



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.

Table of Contents

Guidelines for Students	2
4002 Introduction to Papermaking.....	3
4015 Hand Papermaking.....	4
4071 Recycled Plantable Papermaking.....	5

Guidelines for Students

Parking:

- Parking Permits will be issued on the first day of class; please place the permit on your vehicle dash while on campus.
- Parking Passes are not intended for non-school business parking.
- Parking is on a first-come basis, and is available in the main lot on Augusta; the Parking Annex at Richmond Rd; a limited number are available in the Santikos Building lot. In additional parking is available at the Central Library, self-pay lots or on the street nearby.
- Loading zones are limited to 10 minutes.
- Accessible parking spaces are located in both the main lot and at the Santikos lot.

Access to studios:

Santikos & Ceramic: Mon–Fri till 10pm, Sat–Sun till 5pm | Negley & Maxham: Mon–Th till 10pm, Fri–Sat till 2pm

- For your safety, students have access to studio facilities during scheduled classes and open studio periods. Some studios allow access only when a SSA faculty member or lab monitor is present.
- Students should be prepared to leave the studios at closing time; please stop and clean up 15 minutes prior to closing.

Security:

- A security guard is on duty in during 24 hours, 7 days a week.
- Please secure all vehicles and leave no valuables behind; use caution when entering or leaving the premises.
- Do not leave any valuable personal items unattended in the studios. The SSA is not responsible for any lost, stolen or damaged personal property.
- Report any suspicious activities and/or person(s) to the instructor, staff or to security personnel.
- Campus Security can be reached at 210.332.7121 or use a call button (Santikos Building only).

Safety and use of equipment during scheduled classes and labs:

- Students should wear appropriate attire in the studios, in some cases long sleeves, long pants. Closed toed shoes are recommended.
- Tools and studio equipment can only be used if the student is familiar and understands their 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.
- Materials are to be disposed of immediately after use and in the proper labeled containers.

Food, Alcohol, Firearms & Tobacco:

- SSA discourages consumption of food in the studios or classrooms; please keep food separate from work areas.
- Attending classes while intoxicated, and/or the use of drugs or alcohol on campus are forbidden.
- Firearms are forbidden on the grounds and inside the SSA buildings.
- Smoking is prohibited inside SSA buildings, on the balconies, or 25 feet from a building entrance.

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 may be considered grounds for dismissal from class.
- Children or visitors (non-registered students) 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 studios or classrooms.

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 who miss 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: 3:00pm for evening classes and 8:00am for daytime classes and will be posted on the School's website: www.swschool.org.

4002 | Introduction to Papermaking

Eléonore Lee

Picante Paper Studio | Santikos Building

Special Clothing/Footwear Requirements:

Papermaking is a wet process. Shoes that cover the foot must be worn to work in the studio. Wear shoes 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. A note/sketchbook is always good if you like to take notes.

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.

4015 | Hand Papermaking

Eléonore Lee

Picante Paper Studio | Santikos Building

Required Materials:

Students will be expected to purchase all pulp. Pulp may be purchased through the studio.

Special Clothing/Footwear Requirements:

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

Optional Materials:

A note/sketchbook is highly recommended. 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.

4071 | Recycled Plantable Papermaking

Brennan Bowman
Picante Paper Studio | Santikos Building

Required Materials:

A note/sketchbook

Optional Materials:

Students may bring old fabric/clothes from home to make into pulp. Please note that fiber must be 100% plant fibers. No synthetic or wool blends.

Students may wish to bring a cookie cutter to use as a stencil, if this is a shape you would like to see made into paper.

Special Clothing/Footwear Requirements:

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

Optional Materials:

Most 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.