THE CRAFT CENTER

Policies and Procedures

University of California San Diego
Student Affairs and Campus Life
March 2026

Craft Center Overview

Mission

The Craft Center welcomes everyone into a community of talented and aspiring makers where participants can learn new skills, explore materials, and expand their creative lives. This mission builds on the Craft Center's long-standing role as a place where craft is both technical learning and shared culture.

History

The Craft Center's story is the foundation of what the Craft Center represents today: hands-on learning rooted in community, curiosity, and shared access to making. In 1972, a donated potter's wheel and kiln found their way to an assemblage of four storage sheds in a eucalyptus grove on the northern edge of the Revelle College campus that had been serving as a commuter lounge. The ceramics club took an interest, then the photography club; from these modest beginnings grew the UCSD Crafts Center, eventually the largest and most diverse on-campus not-for-credit craft center west of the Mississippi.

Over the years, long-time Director Ron Carlson, with the help of many volunteers, added new studios one by one, enlarging the complex organically among the trees while expanding the programming to include everything from glass blowing, fusing, and flame-working, jewelry and metal sculpture, to basketry, beer brewing, and plastics fabrication. With over 50 class offerings per quarter and an ever-changing variety of short-term workshops to sample, the Craft Center drew generations of UCSD students, faculty, staff, and members of the surrounding community to create, explore, and find their passion. The history of glass in this ecosystem is part of why today's Craft & Glass Centers identity feels deeply continuous with the past rather than newly assembled.

In 2012, the facility was closed because it did not meet current building standards, but it was sorely missed on campus and off; immediately a coalition of students, faculty, and community members formed to advocate for its replacement. Thanks to their generous contributions of time and money and the vision of campus leaders, the new Craft Center opened its doors in 2021 as part of the North Torrey Pines Living and Learning Neighborhood. Today, the Craft Center continues that legacy through the broader Craft & Glass Centers commitment to material exploration, skill-building, and welcoming the creative community across studios and generations of makers.

Craft Center General Policies

Eligibility

Craft Center classes and workshops are open to University of California San Diego students (undergraduate and graduate), staff, faculty, alumni, and all interested members of the community **18 years or older** unless a program is specifically designated otherwise.

Minors and Youth Programs

Children are not permitted in the studios except for special youth programs appropriate for those under 18 years old or for parent-child workshops. During the summer, the Craft Center may offer craft camps for children ages 6–15. With an appropriate release signed by the parent/guardian and with the parent/guardian enrolled where required by program design, children may be enrolled in summer camp classes. Some exceptions are approved at the individual instructors discretion.

Nondiscrimination and Respectful Environment

The Craft Center is committed to maintaining a welcoming, respectful learning environment that is free from discrimination and harassment. In accordance with applicable law and University policy, the University of California prohibits discrimination on the basis of protected categories including race, religion, color, citizenship, national or ethnic origin, ancestry, sex (including pregnancy and related conditions), gender, gender identity and expression, sexual orientation, physical or mental disability, medical condition, marital status, age, and veteran or military status. (policy.ucop.edu)

This commitment aligns with University of California San Diego's Principles of Community, which emphasize dignity, fairness, cooperation, and professionalism across learning and working environments. (UC San Diego)

Accessibility

In compliance with the Americans with Disabilities Act, the Craft Center and University of California San Diego are committed to making programs accessible to persons with disabilities. If you need accommodation to participate in a program, please contact **craftcenter@ucsd.edu** at least four weeks prior to the event or activity with information regarding the requested accommodation.

Studios

Six studios are available for crafters to explore, including **Ceramics, Culinary Arts, Jewelry, Mixed Media, Surfboard Shaping, and Woodworking**. Studio availability and equipment access may vary by quarter based on staffing, safety needs, and facility scheduling.

Classes

The Craft Center offers classes each quarter in multiple studios, ranging from one-day and weekend workshops to three-week, six-week, and eight-week courses. Due to limitations for studio facilities and equipment, some classes and workshops have limited enrollment. Early registration is highly recommended since many classes fill quickly.

Dates, times, and instructors are subject to change. If a schedule must be changed, Craft Center staff will notify participants via email and/or phone. All classes are taught by professional artists who have been hired based on requirements for specific skill sets.

Class prices vary according to the cost of materials associated with the craft and the cost of staffing necessary to teach the course.

Attendance

To receive an optimal experience from a class, attendance is important. There are no provisions for make-up sessions for missed classes.

Registration

A quarterly schedule is published to the Craft Center website prior to the start of all classes. All participants are required to set up an online account prior to registration. Registration for classes and workshops must be completed through the Craft Center registration website or approved app/portal using personal devices. The Craft Center does not offer registration priority to University of California San Diego students and staff over community members unless explicitly stated for a specific program.

Registration is first-come, first-served. Early registration is highly recommended.

Fees

The Craft Center maintains a three-tiered pricing structure for use and enrollment fees with reduced rates for persons affiliated with the University of California San Diego.

Tier A: Currently registered UCSD undergraduate and graduate students and their spouses. Valid UCSD I.D. is required.
Tier B: UCSD faculty/staff, UCSD alumni, members of UC San Diego Retirement Association, I.C.L., Chancellor's Associates, and spouses. Valid UCSD I.D. is required.
Tier C: Persons not affiliated with the University. The Craft Center welcomes members of the general community.

Open Studio Hours

Open Studio Hours are for participants finishing a project after a class and for experienced users approved for independent work. **To qualify for Open Studio, participants must either (1) complete a six (6) week course with instructor sign-off for independent use, or (2) complete an orientation with a Craft Center instructor that confirms prior experience and readiness to work independently.**

Open Studio access is studio-specific and not transferable to other studios.

Orientation

Orientations are mandatory for all Craft Center participants. Orientation is not craft instruction; it covers Craft Center policies, expectations, and safety procedures. Beginning-level classes include an orientation at no additional cost.

Completing a beginning-level class does not automatically qualify a participant for independent studio use. Instructor sign-off is required when applicable.

Experienced participants who have not taken a Craft Center class in their chosen studio must register for and complete that studio's orientation prior to purchasing a studio pass. Orientations are valid for two academic years with continuous membership.

No one may use or tour studio spaces without completing the required orientation.

Liability Waivers

The University of California has mandated that anyone participating in any Craft Center activity or program or utilizing any Glass Center facility **must** complete an approved Waiver of Liability. Craft Center requires all participants to sign a liability waiver as part of the registration process for each class. By signing the waiver, participants accept responsibility for their own health and safety and for replacing tools and equipment damaged by misuse. The Craft Center may revoke its relationship with a participant at any time for dangerous actions or inappropriate conduct without providing a refund. The Craft Center does not provide insurance to its users.

Code of Conduct

The Craft Center requires all participants to sign a Code of Conduct agreement as part of the registration process for each class. By signing the agreement, participants agree to comply with the Code of Conduct. The Craft Center may revoke its relationship with a participant at any time for dangerous actions or inappropriate conduct without providing a refund.

Waiting Lists

If a class is filled at the time of registration, a waiting list may become available. Being on a waiting list does not guarantee registration or that a new class will be created for the current quarter. A participant on the waiting list is not officially registered and is not eligible to attend the studio on the first day of class. As space becomes available, staff will contact the first three people on the waiting list in order, and the first person to respond within 24 hours will receive the available seat. Waiting lists are only valid for the current quarter and are not carried over.

Cancellations

The Craft Center has the right to permanently cancel a class for insufficient enrollment. Early registration is recommended to help ensure classes are not cancelled due to low enrollment.

Due to circumstances beyond control (e.g., instructor illness, emergencies, facility or equipment malfunctions, or inclement weather), the Craft Center office will contact participants via email or phone prior to class. Staff will attempt to make up a cancelled class; if that is not possible, a credit will be issued. This credit can be used toward different classes or material purchases during the current quarter. Credits are non-refundable and non-transferable.

If the University cancels academic classes (closes campus), the Craft Center will likely cancel all programming and close the facility.

Refunds

Participants should choose their classes carefully. A full refund will be issued in cases of documented medical emergency, administrative errors, or compulsory military duty.

If a participant is not able to take a class that has been paid for, a full refund can be issued up to 120 hours or five (5) business days prior to the beginning of the first day of any given class. All refund/credit requests must be submitted via email at **craftcenter@ucsd.edu**. Late cancellations and no-shows are not eligible for a refund. The Craft Center cannot provide refunds for classes that have already begun and are currently ongoing. Some fees, such as processing fees and some materials fees, are non-refundable.

Lockers

Studios have lockers that participants can rent. Lockers can be reserved only by participants who registered for a class or purchased a studio pass for the current quarter. There is a limit of one locker per person.

The Craft Center provides a lock upon rental. Locker fees are refundable minus service fees. Damage fees will be applied in case of a broken lock. Participants cannot bring their own locks or replace Craft Center locks with personal locks.

On the last day of the quarter, participants must renew their locker reservations by registering for a class in the next quarter or open studio, otherwise the locker must be cleaned out. Lockers not cleaned out by the expiration date will be opened and contents removed. Items left in

expired lockers are considered abandoned and become Craft Center property. The Craft Center is not responsible for theft, loss, and/or damage to locker contents.

Studio Supplies

The Craft Center provides a variety of studio supplies for classes and/or studio users. When a class is set up, the instructor decides which materials and supplies to provide with the class, and they are included in the class price. Additional supplies and tools are kept at the front desk, organized by studio, and available for purchase by studio participants.

To assure quality control, all clay must be purchased from the Craft Center. All clay left in the Craft Center or in a locker at the end of the quarter will be recycled and turned into reclaim clay for use in Craft Center classes the following quarter.

Tool Rental

Studio pass holders or participants eligible to work independently may rent select tools or equipment. Tools and equipment can be rented in person at the front desk in exchange for a valid ID.

Rental tools and equipment can be used only after ID is exchanged for tool usage. Participants must inspect rental tools and equipment at the time received. Tools and equipment must be returned during open hours on the day they are due.

Participants are responsible for any loss, theft, or damage of tools and equipment. Damage fees vary according to the type of tools or equipment. Replacement fees are equal to the retail value of damaged tools and equipment. Most tools are for use at the Craft Center only and cannot be removed from the premises.

Changes to Policies

The University of California San Diego Craft Center policies are subject to change without prior notice in order to reflect safety updates, operational needs, and University policy changes.