

Lorenzo De' Medici – The Art Institute of Florence
COURSE REGISTRATION FORM - SUMMER PROGRAMS

JUNE 2006

JULY 2006

AUGUST 2006

Last name _____ First name _____ D.O.B. _____ F M
 Place of birth _____ Nationality _____ Passport # _____
 Permanent address _____
 Phone _____ Fax _____ e-mail _____
 Home institution _____ Major _____ Social Security # _____

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

- It is your responsibility to make sure your home institution will grant you credits for the courses you select (alternatives 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.
- We require that you provide alternative courses to your first choices.

Italian language is not mandatory during summer sessions. 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. Students enrolling in Intermediate/Advanced Studio Art courses will have to take placement tests in Florence.

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

- PROGRAM 1: Super-Intensive Italian language (6 credits)
- PROGRAM 2: Workshop in the Countryside (6 credits)
- PROGRAM 3: One 3-Credit Elective (3 credits)
- PROGRAM 4: Combination of Two 3-Credit Electives (6 credits)
- PROGRAM 5: Combination of Intensive Italian Language + Two 3-Credit Electives (9 credits)

PROGRAM 1 OR 2: Super-Intensive Italian OR Workshop in the Countryside (6 credits)

Please do not write below ↓

	COURSE TITLE	CODE	DAYS	TIME	CREDITS	LEVEL (BEG./INT./ADV.)
1 →	6
ALT.

PROGRAM 3 OR 4: One OR Two 3-Credit Electives (3 OR 6 credits)

Please do not write below ↓

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

PROGRAM 5: Combination of Intensive Italian + Two 3-Credit Electives (9 credits)

Please do not write below ↓

	COURSE TITLE	CODE	DAYS	TIME	SECTION	CREDITS	LEVEL (BEG./INT./ADV.)
1 →	Intensive Italian Language	IL II _____	Mon-Fri	2:10-3:50PM	3
2 →	3
ALT.
3 →	3
ALT.

ADDITIONAL NON-CREDIT COURSE

Please do not write below ↓

	COURSE TITLE	CODE	DAYS	TIME	SECTION	CREDITS
Extra →	0
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 Summer 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, 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

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

REGISTRATION POLICY

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

PROGRAM 1: Super-Intensive Italian language (6 credits)

PROGRAM 2: Workshop in the Countryside (6 credits)

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

PROGRAM 4: Combination of Two 3-Credit Electives (6 credits)

PROGRAM 5: Combination of Intensive Italian Language + Two 3-Credit Electives (9 credits)

Additional non-credit courses must be paid extra.

1. 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 alternative(s), and/or be moved to a different section in order to level course enrollment.
2. Upon arrival in Florence students will not be allowed to change Program.
3. Once course selections have been made (including alternatives), 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.
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. Students enrolling in Intermediate/Advanced Studio Art courses will have to take placement tests in Florence.
8. Auditing is not allowed. Students can attend only those courses they are registered for and which appear on their Official Registration form.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
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 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 _____