

Registration Protocol

All 8-week class registrations take place through Metro Parks Visual Arts officially.

Registration for 8-week classes occur 3 times a year through the Metro Parks online registration system.

Sign-ups for workshops/mini courses happen on [Eventbrite.com](https://www.eventbrite.com) throughout the year. These supplemental classes are made possible through a partnership with Creative Parks Nashville.

All students who attend our classes need to be officially registered with their contact/emergency information on file and on a current class roster. Youth are not permitted in adult classes.

Class times are set. Students may arrive to class 15 minutes prior but are **not to enter the studio until their teacher is present.** Students **may not come start classwork early or stay after class ends to keep working.**

Students may not casually drop-in to visit teachers/other classes. It takes time from the teacher and is disruptive to the class.

Teachers do not manage their class registrations. Please contact the Metro Parks Visual Arts staff at the main office with any registration/waitlist/class questions. Please, do not reach out to your teachers with these questions. They do not have the information you need and cannot make special accommodations for you.

Waitlist Protocol

Students who don't get into a desired 8-week class need to immediately **call--615-862-8442 or e-mail one of us at the M.P.V.A. office.** Ask to be placed on the waitlist for the desired class **with these details:**

1. The name of the class, the time, the teacher, and where the class takes place (Centennial Art Center, West Park, Bellevue)
2. Student's name, telephone number, and e-mail address.
3. Eventbrite workshops/mini courses have a waitlist option online. Add your name on the list to be considered.

****All e-mails and phone messages are time-stamped. Our practice is to be as fair as possible granting access from the waitlist on a first come first served basis.****

There are class maximum seat limits (which on occasion for extenuating circumstances may be shifted at the discretion of MPVA staff). **Once our maximum seat limit is reached the class is full.** The maximum seat number is not the same for every class. It has been determined based on several factors as all classes do not function the same.

Contact Information

Metro Parks Visual Arts main office is in Centennial Art Center.

301 25th Ave. North

Nashville, TN 37203

615-862-8442

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