

LORENZO DE' MEDICI
COURSE REGISTRATION FORM - SUMMER PROGRAMS

Through EUROPEAN HERITAGE INSTITUTE

JUNE 2008

JULY 2008

AUGUST 2008

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 _____

Current Classification _____

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: _____

SUMMER 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.

- 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 at LDM. 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 at LDM.

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):

- PROGRAM 1: Super-Intensive Italian language (6 credits)
- PROGRAM 2: Special Studio Art Workshop (6 credits)
- PROGRAM 3: One 3-Credit Elective (3 credits) OR 4-credit Italian Language & Culture course (4 credits)
- PROGRAM 4: Combination of Two 3-Credit Electives (6 credits) OR
One 3-Credit Elective plus 4-Credit Italian Language & Culture course (7 credits)
- PROGRAM 5: Tuscania Summer Archeology Field School- JULY 3 - AUGUST 2, 2008 (3+3 credits)

PLEASE SELECT PROGRAM LOCATION:

- FLORENCE TUSCANIA ROME

WE REQUIRE THAT YOU PROVIDE ALTERNATIVE COURSES TO YOUR FIRST CHOICE

PROGRAM 1 OR 2: Super-Intensive Italian OR Special Studio Art Workshop (6 credits)

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

PROGRAM 3: One 3-credit Elective (3 credits) OR 4-credit Italian Language & Culture course (4 credits)

	COURSE TITLE	CODE	DAYS	TIME	CREDITS	LEVEL (BEG./INT./ADV.)
1 → ALT.	3 or 4

PROGRAM 4: Two 3-Credit Electives (6 credits) OR One 3-Credit Elective plus 4-Credit Italian Language & Culture (7 credits)

	COURSE TITLE	CODE	DAYS	TIME	SECTION	CREDITS	LEVEL (BEG./INT./ADV.)
1 → ALT.	3
2 → ALT.	3 or 4

ADDITIONAL NON-CREDIT COURSE

	COURSE TITLE	CODE	DAYS	TIME	SECTION	CREDITS
Extra → ALT.	NO CREDIT

PROGRAM 5: TUSCANIA Summer Archaeology Field School - JULY 3 - AUGUST 2, 2008 (3+3 credits)

COURSE TITLE	CODE	CREDITS
.....	3+3

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 at 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

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: Special Studio Art Workshop (6 credits)

PROGRAM 3: One 3-Credit Elective (3 credits) OR 4-credit Italian Language & Culture course (4 credits)

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

One 3-Credit Elective plus 4-Credit Italian Language & Culture course (7 credits)

PROGRAM 5: Tuscania Summer Archeology Field School- JULY 3 - AUGUST 2, 2008 (3+3 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 at LDM 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 at LDM, depending on course availability. This change can be made only once and only during the Orientation session held after students' arrival.
4. Once classes start, and in case you drop one or more classes, you will not be entitled to any refund.
5. Final registration will be completed during Orientation at LDM. After Final Registration/Orientation day, students will no longer be allowed to add a class. During the first two weeks of classes, however, students will be allowed to drop a class with a resulting "W" grade. Any course dropped after the second week of classes will result in a "W/F" grade. No exceptions will be made to those deadlines.
6. 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 procedure will have to take place once and only during Orientation/Final Registration day.
7. Non-beginning Italian language students will be assigned to the appropriate level only after taking a placement test during Orientation/Final Registration day.
8. Students enrolling in Intermediate/Advanced Studio Art courses will have to take placement tests at LDM.
9. Auditing is not allowed. Students can attend only those courses they are registered for and which appear on their Official Registration form.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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 _____