

COURSE SELECTION

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

SELECT LOCATION FLORENCE TUSCANIA

SELECT PROGRAM

- 3-Credit Elective (3 credits)
- 4-Credit Italian Language (4 credits)
- Combination of Two 3-Credit Electives (total of 6 credits)
- Combination of 3-Credit Elective + 4-Credit Italian Language (total of 7 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.
- 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.
- Italian language is NOT mandatory during January Intersession.

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

CODE	SECTION	CREDITS	COURSE TITLE	DAY / TIME	LEVEL (BEG./INT./ADV.)
1		Circle one: 3 4			
ALT.					
2		3 4			
ALT.					
ADDITIONAL NON-CREDIT OFFERING: ITALIAN CUISINE				For any extra course you will be charged the applicable fee	
Extra		0			
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** _____

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. A level test will be administered at the beginning of Intermediate/Advanced level Studio Art and Design courses to confirm the students' level.
3. Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.
4. Only one class can be changed upon arrival at LdM, depending on course availability. This is only allowed during Orientation/Final Registration Day.
5. After Orientation/Final Registration Day, students will no longer be allowed to add a class. During the first week of classes, however, students will be allowed to withdraw from a class with a resulting "W" grade. Any course withdrawal after the first week of classes and before finals will result in a "W/F" grade. No exceptions will be made to these deadlines.
6. No refunds will be issued for classes dropped after arrival at LdM.
7. Students must retain full-time status, with a minimum of 3 credits per term. Students may not drop or withdraw (with a "W" or "W/F") from a course if it would bring them below the minimum number of credits. Non-credit offerings are available only in addition to for-credit classes.
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.
2. Punctuality is mandatory. Students must arrive in class on time: any lateness, leaving class during the lesson without notice, not showing up on time after the break, or leaving earlier, will impact the participation grade and the Final Grade. In addition: 1) Three late arrivals or equivalent (10 minutes or more) result in one absence on the attendance count. 2) Missing half a lesson or more will be considered as one full absence.
3. Students are responsible for keeping track of their absences and for catching up on any missed work.
4. Make-up classes are always mandatory as part of the course program.
5. If a class occasionally creates conflict with another class, the student is required to inform both instructors in advance.
6. For no reason (i.e. religious issues, travel plans, family matters, etc.) will absences be excused.
7. Students will receive an "F" on each exam they miss.
8. 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.
9. Students who absent themselves from courses will have their final grade penalized as indicated on the following table:

JANUARY INTERSESSION COURSES

	Final grade lowered by one full letter when you have:	Final grade = "F" (No credit awarded) when you have:
3/4 credit courses	3 absences	4 or more absences

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

Student signature  _____ Date _____

PRINT STUDENT NAME _____