##LIST##

Pre-registration for Globalization Program Once you have been accepted by your university to attend the Globalization Program you must pre-register online through the VIU website. VIU verifies the pre-registration and once approved you will receive your login and password by email.

You will need this login and password later to register for courses. Even if you have expressed a preference for some courses when applying through your home university, you must register for courses through the VIU system in order to be admitted to the courses.

Spring semesters:
Pre-registration opens October 15 of previous year and closes at 3pm on the Wednesday of Orientation Week
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N.B. Due to website maintenance, Spring 2017 pre-registrations open on December 14, 2016.

Fall semesters:
Pre-registration opens April 29 (postponed to May 19 for Fall 2017) and closes at 3pm on the Wednesday of Orientation Week .

There is no preliminary application process through the home universities for students of Ca' Foscari, Iuav, Padova and Tor Vergata Universities, including exchange students. Students from these universities can apply directly to VIU for admission by filling out the pre-registration form through the website. VIU will verify the application and once approved you will receive your login and password.

##/LIST## ##LIST##

Registration for courses in Globalization Program
Spring semesters:
Registration for courses opens January 05 (postponed to January 18 for Spring 2017) at 3pm (Italian time) and closes at 5pm on the Wednesday of Orientation week, which is on February 22 for Spring 2017 term.

Fall semesters:
Registration for courses opens July 20 at 3pm (Italian time) and closes at 5pm on the Wednesday of Orientation Week, which is on September 6 for Fall 2017 term.

The course registration form is published on the VIU website. To access the form you have to sign in using the log in and password sent to you by email following your pre-registration. If you

have lost your log in and password request a new one by writing to shss@univiu.org.

Fill out the form listing the courses you wish to take in order of preference. The admission procedure considers preference and date of registration.
The system is not automated to prevent you registering for courses that overlap on the timetable, so you must make sure that your chosen courses do not clash.
Please check carefully and ensure that you have been registered for the courses you intended.

First preferences and alternative preferences
You can list alternatives (right column) to your course choice in the event your first choices are already full.
If you list a course in your preferences on successive forms you will maintain your place in the course (or on the waiting list if you were not granted a place). The date of registration for that course will be the date you submitted the first form which included that course.
IMPORTANT: Please note however that if you list a course on a first form, omit it from a second form, and then add it again on a third, the date of registration for that course will be the date you submitted the third form. Omitting the course on the second form means that the course will be removed from your preferences in the system. If you are on a waiting list for a course, you are strongly advised to list an alternative (right column). Even if you are granted a place in the alternative course, you will remain on the waiting list for your first option in the event a place becomes available, until registration for courses closes.

If you select the *Italian for Foreigners* course, you can choose a preferred time slot, however the final assignment to a group will be made by the instructors during orientation week after the placement test. The following criteria will be considered:
- your class schedule (you should focus on organizing your schedule to maximize the possibility of receiving credit recognition from your home university)
- number of nationalities represented in the class
- skill level and aptitude of the student
- number of participants in the class

Once you have been assigned to an Italian group you will always attend the same class at the same time.

If you do not get in to one of your top preferences – Admission Petition Procedure:
In the event you are refused in one or more courses, you can write an admission petition.
A small number of places in each course will be available to students who have not been granted a place in courses ("refused"), based on petitions submitted to the Assistant Dean and Director of the SHSS, Prof. Luca Pes. This means that students who have been refused can apply to be admitted based on motivation, from the Registration closure until the end of the Orientation Week.

##/LIST## ##LIST## Spring 2017 Semester: Registration for Courses deadlines You will receive an email with your first course registration status on February 08, 2017.

You can change your preferences until registration for courses closes on Wednesday, February 22, 2017 at 5pm.

If you have been accepted to your top options, your alternative courses will be cancelled automatically when registration closes.

You will receive your final status by email once registration closes.

The Admission Petition form will be available online from 5pm on Wednesday, February 22 until 12 am on Friday, February 24, 2017.

Students who submit admission petitions for one or more courses will be notified by email whether they have been granted a place.

##/LIST## ##LIST##

Fall 2017 Semester: Registration for Courses deadlines You will receive an email with the first course registration status on August 23, 2017.

You can change your preferences until registration for courses closes on Wednesday, September 6, 2017 at 5 pm.

If you have been accepted to your top options, your alternative courses will be cancelled automatically when registration closes.

You will receive your final status by email once registration closes.

The Admission Petition form will be available online from 5 pm on Wednesday, September 6, until 12 am on Friday, September 8, 2017.

Students who submit admission petitions for one or more courses will be notified by email whether they have been granted a place.

##/LIST##

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