II****JWL 2360, JWL 2361, JWL 3360, JWL 3361**

N	Wednesday	6:30 – 9:30 p.m.	Falkenhagen
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**Intermediate Jewelry I & II****JWL 3360, JWL 3361**

A	Wednesday	9:30 a.m. – 12:30 p.m.	Zilker
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**Advanced Jewelry: Special Topics I & II \*\*\*****JWL 4360, JWL 4361**

A	Thursday	9:30 a.m.–12:30 p.m.	Falkenhagen
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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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Please note that pages 1-2 of this packet are dedicated to in-person class offerings. Students can find online class offerings on page 3.

**ART HISTORY ONLINE COURSES**

**Art History Survey I: Caveman to Medieval**

**ARH 307**

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

**Art History: Pablo Picasso and His Artistic Legacy**

**ARH 320**

N Wednesday 2:00 – 4:00 p.m. Tahinci

**Art History: Modern & Contemporary Art at the MFAH**

**ARH 310**

A Wednesday 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

**2-D ONLINE COURSES**

**2-D Design**

**2DD 1303**

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

NA Monday 6:30 – 9:30 p.m. Ponder

**Drawing Fundamentals I**

**DRF 1301**

NA Monday 6:30 – 9:30 p.m. Johnson

**Drawing Fundamentals II**

**DRF 1302**

C 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**

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

**Int/Adv Figurative Mixed Media I & II**

**DRA 3320, DRA 3321, DRA 4320, DRA 4321**

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

**Color**

**CLR 2306**

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

**Beg/Int/Adv Collage and Assemblage I & II**

**COL 2350, COL 2351, COL 3350, COL 3351, COL 4350, COL 4351**

A Monday 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

**Intermediate Painting I & II**

**PAI 3320, PAI 3321**

B Monday 9:30 a.m. – 12:30 p.m. Portman

N Monday 6:30 – 9:30 p.m. Ruello

C Tuesday 9:30 a.m. – 12:30 p.m. Fuchs

**Intermediate/Advanced Painting I & II \*\*\***

**PAI 3320, PAI 3321, PAI 4320, PAI 4321**

C Thursday 1:00 – 4:00 p.m. Portman

**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

**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

**Intermediate Digital Photography I & II**

**COM 3316, COM 3317**

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

**CRITIQUE & SEMINAR ONLINE COURSES**

**Advanced Works on Paper Critique I & II \*\*\***

**CRT 4396, CRT 4397**

A 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

**Advanced Studio Block \*\*\***

**CRT 4400 Block Seminar**

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

**CRT 4401 Block Critique**

B Friday 1:00 – 5:00 p.m. Fuchs

**3-D ONLINE COURSES**

**3-D Design**

**3DD 1304**

B Monday 1:00 – 4:00 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

**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: Narrative Sculpture I & II**

**CER 3350, CER 3351**

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

**Advanced Ceramics I & II \*\*\***

**CER 4340, CER 4341**

N Tuesday 6:30 – 9:30 p.m. Forster

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