

Lorenzo de' Medici
SEMESTER PROGRAM COURSE REGISTRATION FORM

THROUGH THE EUROPEAN HERITAGE INSTITUTE



FALL 2008

Personal and Contact Information

Last name _____ First name _____ Sex : F M

D.O.B. (mm/dd/yy) _____ Country of birth _____

Citizenship _____ Passport # _____

Permanent address _____

Town _____ State _____ Country _____ Zip _____

Phone _____ Fax _____

e-mail _____ Social Security # _____

Home institution _____ Major _____

Current Classification (please circle) **Freshman Sophomore Junior Senior**

Emergency Contact

Last name _____ First name _____

Relationship _____

Address _____

Phone _____ Cell phone _____ Fax _____

E-mail _____

Authorization

I authorize the use of my personal information by LdM School, in accordance with Italian Law D.Lgs. 196/03 on privacy.
I authorize LdM to personal data processing

Student Signature: _____

Date: _____

Semester Programs Registration Information

Please fill out the following course request only after having carefully read and understood all the policies listed on this form.

PLEASE KEEP IN MIND THAT: Italian language beginning students and students who have had one semester or equivalent of Italian who enroll in either 3 or 4 credit Italian must select a section that fits their schedule. Please provide alternative sections of Beginning and Intermediate 1 Italian that could fit your schedule in case the first choice is closed. Non-beginning Italian language students who have had more than one semester or equivalent of Italian should not select a section, but should indicate how many semesters of Italian language they have taken. They will take a language placement test in LDM. All students must circle the amount of Italian language credits they wish to apply for (i.e. 3, 4, 6, 9, 18). Non-beginning Italian language students who enroll in 18 Credit, 9 Credit or 6 Credit Italian will have to take a placement test once in LDM. Students enrolling in Intermediate/Advanced Studio Art courses will have to take placement tests in LDM.

- It is your responsibility to make sure your home institution will grant you credits for the courses you select (alternatives included).
- It is also your responsibility to verify that there are no time conflicts among the courses that you select.
- We require that you provide alternative courses to your first choices.
- You may enroll in one of the following Programs, making sure that you conform to the credit requirements of your home institution and that you do not exceed the total number of credits allowed.

PLEASE NOTE THAT ONCE YOU ARRIVE AT LDM YOU WILL NOT BE ALLOWED TO SWITCH PROGRAM.

I would like to enroll in one of the following Programs (please check the respective box below):

- A 3 or 4 Credit Italian language + Four Electives (total of 15 or 16 credits)
 B 6 Credit Italian language + Three Electives (total of 15 credits) – available in Florence only
 C 9 Credit Italian language + Two Electives (total of 15 credits) – available in Florence only
 D 18 Credit Italian language (total of 18 credits) – available in Florence only

For any extra course added you will be charged \$850

PLEASE SELECT PROGRAM LOCATION:

FLORENCE

TUSCANIA

ROME

WE REQUIRE THAT YOU PROVIDE ALTERNATIVE COURSES TO YOUR FIRST CHOICES.

	COURSE TITLE	CODE	DAYS	TIME	SECTION	CREDITS	LEVEL (BEG./INT./ADV.)
1 →	Italian language					Please circle: 3 4 6 9 18	Level of Italian:
ALT.		
2 →	3
ALT.		
3 →	3
ALT.		
4 →	3
ALT.		
5 →	3
ALT.		

EXTRA COURSE (3 credits)

Extra						3	
→
ALT.		

I have read, understood, and will abide by the policies listed on this form.

I also understand that once I have selected one of the above Programs I will not be allowed to change Program after arrival in LDM. I am aware that the Registrar reserves the right to enroll me in an alternative course should the first choice be over-enrolled, or move me to a different section in order to level course enrollment.

Student's signature _____ Date _____

THREE CITIES PROGRAM: TUSCANIA, ROME AND FLORENCE

PLEASE NOTE THAT ONCE YOU ARRIVE AT LDM YOU WILL NOT BE ALLOWED TO SWITCH PROGRAM.

I would like to enroll in the following Program (please check the box below):

Three Cities Program: Tuscania, Rome and Florence (total of 15 credits)

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 the three cities which embody these civilizations in all their richness and splendor: Tuscania, Rome and Florence.

Students spend one month in each location and follow a structured program of five 3-credit courses, which together comprise a unique investigation into the roots of Western civilization. Classes meet every day Monday through Thursday for two and a half hours each, providing a total of 45 contact hours per course. There are two mandatory 3-credit courses in the first center, Tuscania: an Italian language course and an introduction to the ancient civilizations of the Greeks, Etruscans and Romans. In the second center, Rome, students take one 3-credit course on the Middle Ages and the Renaissance. In Florence students choose a further 3-credit course which gives them the opportunity to explore in-depth a late Renaissance figure and his links with modernity. Across the entire semester, students also undertake a research project on a subject of their choice, based on their learning experiences in the three Italian locations. For this purpose they will be assigned a tutor in each location who will guide them, individually and in small groups, through successive stages of the project. This 3-credit project culminates in the writing and submission of a long paper in Florence.

For an extra fee students may also take an additional, optional 3-credit Italian language course, the teaching of which is spread over the stays in Rome and in Florence.

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 SPECIAL THREE CITIES BROCHURE FOR THE PROGRAM ACADEMIC CALENDAR AND FOR FURTHER INFORMATION ABOUT COURSE CHOICES IN FLORENCE

- It is your responsibility to make sure your home institution will grant you credits for the courses you select (alternatives included).
- We require that you provide an alternative choice to your first choice course in Florence.
- You may enroll in the following Program, making sure that you conform to the credit requirements of your home institution and that you do not exceed the total number of credits allowed.
- Once course selection has been made, students are not allowed to change it upon arrival at LDM.

PROGRAM LOCATION:

Tuscania, Rome and Florence - Three Cities Program

WE REQUIRE THAT YOU PROVIDE AN ALTERNATIVE COURSE TO YOUR FIRST CHOICE COURSE IN FLORENCE.

	COURSE TITLE	CODE	DAYS	TIME	CREDITS	LEVEL (BEG./INT./ADV.)
TUSCANIA						
1 → Mandatory	Regular Italian Language	Mon – Thu	12:00 – 2.30pm	3	Level of Italian:
2 → Mandatory	Greeks, Etruscans and Romans	CLA 275 T / HIS 275 T	Mon – Thu	9:00 – 11.30am	3	
ROME						
3 → Mandatory	Medieval and Renaissance Transitions	HIS 292 R	Mon – Thu	9:00 – 11.30am	3	
FLORENCE						
4 → alt.	3	
Three Cities						
5 → Mandatory	Three Cities Research Project	HIS 291 F/ CLT 291 F	Tuesdays	3:00 – 5.30pm* *Indicative time	3	
ROME & FLORENCE						
Extra course	Regular Italian Language total contact hrs in Rome and Florence: 45	Tue & Thu	TBA	3	

I have read, understood, and will abide by the policies listed on this form.

I also understand that once I have selected one of the above Programs I will not be allowed to change Program after arrival in LDM. I am aware that the Registrar reserves the right to enroll me in an alternative course should the first choice not available.

Student's signature _____ Date _____

Please read the following policies BEFORE filling out your course registration form

REGISTRATION POLICY

Students enrolled in either the 9 Credit Italian language Program or the 18 Credit Italian language Program have to attend mandatory weekly visits and seminars. Please consult our course schedule for exact days and times of visits and seminars.

1. In case any of the courses originally selected is not available (closed due to class size limit or cancelled due to insufficient enrollment), you will automatically be enrolled in the alternative(s) you have selected, and/or be moved to a different section in order to level course enrollment.
2. Once course selections have been made (including alternatives), only one course can be changed upon arrival at LDM depending on course availability. This variation to the course schedule can be done only once and only during the first week of classes and before Final Registration. This option is not available for the Three Cities Program.
3. Once classes start, you must attend only those courses you have been registered for and which appear on your Official Registration form. For this reason, auditing is not allowed.
4. Once at LDM, you should see your advisor for the appropriate form in case you want to add/drop one course. Once this form has been filled out and signed, it must be returned to your advisor, who will then receive final approval from the Registrar. This option is not available for the Three Cities Program.
5. Once classes start, and in case you drop one or more classes, you will not be entitled to any refund.
6. If you are a beginner in Italian language or if you have had Italian language for one semester or equivalent and enroll in either the 3 or 4 credit Italian class, you must pre-register for a section. If you are a non-beginner in Italian language who have had more than one semester or equivalent of Italian, you should not select a language section because you will take a placement test after arrival at LDM. Depending on your performance on the test, you will be assigned a language level and section. You are, however, required to indicate how many semesters of Italian you have taken on your registration form.
7. Non-beginning Italian language students enrolled in 18 Credit, 9 Credit or 6 Credit Italian language will take a placement test at LDM.
8. After arrival at LDM, switching from one Italian language section to another will be considered a course change.
9. Section changes are considered course changes.
10. Students enrolling in Intermediate/Advanced Studio Art courses will have to take placement tests at LDM.
11. Students will be informed about the add/drop and final registration deadlines during Orientation. No exceptions will be made to those deadlines. This option is not available for the Three Cities Program.
12. Students with learning disabilities will be subject to local educational standards, and therefore they will not be provided with the same special treatment offered by their home school. However, based on current and official documentation of the disability, our Institute offers reasonable assistance to students with learning disabilities.
13. Mid-term and final exams will be administered only on the scheduled days that appear on the class syllabus for each course. For no reason (i.e. religious issues, travel plans, family matters, etc.) will they be anticipated or postponed.
14. Our Institute does not offer Pass/Fail grades or Incompletes, but only letter grades. All classes registered for and grades received will be shown on the student's transcript notwithstanding the student's intent to transfer credits to the home school.
15. Our Institute reserves the right to withhold the transcripts 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 school and other students.
16. 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 these Rules of Conduct is included in the application package given to every student and is also distributed during Orientation at LDM and shown in every building of the Institute.

ATTENDANCE POLICY

1. Attendance is mandatory for all courses.
2. Students who stop attending one or more courses without having formally dropped them (by filling out the proper form and giving it to their advisor) will receive an "F" in those courses.
3. Students who miss 20% of the course contact hours (for all courses except Italian Language and Dance courses) will have their final grade lowered by one full letter grade.
4. Students who miss more than 20% of the course contact hours (for all courses except Italian Language and Dance courses) will not receive credits for the course(s) and their final grade(s) will be "F"(s).
5. For Italian Language and Dance courses students agree to abide by the attendance regulations set out in the relevant syllabi.
6. Students who miss one or more exams will receive an "F" for that part of the course.
7. Students who need to leave the Program before the end of the term must fill out an Official Voluntary Withdrawal Request form and submit it to their advisor. In this case, they will neither be eligible for credits nor receive any refund. Students who leave the Program without filling out the appropriate form will receive "F"s in all courses.

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

Student's signature _____