



VFIC LANGUAGE EXCHANGE

BRIDGEWATER COLLEGE – 2018-19

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 2018 – for fall registration

August 28 - Classes begin
September 4 – Last day to add a class
October 5 – Fall break begins after last class
October 10 – Classes resume
November 6 – Last day to withdraw
November 20 – Thanksgiving break begins after last class
November 26 – Classes resume
December 7 – Last day of classes
December 10-14 – Exams

Spring 2019 – for spring registration

January 7 – Classes begin
January 15 – Last day to add a class
January 21 – MLK holiday (no classes)
March 1 – Spring break after last class
March 11 – Classes resume
March 26 – Last day to withdraw
April 18 – Easter Break begins after last class
April 23 – Classes resume
April 24 – Last day of classes
April 25-27; and April 29-30 – Exams
May 4 - 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.

Campus Representative (Print)

Campus Representative Signature

Date

Signed forms should be sent to both Cynthia Howdyshell at chowdysh@bridgewater.edu and Emily Goodwin at egoodwin@bridgewater.edu.