VFIC LANGUAGE EXCHANGE

VIRGINIA WESLEYAN COLLEGE

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.

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

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(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.

_____ _____

Campus Representative (Print) Campus Representative Signature

_____

Date

Signed forms should be sent to Regina Bynum at rbynum@vwc.edu.