

CLASS PROCEDURES FOR STUDENTS AND STUDIO GENERAL POLICIES



Welcome to the Willamette Art Center. The following information guide has been written to help you work successfully in our center. Do not hesitate to ask Nikki, a monitor, or an instructor if you have questions or for more assistance. We hope you enjoy!

Guidelines for Adult Classes

- Adult classes *generally* run from 10 AM to 12:30 pm and 6:00 to 8:30 pm.
- 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 7.
- Open studio is included in your class. Please remember that registration in one class does not allow you to sit in on other classes. You may work in the wheel or hand building areas if there is no class in that area.
- Review the WAC Firing Policy. You will receive your tickets at the first class. (See studio poster or online).
- Please, know your clay; a \$125 fee will be charged for a high fire shelf being damaged by melt down of low fire clay in the gas kiln.

Clean-Up Procedures:

- Students are responsible for cleaning all of their work areas. Clean off clay on and around wheel including the floor area and front bench; sponge off all hand building areas used, clean around glaze area and sinks, return all tools, etc.

Lockers:

- Lockers are for studio artists, students, and Open Studio Pass holders (“OSP”).
- Please tape a sticky note with your name and the term on the outside of your locker. (Ask for sticky notes at the desk.)
- Students not continuing are 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:

- Short items go on short shelves and tall items on tall shelves.
- Cover work and mark with post-it note with your name on it.
- When ready to bisque fire, place **signed** pots on the greenware cart. Place signed tickets under or in the pot.
- Bisqued work is found on a bisque ware cart or shelf near the glaze area.
- Remember, items are fired in the order in which they dry and the size that fits in the kiln load, not by the date they are 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.
- Sign the back of your ticket(s); be sure to put a ticket(s) in or under your pot to bisque and glaze fire.
- Instructors should review glaze options/procedures and assist students; monitors are available for questions.
- High fire pots are placed on the high fire cart near the microwave; mid-range on the shelf by the slab roller and low fire glazeware goes back on the greenware cart.
- Students are not allowed in the kiln room.
- Please clean all glaze off the bottom of the pot. High fire pots cannot be stilted and need a clean surface to touch the kiln shelf.
- Single Raku pieces should be given to the monitor and will be fired by a trained monitor or staff. No student may fire Raku alone. Include a firing ticket(s).