



Classes not listed here will either have required materials in the class description, discuss needed materials during the first class, or the materials will be supplied.

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Guidelines for Students

Parking:

- Student parking is available on the Ursuline Campus(300 Augusta), Santikos Campus (1201 Navarro), or behind the YMCA offices (corner of Navarro & Augusta) after 5 PM. Parking is on a first-come basis, additional parking is available at Central Library, self-pay lots or on the street nearby.
- Use of the Santikos Building loading zone is limited to 10 minutes. Please move your vehicle immediately afterwards.
- Parking spaces for the disabled are located at both the Ursuline & Santikos Buildings.

Security:

- A security guard is on duty during evening class hours.
- Please secure all vehicles, do not leave valuables in plain sight and use caution when entering or leaving the premises.
- Students should report any suspicious activities and/or person(s) to the instructor, staff, or to security personnel.

Access to studios:

- For your safety, students have access to studio facilities only when a SSA faculty member or lab monitor is present during scheduled classes and lab periods.
- Evening students must leave the building no later than 9:45 PM.

Use of equipment during scheduled classes and labs:

- Tools and studio equipment can only be used if the student is familiar with the tool or machine, understands its operation, or has the supervision of the instructor.
- Please report any malfunction of equipment or other maintenance problems to your instructor or to SSA staff.
- The instructor's rules concerning chemical and mechanical hazards must be strictly followed.
- Students are asked to participate in work-area clean up at the end of each class and open lab time.

Behavior:

- Inappropriate behavior such as the use of profanity or sexual innuendo, dominating an instructor's time, or dominating the use of studio facilities and materials is unacceptable. Such behavior will also be grounds for dismissal from class.
- Children and unregistered visitors are only permitted in the studio during class time with the advanced, expressed permission of the class instructor and/or the department chair.
- Conversations on cellular phones should occur outside the classroom.

Food, Alcohol, Firearms & Tobacco:

- Eating utensils and food should always be kept separate from studio work areas.
- All uneaten food should be disposed of daily.
- Attending classes while intoxicated, and/or the use of drugs or alcohol on campus are forbidden.
- Firearms are forbidden inside the *Southwest School of Art* buildings and grounds.
- Smoking inside *Southwest School of Art* buildings or on the balconies is prohibited.

Attendance, Illness & Weather:

- If an instructor cannot meet a class, then: 1) a class may be postponed, with a make-up class scheduled later in the term, or 2) another qualified teacher may substitute for the instructor.
- If a class must be postponed, students will be contacted with as much advanced notice as possible.
- A make-up class will not be provided for students missing class due to personal circumstances.
- The decision to cancel all classes and programs due to weather will be based, but not limited to: the severity of the weather and advice of public emergency officials.
- If at all possible, the decision will be made by: 3:00 p.m. for evening classes and 8:00 a.m. for daytime classes. Closings will be posted on the School's website: www.swschool.org.

4050 | Abaca: The Incredible Shrinking Translucent Material

Helen Hiebert | Red Cliff, CO

Book Arts Studio | Santikos Building

Required Materials:

Needle nosed pliers/wire cutters (this can be one tool or two separate tools)

Pencil & paper/notebook for taking notes

Strings, wires etc. for embedding (in addition to what I supply)

Special Clothing/Footwear Requirements:

Papermaking is a wet process. Shoes that cover the foot must be worn to work in the studio. Wear shoes and clothes that can get wet. Aprons are available in the studio.

Optional Materials:

All supplies and equipment for making paper are included in the class. Optional materials that can be used in papermaking will be discussed.

Special Notes: Paper takes 48 hours to dry. If you cannot return to collect your paper after the class, consider bringing some old pillowcases or sheets to transport your damp paper. (This will be explained) While papermaking can be adapted to personal needs, be advised that making paper should use muscles, especially back, core and arm muscles. Again, how much is up to you, but you might get to enjoy a workout.

4122 | Impressions of the World: Paper and Print as Object

Jay Fox | Penland, NC

Book Arts Studio | Santikos Building

Required Materials:

Pencil or pen and notebook

Heavy duty, chemical resistant rubber gloves - can be purchased at hardware store

Students will need to buy their own paper to print on. (Newsprint for proofing is provided.) The type of paper will depend on individual intentions, therefore paper will be discussed in class. Paper can be purchased locally or online. Sources will be provided.

Special Clothing/Footwear Requirements: Letterpress uses heavy equipment and solvents, thus closed toed shoes are required. The studio has a Vandercook Universal III with is a motorized press, thus long hair must be tied back and necklaces or dangling jewelry removed.

Recommended Materials:

Comfortable apron (we have aprons to share in the studio)

Students may wish to purchase a respirator with filters for volatile organic chemicals (mineral spirits) such as this one https://www.amazon.com/3M-R-7512ES-Professional-Half-Mask-Respirator/dp/B000XBFJP2/ref=sr_1_1?s=hi&ie=UTF8&qid=1467234740&sr=8-1&keywords=VOC+respirator. These are also sold at local hardware stores.

Special Notes: Students have the choice to work with hand-set metal & wood type (traditional) for which a *refundable deposit* of \$100 is required. Type drawers are 32" wide and range from 3# -10# in weight, carts are available if needed. Alternately, students can make polymer plates, which can be purchased through the school. For optimal flexibility, knowledge of Illustrator or InDesign is useful when using polymer plates, though negatives can be made by hand.