

COURSE SELECTION

Fill out the following only after carefully reading all registration and attendance policies.

SELECT LOCATION FLORENCE TUSCANIA ROME VENICE

SELECT PROGRAM

- 3- or 4-Credit Italian language + Four Electives (total of 15 or 16 credits)
- 6-Credit Italian language + Three Electives (total of 15 credits)
- 16-Credit Italian language (total of 16 credits)

COURSE SELECTION

- You are responsible for ensuring that your home institution will grant you credits for courses taken at LdM. This includes alternative courses and any new courses resulting from placement test/level adjustments.
- It is your responsibility to verify that there are no time conflicts among your selected courses and alternatives.
- Make sure that you sign up for the amount of credits required by your home institution, without exceeding the maximum number of credits allowed.
- All students must select an Italian language section and alternative section that fit their schedule.
- Students registering for a non-beginning course, including Italian language, must choose the appropriate level by carefully checking the LdM Academic Catalogue and Course Schedule (available online) for prerequisites. At LdM, these students will take a placement test to confirm their level.

YOU ARE REQUIRED TO PROVIDE AN ALTERNATIVE COURSE/SECTION TO EACH FIRST CHOICE.

CODE	SECTION	CREDITS	COURSE TITLE	DAY / TIME	LEVEL (ELEM./INT./ADV.)
1		Circle one: 3 4 6 16	Italian language		Level of Italian: (ELEM./INT./ADV.)
ALT.			Italian language		
2		3			
ALT.					
3		3			
ALT.					
4		3			
ALT.					
5		3			
ALT.					
EXTRA COURSE (3 credits)			For any extra course you will be charged the applicable fee		
Extra		3			
ALT.					

I have read, understood, and will abide by the policies listed on this form.
 I understand that I will only be permitted to change one course upon arrival at LdM.
 I will not be allowed to change Program or Location after arrival.
 I am aware that the Registrar reserves the right to enroll me in an alternative course/program
 should my first choice be unavailable,
 or move me to a different section in order to balance course enrollment.

Student signature _____ **Date** _____

SPECIAL SEMESTER PROGRAMS

THREE CITIES PROGRAM: TUSCANIA, ROME, AND FLORENCE

This semester-long study abroad experience allows students to retrace the steps of Greek, Etruscan, Roman, Medieval and Renaissance cultures by living and studying in three cities which embody these civilizations in all their richness and splendor: Tuscania, Rome and Florence.

Students spend one month in Tuscania followed by one month in Rome, and then they complete the experience in Florence. They follow a structured and integrated program of five 3-credit courses, which together comprise both a unique investigation into the roots of Western civilization and a solid grounding in Italian language and culture.

The program has no special prerequisites, and is designed for anyone interested in experiencing the three locations and learning about Western culture.

Please consult the Three Cities Brochure for the Academic Calendar and for further course information.

It is your responsibility to make sure your home institution will grant you credits for the courses.

SELECT PROGRAM Three Cities Program: TUSCANIA, ROME, and FLORENCE (total of 15 credits)

ITALIAN LEVEL - Select Italian level for the first city:

Elementary 1 Elementary 2 Intermediate 1 Intermediate 2 Advanced 1

Note: placement test upon arrival for all levels above Elementary 1.

ADDITIONAL NON-CREDIT OFFERING: ITALIAN CUISINE

Would you like to enroll in the non-credit cuisine course in Tuscania (for an extra cost)? YES NO

LDM-NCRC INTERNATIONAL CONFLICT TRANSFORMATION CERTIFICATE - FLORENCE

This semester-long certificate provides students the opportunity to earn 18 transferrable credits in one semester, while learning practical methods and applications through study of theoretical models and modern international political and social contexts. Courses are held at the LdM Florence campus. The program has no special prerequisites.

The course sequence features six mandatory 3-credit courses: Anthropology of Violence and Conflict, Intercultural Communication, International Conflict Resolution, From Discord to Harmony: Introduction to the Theory and Practice of Conflict Resolution, Advanced Conflict Dynamics, and Italian Language.

Upon successful completion, students are granted the **LdM-NCRC International Conflict Transformation Certificate**. The ICTC courses are offered in collaboration with the **University of Florence**.

The **National Conflict Resolution Center** has become a national and international voice in conflict resolution after having successfully resolved conflicts for more than 25 years through mediation and negotiation. NCRC has facilitated the resolution of conflicts in businesses, non-profits, government bodies, communities, and families. This practical experience has enabled NCRC to develop courses that go beyond conflict theory into the practical skills needed to manage a wide range of conflicts in the real world. Most certificate class sessions are hands-on, case-based, and provide many interactive exercises and opportunities for participation.

Please consult the LdM-NCRC International Conflict Transformation Certificate Brochure for further course information.

It is your responsibility to make sure your home institution will grant you credits for the courses.

SELECT PROGRAM LdM-NCRC International Conflict Transformation Certificate, Florence campus (total of 18 credits)

ITALIAN LEVEL - Select Italian level:

Elementary 1 Elementary 2 Intermediate 1 Intermediate 2 Advanced 1

Note: placement test upon arrival for all levels above Elementary 1.

I have read, understood, and will abide by the policies listed on this form.
I understand that I will not be allowed to change Program or Location after arrival at LdM.
I am aware that the Registrar reserves the right to enroll me in an alternative course/program should my first choice be unavailable.

Student signature  _____ Date _____

Read the following policies BEFORE filling out your Course Selection

REGISTRATION POLICY

1. Students will automatically be enrolled in their alternative program/course/section, if any of their first choices is unavailable (cancelled due to insufficient enrollment or full). The Registrar reserves the right to move students to a different section in order to balance course enrollment.
2. Students enrolled in the 16-credit Italian language Program have to attend mandatory weekly activities.
3. A level test will be administered at the beginning of Intermediate/Advanced level Studio Art and Design courses to confirm the students' level. Many of the Studio Art and Design courses list two time blocks. Students enrolled in these courses must attend both time blocks.
4. Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.
5. Only one class can be changed upon arrival at LdM, depending on course availability. This is only allowed during the first week of classes, before Final Registration. Final Registration deadlines will be announced during Orientation. No exceptions will be made to these deadlines. This is not available for the Three Cities or International Conflict Transformation Certificate programs.
6. No refunds will be issued for classes dropped after arrival at LdM.
7. Students must retain full-time status, with a minimum of 12 credits per semester. Students may not drop or withdraw from a course if it would bring them below the minimum number of credits.
8. Mid-term and final exams will be given only on the scheduled days that appear on each course syllabus. For no reason (i.e. religious issues, travel plans, family matters, etc.) will they be moved. Exams are scheduled during normal class times, so more than one exam may be administered on the same day.
9. LdM does not offer Pass/Fail grades or Incompletes, only letter grades. All classes registered for and grades received will appear on each student's final transcript notwithstanding their intent to transfer credits to their home institution.
10. Students with learning disabilities will be subject to local educational standards, and therefore will not be provided with the same special treatment offered by their home institution. However, based on current and official documentation of the disability, LdM offers reasonable assistance to these students. It is each student's responsibility to provide this documentation during the registration process and within the deadline.
11. LdM reserves the right to withhold the transcript and/or housing deposit of students who violate contract agreements related to housing and/or academic issues (i.e. any balance or debt incurred) and/or whose behavior is considered detrimental towards the institute and other students.
12. a) It has to be clear that the Rules of Conduct applied at this Institute are different from the rules applied by the student's home college or university.
b) All that being stated it is understood that the Lorenzo de' Medici Rules of Conduct must be carefully read by each student. A copy of the Rules of Conduct is included in the Orientation Packet given to every student and is also distributed during Orientation at LdM and shown in every building of the Institute.

ATTENDANCE POLICY

1. Course attendance is a primary requirement for a responsible learning experience at LdM. Punctuality is mandatory.
2. Students are responsible for keeping track of their absences and for catching up on any missed work.
3. Make-up classes are always mandatory as part of the course program.
4. If a class occasionally creates conflict with another class, the student is required to inform both instructors in advance.
5. Students will receive an "F" on each exam they miss.
6. Students who need to leave LdM before the end of the term must fill out an Official Withdrawal Request form and submit it to their advisor. A "W" for each course will appear on their transcript. Students who leave LdM without submitting the form will receive an "F" in each course. In either case, students will not be eligible for credits or receive a refund.
7. Students who absent themselves from courses will have their final grade penalized as indicated on the following table:

ITALIAN LANGUAGE COURSES		
	Final grade lowered by one full letter when you have:	Final grade = "F" (No credit awarded) when you have:
3/4 credit courses meeting once or twice a week	3 absences	4 or more absences
3 credit courses meeting 3 times a week	4 absences	5 or more absences
6 credit courses	4 absences	5 or more absences
16 credit courses	See course syllabus for absence policy	
DANCE COURSES		
	Final grade lowered by one full letter:	Final grade = "F"; No credit awarded:
All Dance courses	3 absences	4 or more absences
THREE CITIES COURSES		
	Final grade lowered by one full letter:	Final grade = "F"; No credit awarded:
Italian class in 2 nd and 3 rd Cities (total absence limit over the two cities, not per city)	5 absences	6 or more absences
All Other Three Cities Courses	3 absences	4 or more absences
International Conflict Transformation Certificate Intensive Course Modules – See course syllabus for absence policy		
ALL OTHER COURSES		
	Final grade lowered by one full letter:	Final grade = "F"; No credit awarded:
Courses meeting once a week	3 absences	4 or more absences
Courses meeting twice a week	5 absences	6 or more absences

I HAVE READ, UNDERSTOOD, AND WILL ABIDE BY THE ABOVE POLICIES.

Student signature  _____ Date _____
PRINT STUDENT NAME _____