

Class Procedures for students and studio general policies

Welcome to the Willamette Art Center. We are a 501 C-3 non-profit community art center, open to all who wish to expand their create self. In order to keep things running smoothly and operate within own means the following information guide has been written to help you work in our center. There are monitors and staff available to answer questions, as well as your class instructor.

Guidelines for adult classes:

- Adult classes generally run from 6:30 to 9 pm evenings or 10 am to 12:30 daytime.
- Classes are 8 weeks with a 9th week given as a grace period to glaze any work not finished during class. No new work should be started after week seven.
- Open studio is included in your class and work pertaining to class may be checked on or worked on during any open hours.
- Please, remember that registration in one class does not allow you to sit in on other classes. All work must be completed in the studio, with the only exception being if a piece is taken home to complete details, or to “babysit” while drying.
- 7 cubic feet of work or about the middle kiln per person per term is allowed (see instructor for details). Outside work is allowed although additional fees may apply.
- Please, know your clay; a \$40 fee will be charged for a high fire shelf being damaged by low fire melt down.

Clean up Procedures (instructors should review procedures at start of new session):

- Students are responsible for cleaning all of their work areas. Clean off clay on and around wheel; sponge off all hand building areas used, return all tools, etc.
- Monitors are available if you have questions.

Lockers:

- Lockers are for studio artists and students registered for a class.
- Please, put you name and term on the outside, and tape name and phone number inside.
- Students not continuing are asked to remove clay and tools by the 9th week of class.
- Materials abandoned 30 days beyond that will become the property of the WAC.

Class work:

- Please, place hand built work near the hand building area; wheel thrown work in the wheel throwing area.
- Short items on short shelves and tall items on tall shelves.

- Cover work and mark with colored tags assigned from your class.
- When ready to fire, place signed work on green ware cart.
- Fired work will be found on a bisque ware cart or shelf near the glaze area.
- Remember, items are fired in the order they dry, and the size that fit in the kiln load; and not by date it is placed on the cart. Please claim and glaze your work promptly. Work abandoned 30 days after a term's 9th week will be recycled.

Glazing:

- Please, glaze your work promptly and place it on the correct shelf for firing.
- Instructors should review glaze options and assist students; monitors are available for questions.
- High work should be placed on the high fire cart; middle range on the shelf by the slab roller and low fire on the shelf in the bisque kiln room.
- Please, clean all glaze off the bottom on the pot. High fire pots cannot be stilted and need a clean surface to touch the kiln. Ask Nikki or Karin if you have questions on firing or locating finished work.
- Please, take your work home after it is completed. Work abandoned 30 days after term ends will be removed.

We hope that you will enjoy your class and continue on as a member of our studio. If you have further questions please do not hesitate to ask Nikki or Karin for more assistance.