



LdM

The Italian
International
Institute

Lorenzo de' Medici

SUMMER 2012 COURSE REGISTRATION FORM

Check the location and appropriate term for all summer terms you are applying for:

JUNE 2012 -- Florence Rome Tuscania

JULY 2012 -- Florence Rome Tuscania

AUGUST 2012 -- Florence

ARCHAEOLOGY FIELD SCHOOLS 2012 --

Tuscania (Italy) June 28th - July 28th (4 WEEKS)

Tuscania (Italy) August 13th - August 29th (2 WEEKS)

Do you plan on attending additional terms (e.g. Fall 2012)? Specify _____

PERSONAL INFORMATION

Legal name: _____ Female
 Male
Last name *First name* *Middle name*

Date of birth (mm/dd/yy) _____ Country of birth _____

Country of citizenship _____ Passport # _____

Permanent address _____

City _____ State _____ Zip _____ Country _____

Home Phone _____ Cell Phone _____

Your College/University E-mail address _____

Your Personal E-mail address _____

Social Security # _____ College / University _____

Major _____ Minor _____

Check (✓) classification while at LdM: Freshman Sophomore Junior Senior Graduate

EMERGENCY CONTACT

Last name _____ First name _____ Relationship _____

Home Phone _____ Cell Phone _____ E-mail _____

PRIVACY POLICY

LdM is registered to hold your personal data under the Italian data protection law. This information will be used for administrative purposes and will not be given to any third party.

I authorize the use of my personal information by Lorenzo de' Medici, in accordance with Italian Law D.Lgs. 196/03 on privacy.

Student signature  _____ Date _____

COURSE SELECTION

If you are enrolling for more than one summer term, fill out a separate Course Selection page for each term.

Fill out this page only after carefully reading all registration and attendance policies.

SELECT TERM JUNE 2012 JULY 2012 AUGUST 2012

SELECT LOCATION FLORENCE TUSCANIA ROME

SELECT PROGRAM

- 3-Credit Course OR 4-Credit Course
- Combination of two Courses (total of 6-7 credits)
- Workshop (6 credits)

ITALIAN LANGUAGE PROFICIENCY

Italian language is NOT mandatory during Summer Sessions.

How many college semesters/quarters of Italian will you have completed by the start of the program? _____

List the code, title and level of the highest Italian course you will have completed. _____

Describe any other relevant Italian language experience. _____

COURSE SELECTION

- You are responsible for ensuring that your home institution will grant you credits for courses taken at LdM. This includes alternative courses and any new courses resulting from placement test/level adjustments.
- It is your responsibility to verify that there are no time conflicts among your selected courses and alternatives.
- Make sure that you sign up for the amount of credits required by your home institution, without exceeding the maximum number of credits allowed.
- Students registering for a non-beginning course, including Italian, must choose the appropriate level by carefully checking the LdM Academic Catalogue and Course Schedule (available online) for prerequisites. At LdM, these students will take a placement test to confirm their level.

YOU ARE REQUIRED TO PROVIDE AN ALTERNATIVE COURSE/SECTION TO EACH FIRST CHOICE.

CODE	SECTION	CREDITS	COURSE TITLE	DAY / TIME	LEVEL (ELEM./INT./ADV.)
1		Circle one: 3 4 6			
ALT.					
2		3			
ALT.					
NON-CREDIT ITALIAN CUISINE & WINE TASTING CLASS			For any extra course you will be charged the applicable fee		
Extra		0			
ALT.					

I have read, understood, and will abide by the policies listed on this form.
 I understand that I will only be permitted to change one course upon arrival at LdM.
 I will not be allowed to change Program or Location after arrival.
 I am aware that the Registrar reserves the right to enroll me in an alternative course/program
 should my first choice be unavailable,
 or move me to a different section in order to balance course enrollment.

Student signature _____ **Date** _____

ARCHAEOLOGY FIELD SCHOOLS

The LdM-CAMNES Archaeology Field School represents a new approach in studying and understanding ancient cultures within the Mediterranean and Near Eastern areas. Participants in the field schools will gain three kinds of knowledge through a once-in-a-lifetime experience.

First of all, participants will learn about modern **archaeological methodologies of research** through lectures, on-site digging and data recording processes under the guidance and experience of professional archaeologists.

Secondarily, participants will learn through a series of **lectures and site/museum visits** about the cultural aspects (archaeology, art, history, religion etc.) of the ancient societies that produced the architecture and objects that they will be excavating during the stay.

Moreover, participants will achieve a perspective about the contemporary **cultural trends of the host country** by meeting local students and residents, who will join the excavation project, as well as by visiting different places of historic and cultural relevance and exploring a number of other lifestyle aspects during their stay.

The courses are offered in collaboration with the Center for Ancient Mediterranean and Near Eastern Studies (CAMNES).

Field Schools are held in English and have no prerequisites: no archaeology experience / knowledge of Italian language is required. Field Schools require five/six days involvement per week including lessons, archaeological activities and visits.

PLEASE CONSULT THE ARCHAEOLOGY FIELD SCHOOL BROCHURE FOR FURTHER RELEVANT INFORMATION.

It is your responsibility to make sure your home institution will grant you credits for the courses.

SELECT PROGRAM

	FIELD SCHOOL LOCATION/DATES	NOTES	HOURS/DAYS	WEEKS	CREDITS
○	ANT/CLA/HIS 282-283 T Archaeology Field School: Tuscania - Italy June 28 th - July 28 th	Etruscan archaeological site in Lazio ca. III-II century BC	MON to FRI 5 days / week	4	6

	FIELD SCHOOL LOCATION/DATES	NOTES	HOURS/DAYS	WEEKS	CREDITS
○	ANT/CLA/HIS 282 T Archaeology Field School: Tuscania - Italy August 13 th - August 29 th	Etruscan archaeological site in Lazio ca. III-II century BC	MON to SAT 6 days / week	2	3

I have read, understood, and will abide by the policies listed on this form.
I understand that I will not be allowed to change Program or Location after arrival at LdM.
I am aware that the Registrar reserves the right to enroll me in an alternative course/program
should my first choice be unavailable.

Student signature  _____ Date _____

Read the following policies BEFORE filling out your Course Selection

REGISTRATION POLICY

1. Students will automatically be enrolled in their alternative program/course/section, if any of their first choices is unavailable (cancelled due to insufficient enrollment or full). The Registrar reserves the right to move students to a different section in order to balance course enrollment.
2. A level test will be administered at the beginning of Intermediate/Advanced level Studio Art and Design courses to confirm the students' level.
3. Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.
4. Only one class can be changed upon arrival at LdM, depending on course availability. This is only allowed during Orientation and Final Registration day. Final Registration deadlines will be announced during Orientation. No exceptions will be made to these deadlines. This is not available for the Archaeology Field School or Workshops.
5. No refunds will be issued for classes dropped after arrival at LdM.
6. After Final Registration Day, students will no longer be allowed to add a class. Courses dropped after Final Registration but during the first two weeks of classes will result in a "W" grade. Courses dropped after the second week of classes and before the "W/F" deadline will result in a "W/F" grade. No exceptions will be made to these deadlines.
7. Students must remain full-time status, with a minimum of 3 credits per term. Students may not drop or withdraw (with a "W" or "W/F") from a course if it would bring them below the minimum number of credits. Non-credit offerings are available only in addition to for-credit classes.
8. Mid-terms and final exams will be given only on the scheduled days that appear on each course syllabus. Students are not allowed to make up quizzes or tests under any circumstances, including illness, religious issues, travel plans, family matters, etc. Exams are scheduled during normal class times, so more than one exam may be administered on the same day.
9. LdM does not offer Pass/Fail grades or Incompletes, only letter grades. All classes registered for and grades received will appear on each student's LdM transcript notwithstanding their intent to transfer credits to their home institution.
10. Students with learning disabilities will be subject to local educational standards, and therefore may not be provided with the same special treatment offered by their home institution. However, based on current and official documentation of the disability, LdM offers reasonable assistance to these students. It is each student's responsibility to provide this documentation during the registration process and within the deadline.
11. LdM reserves the right to withhold the transcript and/or housing deposit 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 institute and other students.
12. a) The Rules of Conduct applied at this Institute may be different from the rules applied by the student's home college or university.
b) The Lorenzo de' Medici Rules of Conduct must be carefully read by each student. A copy of the Rules of Conduct is included in the Orientation Packet given to every student and is also distributed during Orientation at LdM and shown in every building of the Institute.
13. All students are required to carry a cell phone at all times that can receive text messages and phone calls in Italy, and to provide the phone number to LdM at Orientation. This is required in case of emergency, but students may be contacted by LdM for other reasons

ATTENDANCE POLICY

1. Course attendance is a primary requirement for a responsible learning experience at LdM.
2. Punctuality is mandatory. Students must arrive in class on time: any lateness, leaving class during the lesson without notice, not showing up on time after the break, or leaving earlier, will impact the participation grade and the Final Grade. In addition: 1) Three late arrivals or equivalent (10 minutes or more) result in one absence on the attendance count. 2) Missing half a lesson or more will be considered as one full absence.
3. Students are responsible for keeping track of their absences and for catching up on any missed work.
4. Make-up classes are always mandatory as part of the course program.
5. If a class occasionally creates conflict with another class, the student is required to inform both instructors in advance.
6. For no reason (i.e. religious issues, travel plans, family matters, etc.) will absences be excused.
7. Students will receive an "F" on each exam they miss.
8. Students who need to leave LdM before the end of the term must fill out an Official Withdrawal Request form and submit it to their advisor. A "W" for each course will appear on their transcript. Students who leave LdM without submitting the form will receive an "F" in each course. In either case, students will not be eligible for credits or receive a refund.
9. Students who absent themselves from courses will have their final grade penalized as indicated on the following table:

SUMMER SESSION COURSES

	Final grade lowered by one full letter when you have:	Final grade = "F" no credit awarded when you have:
All courses	3 absences	4 or more absences
Workshops and Archaeology Field School - See course syllabus for absence policy		

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

Student signature  _____ Date _____

PRINT STUDENT NAME _____