

Alberta
University
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Continuing Education and Professional Development

2025/2026 Course Calendar As of August 13, 2025

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Register for all of our courses online at: auarts.ca/continuing-education



Adult Personal Interest

Personal Interest courses are taught by professional artists in the same well-equipped facilities that support our degree students. Whether you're new to art, craft or design or have been practicing for years, these courses will help you unleash your inner creative.

Weeknight courses run once a week for eight-weeks across Fall, Winter and Spring semesters.

Continuing Education

and Professional Development

Ceramics

Learn hand building and wheel throwing techniques to create functional and sculptural pottery.

Ceramics Basics

\$565 + GST

24 Hours

Terms: Fall

Explore the fundamentals of ceramics through both wheel throwing and hand building techniques. Perfect for novices and experienced students alike looking to strengthen your skills. Learn to shape clay using a potter's wheel as well as hand-forming methods, gaining confidence working with your hands through a series of projects. You will also go over glazing and kiln firing, as you complete the full process of creating finished ceramic pieces

Ceramics Intermediate

\$565 + GST

24 Hours

Terms: Winter

Continue developing your ceramic practice and refine your skills in both wheel throwing and hand building. Designed for students who have completed previous ceramics experiences and are ready to take on more complex forms and personal projects. With a focus on improving technique, exploring surface treatments, and experimenting with form and function, you will be encouraged to push your creative boundaries. Glazing and firing processes will be revisited in greater depth, with attention to craftsmanship and finish.

Ceramics: Soda Fire

\$565 + GST

24 Hours

Terms: Spring

New Course! Description coming soon...

Ceramics: Wheelthrowing

\$565 + GST

24 Hours

Terms: Spring

Learn foundational skills of wheel throwing through hands-on instruction and guided practice. Whether you are a beginner and returning student, you will build confidence and increase your comfort level at the wheel as you create one-of-a-kind ceramic pieces through a series of simple, structured assignments. You will also learn the full process of finishing your work—glazing and firing your pieces to bring them to life in their final form.



Design

Transform ideas into visual concepts using colour, text and images.

Children's Book Illustration

24 Hours \$385 + GST

Terms: Winter

Learn how to professionally illustrate a children's book, from character development, beginning thumbnail storyboards, to final illustrations. This course will not teach you how to draw but will show you how to take the drawing skills you have and apply them to children's book illustration. In addition to learning the process and creating your own illustrations, you will also learn about marketing your work and portfolio preparation.

*Art experience recommended. Not a beginner course.

Design Patterns Digitally

\$385 + GST

24 Hours

Terms: Spring

New course! Description coming soon....

Colour Fundamentals

\$385 + GST

24 Hours

Terms: Winter

Colour is a powerful tool of communication. Explore the fundamentals of color theory and how it shapes meaning in art and design practices. Through a series of hands-on projects, you will learn to make deliberate colour choices that enhance your message, evoke emotion, and strengthen the impact of your work. Gain deeper understanding of how to use colour strategically and creatively across disciplines.

Digital Illustration

\$385 + GST

24 Hours

Terms: Fall

Take your illustration skills to the next level and learn how to work in a digital environment. Using your own laptop or tablet and stylus, you will be led through projects that will help you develop a personal style and increase your creativity as you learn useful techniques along the way, whether you are interested in illustrations geared for editorial or book illustrations. Your instructor will give you lots of time to work, tips on your chosen program and valuable feedback throughout.

Comic Book Basics

\$385 + GST

24 Hours

Terms: Fall | Spring

Create unique comic characters through a series of thumbnail sketches that you develop into final drawings for a comic book or graphic novel. Develop a personal style that becomes identifiable with you as you hone your drawing and communication skills. Use a variety of media including pen and ink, marker, pencil, and waterbased colour to complete your comics.

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TERM DATES WINTER | JANUARY - MARCH SUMMER | JULY - SEPTEMBER

Design

Transform ideas into visual concepts using colour, text and images.

Graphic Design: Branding

\$385 + GST 24 Hours

Terms: Winter

Learn the elements of branding, whether for a person, a product, or a company, and how to create something so it's easily recognizable by consumers. You will discuss what a brand can accomplish and identify the best questions to ask to help define a brand identity and determine brand objectives. Look at good and bad examples as you begin a brand strategy for yourself.

*This course emphasizes hand skills; work is not done on a computer.

Graphic Design Fundamentals

\$385 + GST 24 Hours

Terms: Fall

Gain an understanding of visual communication design and the role of a graphic designer. Focus on building strong problem-solving and idea-generation skills through sketching, drawing, and hands-on exploration. You will learn how to apply the elements and principles of design with intention, as you take on creative projects that challenge you to communicate clearly, think critically, and design with purpose.

*This course emphasizes hand skills; work is not done on a computer.

Illustration

\$385 + GST 24 Hours

Terms: Winter

Strengthen your visual communication skills while exploring the many markets where illustration plays a key role—from publishing and advertising to editorial and entertainment. Learn how to take an idea and develop it visually through sketches, iterations, and thoughtful refinement, leading to a final, polished illustration. Weekly projects and real-world examples will support your learning as you build a deeper understanding of concept development, visual storytelling, and industry expectations.

Typography

\$370 + GST

24 Hours

Terms: Winter

Typography is the art of arranging letter forms into words and sentences and is an important element of design communication. Learn the principles of typography and typeface design and gain an understanding of how to improve your viewer's experience. Work with known typefaces and create your own.

Zines Basics & Beyond

\$385 + GST

24 Hours

Terms: Winter | Spring

New Course! Description coming soon....





Digital Media Arts

Create visual art and media through a variety of digital technologies

Intro to Adobe Creative Suite

\$385 + GST

24 Hours

Terms: Fall | Spring

Learn the basics of the Adobe Creative Cloud suite of applications including Photoshop, Illustrator and InDesign, and go beyond simply studying the software, to integrating good design. Work through a series of projects where you focus on how to properly capture, transfer, manipulate, and output images in a clear, concise manner while you apply your knowledge of design fundamentals for clean visual communication. As you work through the projects, you will figure out a digital workflow that makes sense for you and become more comfortable working in multiple programs at once.

*Understanding of design fundamentals is recommended. Not a beginner course.

Digital Illustration

\$385 + GST

24 Hours

Terms: Fall

Take your illustration skills to the next level and learn how to work in a digital environment. Using your own laptop or tablet and stylus, you will be led through projects that will help you develop a personal style and increase your creativity as you learn useful techniques along the way, whether you are interested in illustrations geared for editorial or book illustrations. Your instructor will give you lots of time to work, tips on your chosen program and valuable feedback throughout.



Drawing

Create artwork with traditional drawing materials such as graphite, charcoal & conté.

Botanical Drawing

\$385 + GST 24 Hours

Terms: Fall | Spring

Drawing plants and fruit from life requires close observation and strong hand-eye coordination. Learn how to refine your perceptual skills through a series of focused, studio-based assignments. You will also be introduced to colour theory and learn how to use pencil crayons effectively to achieve rich, vibrant results. Class discussions and critiques will support your development and help you grow as a confident, detail-oriented observer and artist.

Classical Drawing Techniques

\$385 + GST 24 Hours

Terms: Winter

Learn to draw with the precision and observation techniques used by Renaissance artists, and train your eye to capture what you truly see rather than what your mind assumes. Emphasis is on visual analysis, helping you develop step-by-step methods to achieve greater accuracy in proportions, mass, and value. Through focused practice, you'll deepen your ability to translate your observations into lifelike, representational drawings.

Drawing Fundamentals

\$385 + GST 24 Hours

Terms: Fall | Winter | Spring

Build confidence and core drawing skills through a series of projects designed to sharpen your observation and strengthen your hand-eye coordination. You will focus on the essential elements of drawing—line, shape, value, and composition—and be introduced to a range of media and techniques. Through in class projects you will develop your perceptual abilities, gain a deeper understanding of how to see, interpret, and express the world around you through drawing.

Drawing Intermediate

\$385 + GST 24 Hours

Terms: Winter | Spring | Fall

Expand on the skills you already have through a series of projects designed to enhance your handeye coordination, deepen your understanding of perspective, and refine your mark-making techniques. Explore a variety of drawing media as you begin to shape a personal artistic voice. Look at historical and contemporary works to inspire and inform your process. Group discussions and class critiques will support your growth, helping to build confidence, critical thinking, and creative awareness.

*Drawing Fundamentals or previous drawing experience recommended.

Drawing with Colour

\$385 + GST 24 Hours

Terms: Spring

New course! Description coming soon...

Figure Drawing

\$425 + GST 24 Hours

Terms: Fall | Winter | Spring

The human figure offers endless inspiration for artists at every level. Work from live models using a range of media to build hands-on studio experience. Develop your skills in gesture drawing, analytical study of form, and creating depth through light and shadow. Focus on mastering perspective, proportion, and diverse drawing techniques to bring the figure to life with accuracy and expression.



Drawing

Create artwork with traditional drawing materials such as graphite, charcoal & conté.

Landscape Drawing

\$385 + GST

24 Hours

Terms: Fall | Spring

Gain confidence in drawing landscapes through direct observation and on-location sketches. Landscapes can be complex, learn how to simplify your compositions, focus on key elements, and create depth using atmospheric perspective. Explore a variety of drawing media as you capture the textures and forms of grass, trees, rocks, foliage, and skies, developing a versatile approach to representing the natural world.

Observational Drawing

\$385 + GST

24 Hours

Terms: Fall

Strengthen your drawing skills by working from life and learning to truly observe what's in front of you. Emphasis is on careful looking and thoughtful interpretation as you develop an understanding of spatial relationships, angles, light and shadow, texture, and tone. You will also explore how to simplify complex subjects, focusing on what's essential to capture the character and presence of your subject with clarity and confidence.

"I attended the Drawing Fundamental class and really learned a lot of skills in 8 weeks! Anyone who is interested in arts but afraid to start, this is the place to be!"

- Ami W., August 2024

Perspective Drawing

\$385 + GST

24 Hours

Terms: Winter

Gain a solid foundation in linear perspective as you learn to draw convincing environments and objects using one-point, two-point, and multi-point perspective. Through a combination of observational drawing and imaginative exercises, you'll develop the skills to render interior spaces and three-dimensional forms with accuracy and confidence. Whether you're an artist, designer, or illustrator, mastering perspective is an essential tool for effectively communicating depth and spatial ideas on paper.

Portrait Drawing

\$385 + GST

24 Hours

Terms: Fall | Spring

Improve your skills in capturing the unique likeness of a face by mastering facial proportions and accurate measurement techniques. Through paired exercises, self-portraits using mirrors, and working from photographs, you'll experiment with various drawing media and techniques to bring your portraits to life.

*Previous drawing experience recommended.

Portfolio Prep

\$385 + GST

24 Hours

Terms: Fall

Focus on building a strong set of drawings to include in your portfolio for submission to AUArts or any other visual arts institution. Your instructor will guide you through a series of drawings including still life, landscape, the human figure, self-portraiture, and collage – all aimed at increasing your observational drawing skills and creative output. In addition to weekly critiques of your work, you will also discuss how to select work to include in your portfolio, work on a written statement, and learn how to effectively document and upload your work as part of the online application to AUArts.

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Fibre Arts

Make wearable art using natural or synthetic fibre, materials and dyes

Needlework & Textile Embellishment

\$390 + GST 24 Hours

Terms: Spring

New course! Description coming soon....

Silkscreening on Fabric

\$440 + GST 24 Hours

Terms: Fall | Winter | Spring

Explore the process of screen printing your own designs on fabric. You will design and print your own images on yardage, clothing, or accessories using hand-cut stencils and pigment-based inks. Learn how to cut custom stencils, mix your own colors, and layer multiple prints to create vibrant, one-of-a-kind pieces. Printing will be done using water-based inks on natural fibers, giving you a solid foundation in sustainable and creative textile design.

Sewing Basics

\$390 + GST

24 Hours

Terms: Fall | Winter | Spring

Does your sewing machine intimidate you? Do you have sewing projects where you just don't know where start? Learn all the sewing basics you need to get started...no experience required! Get (re)introduced to basic hand sewing techniques, learn how to properly operate a sewing machine, choose fabrics, read a basic pattern, and master basic construction methods. You will also review how to layout a pattern, pin, cut, and mark.

Upcycle your Clothes

\$390 + GST

24 Hours

Terms: Fall | Winter | Spring

Re-consider your clothing's role in your life and redefine its value through care and attention. Through different upcycling techniques, explore the boundaries of your garments and create one-of-a-kind pieces, unique and meaningful to you. Bring in your shirts, jackets, pants, and skirts and add new life to them by deconstructing, re-constructing, and embellishing. You will learn some simple design tips and tricks from your instructor to make your clothes unique and stylish...and fit better.





Glassblowing

Blow hot glass into beautiful objects and forms

Glassblowing & Coldworking Basics

\$625 + GST

24 Hours \$625 + GST

24 Hours

Terms: Fall | Winter | Spring

Learn the basic processes of hot glasswork, in a fully equipped, professional hot shop studio. Focus on solid and simple blown forms in a small class setting giving you plenty of work time and access to your instructor for assistance and coaching. The last class meeting will provide cold working time to complete your pieces.

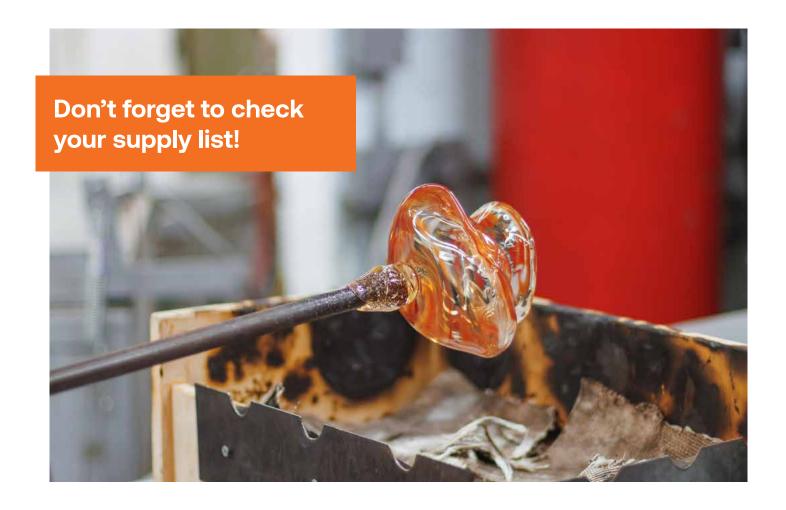
*ONLY natural fibre clothing (cotton), long pants and closed-toe shoes are allowed in the hot shop.

Terms: Fall | Winter | Spring

Glassblowing Beyond Basics

Expand your knowledge of hot glasswork as you develop your skills further in a small class setting with lots of individualized instruction. Challenge yourself and try creating different forms and working with colour. The last class meeting will provide cold working time to complete your pieces.

*Glassblowing Basics or previous glassblowing experience required.



Jewellery and Metals

Design and fabricate jewellery & unique metalsmithing creations.

Jewellery Fundaments: Cold Connections

\$565 + GST 24 Hours

Terms: Fall | Winter | Spring

It's amazing how flat sheets of metal can be transformed into unique, handcrafted jewellery. Learn essential metalworking techniques—including sawing, piercing, filing, shaping, stamping, surface texturing, and finishing—using simple hand tools in a fully equipped jewellery studio. With plenty of supported studio time and hands-on instruction, you will gain confidence in the fundamentals of metal fabrication and begin developing your own creative approach to jewellery design.

Jewellery Fundaments: Soldering Skills

\$565 + GST 24 Hours

Terms: Fall | Winter | Spring

Soldering is a foundational skill that expands your creative possibilities in metalwork. Focus is on learning the technical aspects of essential methods for joining metal components, including butt joints, sweat joints, and the use of resists and heat sinks. You will also learn how to choose and apply different types of solder effectively. You will receive guided instruction and hands-on practice, as you build confidence and precision in your soldering skills—an essential step in advancing your jewellery-making abilities.

Jewellery: Ring Basics

\$565 + GST

24 Hours

Terms: Winter | Spring

Take your jewellery-making skills further with this hands-on introduction to ring making. You will learn essential techniques of ring making which include measuring, piercing, texturing, filing, soldering, shaping, and finishing. Begin by creating a wrap-over or open-backed ring, then progress to designing and fabricating a fully soldered ring. With guidance from your instructor, you'll develop original designs and leave the course with two or more completed rings—and a solid foundation in small-scale metalwork.



Painting

Learn techniques of painting in either acrylic, watercolour or oils.

Acrylic Painting Basics

\$385 + GST 24 Hours

Terms: Fall | Winter

Acrylic paints are so versatile and perfect for those who are interested in building a strong foundation in painting. Learn the essentials of color theory, paint mixing, brushwork, and composition through a series of guided projects, focusing on still life and landscape subjects. Through consistent practice you will develop your technical skills and gain confidence in your creative abilities, whether you're new to painting or returning to it.

Oil Painting Basics

\$385 + GST 24 Hours

Terms: Fall | Winter

Experience the rich, tactile qualities of oil paint while building a strong foundation in this timeless medium. Explore colour theory, paint mixing, application techniques, and composition through a series of guided projects. With a focus on still life and landscape subjects, you'll gradually develop your skills and confidence, learning how to work with oils in a thoughtful and expressive way.

Watercolour Painting Basics

\$385 + GST 24 Hours

Terms: Fall | Winter

Watercolour can be a challenging medium, especially if you are new to painting—but understanding some basic watercolour handling and techniques, it becomes both manageable and rewarding. Learn essential watercolour skills, including how to stretch paper, control your brush, and work with both wet-on-wet and drybrush methods. Pick up practical tips and tricks as you build confidence through a series of guided projects designed to help you develop control, creativity, and success with the medium.

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Acrylic Painting II

\$385 + GST

24 Hours

Terms: Spring

Deepen your skills in acrylic painting and explore subject matter of your own choosing. You will receive individualized guidance as you refine your technique, strengthen your compositions, and expand your understanding of core painting principles. With an emphasis on personal expression, your instructor will support you in developing a unique visual style and more confident artistic voice.

*Acrylic Painting Basics required.

Oil Painting II

\$385 + GST

24 Hours

Terms: Spring

Deepen your understanding of oil painting technique and visual language while focusing on subject matter that truly inspires you. Explore more advanced approaches to composition, color, and brushwork, while continuing to build your knowledge of art principles and design. Individualized instructor support will help guide you as you develop a personal style and artistic voice. Weekly critiques will encourage constructive feedback, critical thinking, and ongoing growth in a supportive studio environment.

*Oil Painting Basics required.

Watercolour Painting II

\$385 + GST

24 Hours

Terms: Spring

Get introduced to advanced watercolour techniques and creative approaches to help refine your personal style and create more complex, expressive artworks. Explore a variety of methods including glazing, layering, texture creation, and wet-on-wet techniques. Spend some time experimenting with floral subjects and incorporating gouache to add versatility and depth to your paintings. Through guided practice and exploration, you'll develop greater control and confidence with this dynamic medium.

*Watercolour Painting Basics required.

TERM DATES
WINTER | JANUARY - MARCH
SUMMER | JULY - SEPTEMBER

SPRING | APRIL - JUNE FALL | OCTOBER - DECEMBER

Painting

Learn techniques of painting in either acrylic, watercolour or oils.

Architectural Painting

\$385 + GST 24 Hours

Terms: Winter

Whether you are interested in painting skyscrapers, charming county houses or abandoned buildings learn how to capture the character and essence of a structure through light, shadow, and texture while you focus on painting architectural details through the use of proper perspective, proportion, and composition. You will work from photographs and other source materials you provide.

Figure Painting

\$425 + GST 24 Hours

Terms: Winter

The human figure has long been a rich source of inspiration for artists across all disciplines and skill levels. Focus will be on painting from a live, nude model, and some photographs each week, honing your ability to capture accurate proportions while exploring tone, color, form, and spatial relationships. Drawing on examples from art history, you'll also learn how to infuse your work with expression and emotion, deepening the impact of your figure paintings. Both oil or acrylic paints are supported, and individual technical guidance will be provided for both mediums.

*Previous experience with acrylic or oil painting recommended.

Hard Edge Painting

Terms: Fall | Winter

\$385 + GST

24 Hours

Discover the bold, clean beauty of hard-edge painting. Learn to achieve crisp lines using tape masking, create flat color fields with depth through calculated layering, and design strong geometric compositions that are striking and exciting. Working with acrylics, and

and design strong geometric compositions that are striking and exciting. Working with acrylics, and experiment with contrast, symmetry, and spatial tension, through an exploration of color theory, compositional balance, and the art of building clean, deliberate shapes.

*Previous painting experience recommended.

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Landscape Painting

\$385 + GST

24 Hours

Terms: Fall | Spring

Landscape painting can have artistic and technical challenges for painters, but through an analytical understanding of perspective and composition and an exploration of colour and tonal relationships, you can master how to shape the mood and depth of your work. Through hands-on exercises, demonstrations, and guided projects, you will also learn effective techniques for controlling your chosen media—whether acrylic, oil, or watercolor—to capture texture, light, and the dynamic qualities of the natural world to create compelling landscapes that reflect both observation and personal expression.

"I had such a blast in my Painting class. This was my second Continuing Education class through AUArts."

Portrait Painting

\$400 + GST

24 Hours

Terms: will resume Winter 2026

Discover the art of capturing personality, emotion, and likeness through paint. This course guides students through the fundamentals of portrait painting—from structure and proportion to color mixing and expressive brushwork. You will pair up for some exercises, paint self-portraits using mirrors, and work from photographs as you learn techniques to depict the human face with accuracy, depth, and vitality. Emphasis will be placed on understanding facial anatomy, mastering skin tones, and developing your own artistic voice in portraiture. Choose to work in acrylic or oil paints, both will be supported by the instructor. * Acrylic Painting Basics or Oil Painting Basics required.

IMPORTANT NOTE:
ALL CLASSES ARE SUBJECT TO CHANGE BASED
ON COURSE DEMAND AND INSTRUCTOR AVAILABILITY.

Photography

Capture and create lasting images using your camera.

Black and White Darkroom Photography

\$410 + GST

24 Hours

Terms: Fall | Spring

Experience the magic of shooting black and white film and the anticipation of developing your images in the darkroom. Begin with mastering basic film camera functions before you are introduced to the complete analog process. Learn how to load film onto reels and canisters in total darkness, hand-process your negatives, and use an enlarger to create prints on light-sensitive paper in a traditional darkroom.

* You are required to provide your own film camera.

Digital Photography Basics

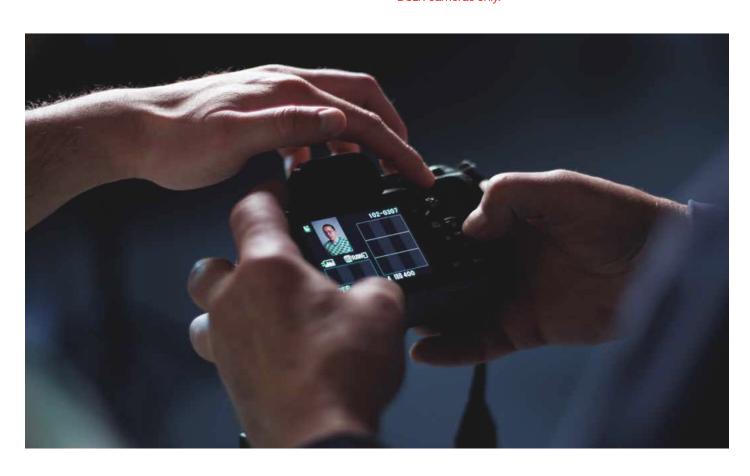
\$385 + GST

24 Hours

Terms: Fall | Winter

Take control of your digital camera and elevate your photography skills by moving beyond auto mode. Get introduced to essential camera functions, including exposure, aperture, and shutter speed, to help you understand how these settings impact your images. Explore composition, lighting, and the use of different lenses as you experiment with creative techniques, under the guidance of your instructor. Work through shooting sessions, file conversion, and digital image management, and receive constructive feedback to refine your skills throughout the course.

* DSLR cameras only.



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and Professional Development

Print Media

Produce and transfer your ideas onto a variety of surfaces

Linocut I

\$385 + GST

24 Hours

Terms: Winter

Discover the art of relief printmaking through linocut in a fully equipped studio. Learn safe carving techniques as you begin printing with a single color, then progress to reduction cutting and multi-color printing. You will explore both press and hand-printing methods, giving you the flexibility to continue creating prints independently after the course. Throughout the course, your instructor will provide expert guidance and support as you develop new skills and techniques.



Adult Personal Interest

Weeklong Summer Courses

Get into the studio for five full days of creative productivity. Weeklong Personal Interest courses provide artists with dedicated time and space in a studio environment. In addition to course content and open studio time, you will participate in group discussions and critiques that will deepen your understanding of your work and how others interpret it.

Classes take place on campus, Monday - Friday | 10 a.m. - 4 p.m.



Weeklong Summer Courses

Five full days of uninterrupted productivity. All skill levels are welcome.

100 Drawings in a Week

\$505 + GST 25 Hours

Terms: Summer

Get really creative and push yourself to complete 100 drawing in a week. You'll improve your drawing skills through your sustained drawing practice as your instructor helps you move from concentrating on mostly formal issues to more conceptual ones. Be introduced to past and current artists who have strong drawing practices and participate in individual and group critiques which will aide in your artist growth.

Urban Sketching Week

\$505 + GST

25 Hours

Terms: Summer

Capture the bustling energy of a busy street corner or the quietness of a single person on a bench, as you explore the downtown Calgary. Meet in a different location each day and draw from observation in your sketchbook.

Abstract Painting Week

\$505 + GST

25 Hours

Terms: Summer

Take your abstract painting practice to the next level and spend an uninterrupted week in the studio! Work alongside other abstract painters and build community under the guidance of your instructor as you produce new work or explore a new technique or approach to what you've been doing. You will participate in individual and group critiques throughout the week. Acrylic paint will be the medium used as it is flexible and dries quickly.

Mixed Media and Collage Week

\$505 + GST

25 Hours

Terms: Summer

Working with mixed media can be daunting but it can also be very exciting and freeing. Grow your understanding of working with different materials and techniques as you collage and layer, building up and scratching away your surface to create pieces that are totally unique. Learn about historical and contemporary artists who have used mixed media and the impact of their work within an art context, as well as participate in group discussions and critiques to stimulate your own practice.

Figure for the Week

\$555 + GST

25 Hours

Terms: Summer

Learn a classical approach to drawing and painting the figure as you spend a full week in the studio working from a live model. All artists are supported by the instructor to work on honing their figure drawing and/or painting skills. You will participate in discussions about both the historical and contemporary figures in drawing and painting as well as addressing formal and technical issues. Both individual and group critiques play an important role in the workshop and serve as a valuable learning tool for all artists involved.

Open Jewellery Studio Week

\$675 + GST

25 Hours

Terms: Summer

Here's your chance to complete intricate projects in a jewellery studio, while having access to a professional jeweler for advanced instruction and guidance. Be prepared to generate your own projects. Your instructor will provide technical advice, critical feedback, and new skills demonstrations on request.

*Previous metal fabrication, soldering and jewellery skills and the ability to work independently is required.

Student Resources

Here's everything you'll need to know before you start to your next course.

How to Register
Supply Lists
Getting Here
Refund and Fee Schedule



How to Register

Your step by step guide to enrolling in a Continuing Education course at AUArts

Online Registration

- 1. View our current term course offerings online at <u>auarts.ca/continuing-education/</u> personal-interest
- 2. Click on the desired course(s)
- 3. Click "Add this course to cart"
- Click on your cart on the top right of the page, or directly below "add this course to cart"
- 5. Click "check out"
- 6. Click on "New Account"
- 7. Your username will be your preferred email address make sure the name corresponds to the name of the student taking the course. If you are registering for a child, partner or friend the username needs to be their name.
- 8. Check our website for any early-bird discount offers or promotions before you complete your transaction!
- Once you set up an account, you can log-in anytime to register for more courses, or view your course details and check your schedule.

Assisted Enrollment

Email: coned@auarts.ca

\$25 Fee

Phone: (403) 284 - 7640

Feeling stuck? A member of the Continuing Education Team can assist you with your course registration by email, phone or in-person.

Office Hours:

Monday to Friday 8:30 a.m - 4:00 p.m.

*Please note Assisted Enrollment will incur a \$25 fee on top of your regular tuition. See full fee schedule below.

Accepted forms of Payment

We can accept Visa, Mastercard, American Express, cash, cheque or debit.

FOIP Statement

The information that you provide to the Alberta University of the Arts when you register for Continuing Education courses is collected under the authority of the Freedom of Information and Protection of Privacy Act, section 33(c). This information will be used for academic administration, the administration of Continuing Education support services, scholarship and financial aid awards, marketing and recruitment activities. Your personal information is protected and can be reviewed upon request.



Important Dates

A summary of course term availability and important campus closure dates.





Supply Lists

Each course comes with its own supply list and requirements for your first class. Please be sure to check our <u>current listings on our website</u>. Below are various places to find your supplies on and off campus.

AUArts Bookstore

Your one-stop-shop for all your class needs. AUArts' Bookstore offers student prices that are below retail! You can call ahead and pay for your supplies over the phone and pick them up on the day of your first class.

1st Floor – RM 105 Alberta University of the Arts 1407–14 Ave NW Calgary, AB, T2N 4R3

Phone: (403) 284 - 7663 Email: bookstore@auarts.ca

Office Hours:

Monday to Friday 8:00 a.m - 4:00 p.m.

The bookstore accepts AMEX, Visa and MasterCard over the phone OR you can pay with your Debit Card during pick-up. NO CASH.

Your AUArts course registration confirmation will also get you a 10% discount on art supplies at a number of local, independent art supply stores in Calgary.

Inglewood Art Supply

646 1 Ave NE (Bridgeland) Calgary, AB, T2E 0B6 (403) 265 - 8961

Hours:

Monday – Friday: 9 a.m. - 6 p.m. Saturday: 10 a.m. - 5 p.m.

Kensington Art Supply

120, 6999 11 Street SE Calgary, AB T2H 2S1 (403) 283 - 2288

Hours:

Monday – Thurday: 9 a.m. - 8 p.m. Friday & Saturday: 9 a.m. - 6 p.m. Sunday: 11 a.m. - 5 p.m.

Mona Lisa Materials Ltd.

1518 7 Street SW Calgary, AB T2R 1A7 (403) 228 - 3618

Hours:

Monday - Friday: 10 a.m. - 6 p.m. Saturday: 11 a.m. - 5 p.m. Sunday: closed

Sunnyside Art Supplies

132 10 Street NW Calgary, AB T2N 1V3 (403) 475 - 0608

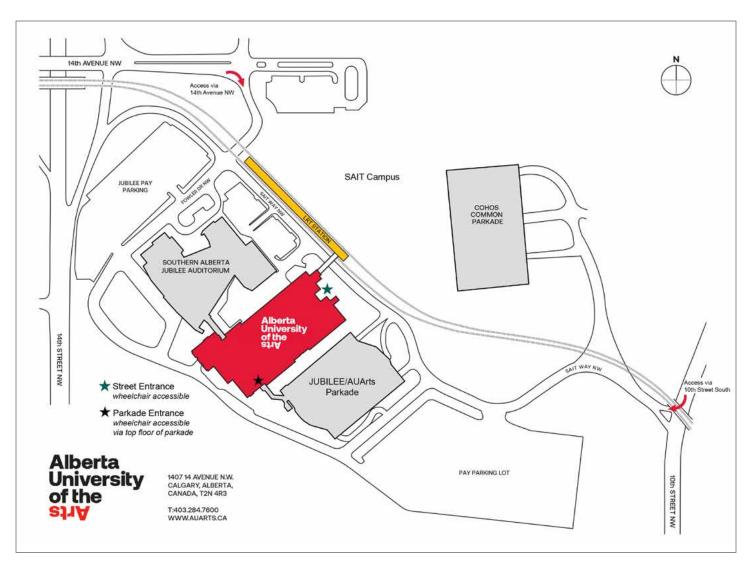
Hours

Monday – Saturday: 10 a.m. - 6 p.m. Sunday: 11 a.m. - 5 p.m.



Getting Here

Your step by step guide to enrolling in a Continuing Education course at AUArts



Jubilee Parkade

Jubilee Parkade is directly adjacent to AUArts on the south side of the AUArts building. It is accessed from SAIT Way. The parkade is operated by Park Plus and is a \$7 flat rate. Pay stations are located on Levels 1, 4, 5 and 6 (top) and walk in the Main AUArts entrance. The security office is located in the main mall, where you can retrieve your ID card.

Student ID Cards

AUArts issues an ID card to each Continuing Education student who is enrolled in on-campus adult Personal Interest courses. Please hold onto your card after the end date of your course for future use. Students are issued one ID card per academic year.

Your ID card will provide access across campus. Use it to release interior doors in stairwells and activate elevators.

*You will need to pick up your ID from the security office before your first class meeting.



Policy and Fee Schedule

Please note the policies and fees that may impact your course registration.

Withdrawals

Withdrawal requests must be submitted by email. Your withdrawal will be effective from the date we receive your request.

Please include the following information:

Your full name Course Title Course start date Reason for withdrawal

Course Cancellations

Courses are subject to cancellation at any time before their start date. Cancellation is based on inability to reach minimum enrollment numbers.

If a course is cancelled we will notify you immediately. You may choose to receive a full refund, or you may transfer to another course in the same term.

Wait Lists

Many of our courses fill up quickly! If you register for a class that is full, you will be automatically added to a waitlist. If a space opens up before the second class, we will contact those waitlisted in the order they were placed on the list.

AUArts Alumni and Staff Discounts

AUArts offers a 10% discount on all adult personal interest courses to AUArts alumni, faculty and staff. Please contact us by email or phone to apply the discount.

Refunds

Refunds are offered on the following terms:

- The \$55 processing fee (+GST) included in your tuition is non-refundable after registration.
- 2. In order to receive a full tuition refund you must withdraw at least seven (7) calendar days before your first course meeting.
- No tuition will be refunded for a withdrawal under seven (7) calendar days before the start date of your course.
- 4. We understand that unexpected circumstances, such as illness or a death in the family may arise. Please email us to discuss your situation and we will evaluate refund requests on a case-by-case basis. You may be required to present a doctors note or other proof of illness.

Fee Schedule

Processing Fee	One-time fee for course registrations. This is non-refundable.	\$55
Assisted Enrollment Fee	This fee will be added to registrations completed with direct assistance from our staff.	\$25
Transfer Fee	A service fee applied to cover the administrative costs of processing student transfers. This fee is waived if notice is given within 24 hours of registration.	\$25
Late Fee	An additional charge applied to registrations submitted after the designated deadline.	\$25
GST	Goods and Services Tax (GST) is applied to the total transaction amount at 5%.	5%

