



JUNE 2009

JULY 2009

AUGUST 2009

**Personal Information**

Last name \_\_\_\_\_ First name \_\_\_\_\_ Sex : F  M

Date of birth (mm/dd/yy) \_\_\_\_\_ Country of birth \_\_\_\_\_

Country of citizenship \_\_\_\_\_ Passport # \_\_\_\_\_

Permanent address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Social Security # \_\_\_\_\_

Home institution \_\_\_\_\_

Major \_\_\_\_\_

Check (✓) the appropriate classification for your term at LDM

- Freshman
- Sophomore
- Junior
- Senior

**Emergency Contact**

Last name \_\_\_\_\_ First name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Authorization**

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

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# SUMMER PROGRAMS – COURSE SELECTION

Fill out the following course selection only after carefully reading all registration and attendance policies.

- It is your responsibility to make sure your home institution will grant you credits for all your selected courses and alternatives.
- 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.

**SELECTING AN ITALIAN CLASS:**

Italian language is NOT mandatory during Summer Sessions.

List the course title and level of your most recent Italian language course. \_\_\_\_\_

How many semesters of Italian have you completed? \_\_\_\_\_

**SELECT LOCATION:**

- FLORENCE       TUSCANIA       ROME

Once you arrive at LDM you will not be allowed to switch Program or Location.

**I would like to enroll in one of the following Programs (check ✓ the correct box below):**

- 3-Credit Elective OR 3-Credit Italian Language (3 credits)
- 6-Credit Italian language (6 credits)
- Combination of Two Electives OR Combination of 3-Credit Italian Language + One Elective (total of 6 credits)
- Special Studio Art Workshop (6 credits)
- TUSCANIA Summer Archeology Field School - Thursday July 2 to Saturday August 1 (total of 6 credits)

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

	CODE	SECTION	CREDITS	COURSE TITLE	DAYS & TIME	LEVEL (BEG./INT./ADV.)
1 →	.....	.....	Circle one 3 6	.....	.....	.....
ALT.						
2 →	.....	.....	Circle one 3 6	.....	.....	.....
ALT.						

**ADDITIONAL NON-CREDIT OFFERING: ITALIAN CUISINE & WINE TASTING**

For any extra course added you will be charged the applicable fee

	CODE	SECTION	CREDITS	COURSE TITLE	DAYS & TIME
Extra →	.....	.....	0	.....	.....
ALT.					

**TUSCANIA Summer Archaeology Field School - Thursday July 2 to Saturday August 1 (total of 6 credits)**

CODE	CREDITS	PROGRAM TITLE
ANT 315-316	6	.....

**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 should the first choice be unavailable, or move me to a different section in order to balance course enrollment.**

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

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

## REGISTRATION POLICY

1. **If any of your selected courses is not available (cancelled due to insufficient enrollment or full), you will automatically be enrolled in your alternative. The Registrar reserves the right to move you to a different section in order to balance course enrollment.**
2. Non-beginning Italian language students must choose the course that is appropriate for their Italian-language level, by checking the LDM Course Catalogue for prerequisites. These students will take a placement test to confirm their level during orientation at LDM.
3. Students enrolling in Intermediate/Advanced Studio Art and Design courses will have to take a placement test at LDM.

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4. You must attend only the courses which appear on your Official Registration form. Auditing is not allowed.
5. Only one class can be changed upon arrival at LDM depending on course availability. This is only allowed during Orientation and Final Registration day. Students will be informed about the add/drop and final registration deadlines during Orientation. No exceptions will be made to these deadlines. To add/drop a course, ask your advisor for the appropriate form and return it completed to your advisor.
6. All section changes are considered course changes.
7. After Final Registration day, students will no longer be allowed to add a class. During the first week of classes, however, students will be allowed to withdraw from a class with a resulting "W" grade. Any course withdrawal after the first week of classes will result in a "W/F" grade. No exceptions will be made to these deadlines.
8. If you drop any courses once classes start, you will not be entitled to a refund.

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9. Mid-term and final exams will be given only on the scheduled days that appear on each course syllabus. For no reason (i.e. religious issues, travel plans, family matters, etc.) will they be moved forward or postponed.
10. Our Institute does not offer Pass/Fail grades or Incompletes, only letter grades. All classes registered for and grades received will appear on your transcript notwithstanding your intent to transfer credits to your home institution.
11. Students with learning disabilities will be subject to local educational standards, and therefore will not be provided with the same special treatment offered by their home school. However, based on current and official documentation of the disability, LDM offers reasonable assistance to these students. It is the student's responsibility to provide this documentation within the deadline.
12. 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.
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 the 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 will receive an "F" on each exam they miss.
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** \_\_\_\_\_ **Date** \_\_\_\_\_