

**Lorenzo De' Medici- The Art Institute of Florence
SEMESTER PROGRAM COURSE REGISTRATION FORM**

THROUGH EUROPEAN HERITAGE INSTITUTE; RICHMOND, VIRGINIA

FALL 2006

SPRING 2007

Personal and Contact Information

Last name _____ First name _____ Sex : F M

D.O.B. _____ Country of birth _____

Citizenship _____ Passport # _____

Permanent address _____

Phone _____ Fax _____

e-mail _____ Social Security # _____

Home institution _____ Major _____

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 priv acy.
I authorize LdM to personal data processing

Student Signature: _____

Date: _____

Semester Program Registration Information

Please fill out the following course request only after having carefully read and understood all the policies listed on the back of 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 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. Super-Intensive Italian = 18 crs; Intensive Italian = 9 crs; Six-Hour Italian=6 crs; Italian for 4 crs; Italian for 3 crs). Non-beginning Italian language students who enroll in SuperIntensive, Intensive or Six-Hour 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):

- Italian language for 3 or 4 Credits + Four Electives (total of 15 or 16 credits)
- Six-Hour Italian language + Three Electives (total of 15 credits)
- Intensive Italian language (9 crs) + Two Electives (total of 15 credits)
- Super - Intensive Italian language (total of 18 credits)

For any extra course added you will be charged \$800

PLEASE SELECT PROGRAM LOCATION:

FLORENCE

TUSCANIA

ROME



Please do not write below

	COURSE TITLE	CODE	DAYS	TIME	SECTION	CREDITS	LEVEL (BEG./INT./ADV.)
	Italian language					Please circle: 3 4 6 9 18	Level of Italian:
1 →						
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 the front and back of 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 _____

FORM NOT VALID IF NOT SIGNED ON THE FRONT AND BACK

REGISTRATION POLICY

Students enrolled in either the Intensive Italian Program or the Super-Intensive Italian 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.
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.
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 Super-Intensive, Intensive or Six-Hour 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.
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 will have their final grade lowered by one full letter grade.
4. Students who miss more than 20% of the course contact hours will not receive credits for the course(s) and their final grade(s) will be "F"(s).
5. Students who miss one or more exams will receive an "F" for that part of the course.
6. 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 _____