



**VFIC LANGUAGE EXCHANGE**

**LYNCHBURG COLLEGE 2017-18**

**MEMO OF UNDERSTANDING FOR REMOTE STUDENTS**

I understand that I am enrolling in a course that is offered on another campus and delivered in real-time through video-conferencing.

I understand that it is my responsibility to attend classes according to the calendar set by the host campus.

**Fall 2017 – for fall registration**

- August 24 - Classes begin
- October 12-15 – Midterm Vacation
- November 18-26 – Thanksgiving Holiday
- December 8 – Last day of classes
- December 11-16 – Exams

**Spring 2018 – for spring registration**

- January 15 – Classes begin
- March 3-11 – Midterm Vacation
- April 30 – Last day of classes
- May 2-8 – Exams
- May 12 - Commencement

This means that I may need to arrive at campus before my college starts classes, may have to take a different fall/spring break and may have to remain on campus after my college’s dismissal for winter/summer break. Weather closures may cause classes to be cancelled at the host institution.

I understand that I will need to get to class prior to the start time to assist with connecting my remote classroom to the host classroom.

I will inform my instructor of absences that I anticipate over the duration of the course.

I am aware that students taking courses through the VFIC Language Exchange in order to fulfill language proficiency requirements at their home institution should proceed with caution. The Exchange cannot guarantee that the requisite courses will be offered in order for me to meet proficiency — and, even if offered, future course times might not suit my schedule.

I confirm that I have read, understand and agree to the above requirements in this memo.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*(For remote campus leadership to complete)*

I have reviewed this memo with the student and am authorizing that the student be able to enroll in the course.

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Campus Representative (Print)

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Campus Representative Signature

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Date

Signed forms should be sent to Susan Kennon at [kennon@lynchburg.edu](mailto:kennon@lynchburg.edu).