

AHIS 4003 Art in Paris
Spring 2016
University of Arkansas-Fort Smith
Registration and Course Payment Guidelines for Students

Final Date for Registration: November 16, 2015. \$1500 is due November 16, 2015
\$1100 is due January 11, 2016

(1) ELIGIBILITY—Students must meet the following criteria to be eligible to participate in AHIS 4003 Art in Paris:

1. Be in good judicial and academic standing at the time of application and remain in good standing prior to departure
2. Have completed a minimum of 20 credit hours and declared a major prior to departure and must maintain a minimum 2.0 cumulative grade point average both at the time of application and at the beginning of Spring Semester 2016, or receive consent of the instructor.
3. Have taken or be enrolled in either Art History Survey I (Art/AHIS 2863) and/or Art History Survey II (Art/AHIS 2873)

(2) REGISTRATION PROCESS—for currently enrolled students:

1. Print, complete, and submit the [Study Abroad Application Form](#), **RELEASE FORM**, and a copy of your **PASSPORT** and a copy of **DRIVER'S LICENSE** to Jenna Palmer in the Office of International Relations, Vines 105. **All DOCUMENTS MUST BE SUBMITTED TOGETHER IN PERSON. EMAILED DOCUMENTS WILL NOT BE ACCEPTED.**
2. Once students have completed #1 above, eligible students will receive an email with registration approval within five business days from the Office of International Relations (OIR)
3. After #2, eligible students will web register for the course. When web registration is not available, student will need to notify OIR. OIR will then forward registration approval to Dre' McCaleb, Director of Academic Programs Support, in CC 201B, for course enrollment.

(3) PAYMENTS. Tuition for AHIS 4003 Art in Paris will be paid by the student as part of their standard Spring 2016 registration and tuition fees. There is an additional fee for the cost of the trip to Paris. The first payment for this additional fee is due November 16, 2015. The remaining travel fee is due on January 11, 2016.

1. Students intending to use this course to fulfill scholarship requirements should visit the Financial Aid Office for more details.
2. November 16, 2015: Final day to register for AHIS 4003 Art in Paris. The first payment for the travel fee is due on this date, as per above.
3. As with all Spring semester courses, full refunds for tuition and course fees will not be allowed after January 11, 2016. Once travel fees are paid, there are no refunds. Travel fees are due on November 16, 2015 and January 11, 2016.
4. November 2015: If it becomes necessary for the University to cancel this course due to low enrollment, students and faculty members will be notified by email by November 23, 2015. Student refunds will be processed by the Finance Office.
5. UAFS is not responsible for cancelling any planned activities in France due to strikes; students may not request a refund for any such cancelled activities. The French strike regularly over a myriad of issues. Experiencing a strike is part of doing business in France.