KSI STUDENTS
Please review the following email which goes over what to expect for your first week of classes.

Important Dates to Remember

First Day of Classes
August 27, 2016

Add/Drop Deadline
September 8, 2016

CPT Document Submission Deadline (P/T or F/T)
September 8, 2016

Second Installment Due
September 25, 2016

Mid-Term Exams*
October 15 - 20, 2016

Comprehensive Exam Form Submission
October 5, 2016

Comprehensive Exam**
December 5, 2016

Final Exams*
December 14 - 18, 2016

Fall 2016 End Date
December 10, 2016

*Please review your current syllabus for official midterm and final exam dates.

**Comprehensive Exam date may change, please contact the office late-June confirm the official date.

Accessing '@myaksi.edu'
Student Email

KSI is pleased to announce Dr. Daniel Graupe, Emeritus Professor of Electrical and Computer Engineering, and Life Fellow of IEEE, has been recently appointed as President of KSI!

The President’s Address will be held during the second week of classes: September 3rd at 12:30pm and September 4th at 12:30pm in Lecture Hall 3. Refreshments will be served and all students, faculty and staff are to join the event!

STUDENT ID’S & KSI LOGIN PORTAL

NEW STUDENTS:
If you did not take a photo for your student ID card yet, please visit the IT Room (Room 208) this weekend to get your photo taken.
Account

All new students will be sent an e-mail by the IT Department, (Mr. David Huang - IT Systems Analyst; david@ksi.edu) requesting you to activate your my.ksi.edu e-mail account.

After you follow the e-mail instructions and activate your account, the IT Department will set up your Microsoft login so that you may download free Microsoft products (does not include Microsoft Office). The Microsoft login details will be sent to your my.ksi.edu e-mail address after activation.

Taking a Class Online?

Classes being provided online are also provided onsite. Onsite classes will be recorded*. The link to a particular week’s class will be emailed to you by the IT Department. After you have watched the video, contact your professor as this will count as your attendance. Homework, quiz, exams and lecture notes will be provided to you via email from your professor.

If you have any technical difficulties with the link, please email david@ksi.edu.

*Not all online courses are conducted this way, for online courses with professor C.Y. Hsieh, your online course will be conducted using other virtual class room tools. Your professor will contact you.

Questions?

Please contact the Administrative Office at 847.679.3135 or by emailing office@ksi.edu if you have any questions or concerns. We will be available on Sunday, May 22 to assist students for the first day of classes. Our regular hours of operation are: Mon. - Sat. 9am - 5pm.

Student ID’s will be ready on the 2nd week of classes and can be collected from the Administrative Office. An email will be sent to you expressing that your ID cards are ready to be collected.

ID’s are $5 and do not require renewal. ID’s include a student login number; this number should be used for your student login portal on KSI’s website. The last 6 digits on your card is your student login password. ID’s are also used for checking out library books/journals/thesis. Click here to access the Student Login Portal.

Parking at KSI

For students that commute to KSI, please be mindful that there is NO PARKING ON RESIDENTIAL SIDE-STREETS (TRUMBULL ST.). Students may only park at KSI’s parking lot, on Main Street and at the local business across the street: DYNAMIC HEALTHCARE. All student who park at DYNAMIC HEALTHCARE must place their student ID cards on their dashboard. If you do not have a student ID and you are a current student at KSI, please visit the Administrative Office to collect your ID. If you do not have a student ID card and you are a new student, ID cards will be ready in the 2nd week of the semester.

View the Campus Parking Map here

Attendance Policy

Fall 2016

It is of utmost importance to be familiar with policies at KSI; please contact the Administrative Office should you need any clarification or guidance regarding these policies.

ATTENDANCE POLICY FOR FALL SEMESTERS

• Students cannot miss four (4) or more classes throughout the entire semester. Excused absences still count as an absence. Once a student has reached 4 absences for a specific course, they automatically fail the course based on attendance.
  * Ex: Absent on Week 1, Week 3, Week 5 and Week 7

• Students cannot miss three weeks (3) in a row at any given time during the semester. Excused absences still count as an absence. Once a student misses three weeks in a row, they automatically fail the course based on attendance.
  * Ex: Absent on Week 5, Week 6 AND Week 7

All semesters: Arriving late, leaving early, attending to phone calls will be marked negatively. Three marks of the prior mentioned will count as one (1) full absence.

All semesters: Excused absences will be held against students final absences count during the duration of the semester. A medical note must be submitted to the Office in order for the excused absence to not be held against the student.

All semesters: Students will be charged a $40 missed class penalty fee on the third absence. For every absence after the third absence (ex. 4th, 5th, etc.), an additional $40 per absence will also be charged.

Add/Drop Policy

Add/Drop Deadline: September 8th 2016

Students are only permitted to add and/or drop a class before completing 6 hours (2 class sessions) of the semester. The student must visit the Administrative Office, complete an add/drop form, take the form to their advisor to sign for add/drop authorization. For international students; once a course is dropped, your international student status also drops to Part-Time. International students holding F-1 must maintain full-time status meaning he/she must be registered for a minimum of two courses each semester (those newly admitted on F-1 must maintain three courses in their first 2 semesters to meet full-time status requirements).

The cut-off for add/drop is September 8, 2016.

Complete an Add/Drop Form Here | View the Current Fall 2016 Schedule Here
We look forward to seeing everyone again! Here’s to a prosperous Summer 2016!

I-20 Collection for International Students

To collect your CPT I-20s, be sure to bring in your original hiring letter (must include INK signature on the company’s letterhead), CPT Application Form, and Cooperative Agreement Form (if you have changed your employer or are applying for CPT for the first time). If you are unsure about your standing and/or pending requirements to collect your CPT I-20, please feel free to call 847.679.3135 or e-mail office@ksi.edu and we will update you!

Click here to complete the CPT Application Form
Click here to view the CPT Sample Hiring Letter
Click here to view the Cooperative Agreement Form

NEW Students: Unless you received your Registration I-20 on Registration Day, please visit the Administrative Office this week to collect your updated I-20. If you are missing any documents or have pending registration requirements, your I-20 will not be released.