

Lorenzo De' Medici – The Art Institute of Florence
COURSE REGISTRATION FORM – JANUARY INTERSESSION 2006

PLEASE PRINT

Last name _____ First name _____ D.O.B. _____ F M
 Permanent address _____
 Phone _____ Fax _____ e-mail _____
 Home school _____ Major _____ Social security # _____

Fill out the following course request only after having carefully read and understood all the rules and regulations listed on the back of this form.

- It is your responsibility to make sure your home school will grant you credits for the courses you select (alternates included), that you conform to your school credit requirements and that you do not exceed the total number of credits allowed.
 - It is also your responsibility to verify that there are no time conflicts among the courses that you select.
- Italian language is not mandatory during the January Intersession. Non-beginners in Italian will be administered a placement test during orientation in Florence. All students enrolling in Italian language must indicate the number of semesters of Italian they have taken.

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

- PROGRAM 1: Super-Intensive Italian language (3 credits)
 PROGRAM 2: Combination of Two 3-Credit Electives or Super-Intensive Italian language + One 3-Credit Elective (6 credits)
 PROGRAM 5: One 3-Credit Elective (3 credits)

PROGRAM 1: Super-Intensive Italian language (3 credits)

Please do not write below ↓

COURSE TITLE	CODE	DAYS	TIME	CREDITS	LEVEL (BEG./INT./ADV.)
				3	

PROGRAM 2: Combination of Two 3-Credit Electives (6 credits)

Please do not write below ↓

	COURSE TITLE	CODE	DAYS	TIME	SECTION	CREDITS	LEVEL (BEG./INT./ADV.)
1 → ALT					3	
2 → ALT					3	

PROGRAM 3: One 3-Credit Elective (3 credits)

Please do not write below ↓

	COURSE TITLE	CODE	DAYS	TIME	SECTION	CREDITS	LEVEL (BEG./INT./ADV.)
1 → ALT					3	

I have read, understood, and will abide by all the rules and regulations 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 Florence.

I am aware that the Registrar reserves the right to enroll me in an alternative course should the first choice be over-enrolled.

Student's signature _____ Date _____

FORM NOT VALID IF NOT SIGNED ON THE FRONT AND BACK

**Please read the following list of registration and attendance rules BEFORE filling out
your course registration form**

REGISTRATION RULES

You may enroll in one of the following Programs without exceeding the total number of credits allowed by your home school and making sure there are no time conflicts among the courses that you select.

PROGRAM 1: Super-Intensive Italian language (3 credits)

PROGRAM 2: Combination of Two 3-Credit Electives (6 credits)

PROGRAM 3: One 3-Credit Elective (3 credits)

1. Upon arrival in Florence students will not be allowed to change Program.
2. Once course selections have been made (including alternates), only one course can be changed upon arrival in Florence. This change can be made only once and only during the orientation session held after students' arrival.
3. In case any of the courses originally selected is not available (closed due to class size limit or cancelled due to insufficient enrollment), the student will automatically be enrolled in the selected alternate(s).
4. Final registration will be completed during orientation in Florence. After final registration/orientation day, students will no longer be allowed to add a class. During the first week of classes, however, students will be allowed to drop a class with a resulting "W" grade. Any course dropped after the first week of classes will result in a "W/F" grade.
5. If a student wants to add/drop a course, he/she must fill out the appropriate form. Once this form has been filled out and signed, it must be returned to the advisor, who will then receive final approval from the Registrar. This procedure will have to take place once and only during orientation/final registration day.
6. Non-beginning Italian language students will be assigned to the appropriate level only after taking a placement test during orientation/final registration day.
7. Auditing is not allowed. Students can attend only those courses they are registered for.
8. Students with learning disabilities must be aware that our Institute will not provide the same special treatment offered by their home school, and therefore local educational standards will be applied.
9. 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 will they be anticipated or postponed.
10. Our Institute does not offer Pass/Fail grades, but only letter grades. All classes registered for and grades received will appear on the transcript regardless of the student's intent to transfer credits to the home school.
11. Our Institute reserves the right to withhold 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 for the school 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 these Rules of Conduct is included in the application package given to every student and is also distributed during orientation in Florence and shown in every building of the Institute.

ATTENDANCE POLICY

1. Attendance is mandatory for all courses registered for.
2. Students who stop attending one or more classes without having formally dropped them (by filling out the proper form and giving it to their advisor) will receive an "F" in those classes.
3. Students who miss 20% of the course contact hours during the intersession will have their final grade lowered by one (1) 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.

Our Institute does not grant Incompletes under any circumstances

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

Student's signature _____