Dates to Remember!

**Fall 2016 End Date**
August 10th, 2016

**Summer 2016 CPT Evaluation Letter Due**
August 12th, 2016

**Fall 2016 Registration**
August 22, 2016

**Transfer-Out Deadline**
August 22, 2016

**CPT Documents Submission Deadline for 8/23 Start Date**
August 22, 2016 BY 4PM

**Fall 2016 First Day of Classes**
August 27th, 2016

**Add/Drop Deadline**
September 8th, 2016

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

**Second Installment Due**
September 25th, 2016

**Comprehensive Exam Registration**
October 5th, 2016

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**Preregistration Steps!**

**Step 1:**
Visit the Fall 2016 course schedule

**Step 2:**
Visit the preregistration form to enter your course selection

**Step 3:**
Await confirmation email from the admin. office

**Step 4:**
Submit your tuition payment on or before August 22, 2016

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**Visit the Fall 2016 Course Schedule Here**

**Visit the Preregistration Form Here**

- If you need help in selecting a class, please feel free to call during office hours or email the office (847-679-3135/office@ksi.edu) and meet with your advisor.

- Not sure if the class is provided online? Contact the Administrative Office for details*

- **Convenience!** Students may submit their tuition payment on their last day of classes for the Summer 2016 semester - August 6 - 10.

- If you fail to register and pay tuition on or before August 22, 2016, you will be charged a **10% late penalty fine**.

*F-1 STUDENTS MAY NOT TAKE ONLINE COURSES

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**New Faculty!**

KSI is pleased to welcome Dr. Husein Armouti and Dr. Imad Al Saeed to the Faculty team! In the coming weeks, new KSI’s faculty bio’s page will include information about Dr. Armouti and Dr. Al...
Comprehensive Exam  
December 5th, 2016

Fall 2016 End Date  
December 18th, 2016

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CIS510 Limited Classes!

CIS510 is a core course for majority of concentrations. Please note that there is a limit to class size, 25 students max! There will be two available classes, one on Saturday with a limit of 25 students and one on Sunday with a limit of 25 students. The sooner you register, the sooner you can secure your spot for the preferred day!

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Transferring-out?  
We hate to see you go! Be careful selecting new schools - be sure to transfer to a REGIONALLY ACCREDITED institution! Check here to verify accreditation.

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Tuition Methods of Payment

- Money Order
- Personal Check/Bank Check (bounced checks will be charged an additional $35 bounce fee).
- Credit/Debit Card(s) Please use the Credit Card Authorization Form* here & email the completed form to office@ksi.edu.

*This form should be accompanied by a photocopy of the card used for the transaction with only the last 4 digits of the card visible and a State I.D. or Driver's Licence identifying the card holder.

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Tuition Fees for Fall 2016

<table>
<thead>
<tr>
<th></th>
<th>Domestic Students per credit hour*</th>
<th>$480.00</th>
<th>On-site Lab - $50 per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>International Students per credit hour*</td>
<td>$576.00</td>
<td>Material Fee - $5 per course</td>
</tr>
</tbody>
</table>

*Please keep in mind that each course at KSI Graduate School is 3 credits. Except CIS600/CIS600A (Applied CIS Practicum [CPT]) 1 credit.

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Installment Plans - Domestic Students

<table>
<thead>
<tr>
<th>DUE DATES</th>
<th>1 COURSE*</th>
<th>2 COURSES</th>
<th>3 COURSES</th>
<th>4 COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st installment: August 22</td>
<td>$748</td>
<td>$1,470</td>
<td>$2,193</td>
<td></td>
</tr>
<tr>
<td>2nd installment: Sept. 25</td>
<td>$747</td>
<td>$1,470</td>
<td>$2,192</td>
<td></td>
</tr>
<tr>
<td><strong>SEMESTER TOTAL</strong></td>
<td><strong>TOTAL:</strong></td>
<td><strong>TOTAL:</strong></td>
<td><strong>TOTAL:</strong></td>
<td><strong>TOTAL:</strong></td>
</tr>
<tr>
<td>$1,495</td>
<td>$2,940</td>
<td>$4,385</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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International Students: Tuition Structure

<table>
<thead>
<tr>
<th>DUE DATES</th>
<th>1 COURSE*</th>
<th>2 COURSES</th>
<th>3 COURSES</th>
<th>4 COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st installment: August 22</td>
<td>$892</td>
<td>$1,758</td>
<td>$2,625</td>
<td>$3,491</td>
</tr>
<tr>
<td>2nd installment: Sept. 25</td>
<td>$891</td>
<td>$1,758</td>
<td>$2,624</td>
<td>$3,491</td>
</tr>
<tr>
<td><strong>SEMESTER TOTAL</strong></td>
<td><strong>TOTAL:</strong></td>
<td><strong>TOTAL:</strong></td>
<td><strong>TOTAL:</strong></td>
<td><strong>TOTAL:</strong></td>
</tr>
<tr>
<td>$1,783</td>
<td>$3,516</td>
<td>$5,249</td>
<td><strong>TOTAL:</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Registration for only one course is conditional

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International Students: Tuition Structure + CPT

<table>
<thead>
<tr>
<th>DUE DATES</th>
<th>1 COURSE + CPT*</th>
<th>2 COURSES + CPT</th>
<th>3 COURSES + CPT</th>
<th>4 COURSES + CPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st installment: August 22</td>
<td>$1,182</td>
<td>$2,049</td>
<td>$2,915</td>
<td>$3,782</td>
</tr>
<tr>
<td>2nd installment: Sept. 25</td>
<td>$1,182</td>
<td>$2,048</td>
<td>$2,915</td>
<td>$3,781</td>
</tr>
<tr>
<td><strong>SEMESTER TOTAL</strong></td>
<td><strong>TOTAL:</strong></td>
<td><strong>TOTAL:</strong></td>
<td><strong>TOTAL:</strong></td>
<td><strong>TOTAL:</strong></td>
</tr>
<tr>
<td>$2,364</td>
<td>$4,097</td>
<td>$5,830</td>
<td><strong>TOTAL:</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Registration for only one course is conditional

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Planning to Transfer Out of KSI?

Current students that are seeking transfer out of KSI MUST DO SO NO LATER THAN AUGUST 22ND, 2016. KSI will need to review your acceptance letter and transfer form issued by your new school. Your transfer will not be conducted if you have a delinquent balance due to KSI or are pending other requirements. Failing to transfer out by August 16 will result in being mandated to register for the FALL 2016 semester on AUGUST 22, 2016. Failing to register by August 22 may result in automatic termination from SEVIS (if you are terminated by SEVIS, you no longer have valid F-1 status). Contact the Administrative Office for details.

International students that do not complete 18-credit hours and request to transfer-out/abandon their education prior to completing 18-credit hours would fall under PART-TIME status. International students are required to maintain FULL-TIME status per immigration law, hence transferring/abandoning prior to completing 18-credit hours may result in future status issues.

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KSI Policies

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 3 absences for a specific course, they automatically fail the course based on attendance.

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Weekend ClassesNovember 26 & 27 are

Saeed. If you have any questions, feel free to contact the Administrative Office!
CIS599B/C STUDENT ATTENDANCE

Students enrolled in CIS599B,C, etc. are now required to meet with their project advisors weekly.

Project Advisors will correspond with their students via email to confirm a weekly onsite meeting. KSI’s attendance policy applies to all CIS599B,C, etc. students i.e. failing to attend twice in a row will result in failing the course, failing 3 times throughout the semester will result in failing the course. Review the full attendance policy in the ‘KSI Policies’ section of this email.

CLASSES ARE NOT CANCELED FOR LABOR DAY WEEKEND!!!!

Campus Parking

Classes are held on 3420 Main Street, Skokie, IL 60076. Parking is available on the parking lot (all spaces facing Main Street).

Parking is not permitted in neighborhood side streets. For further parking details, maps are provided around the campus reflecting available parking spots, view the map here.

BRING YOUR LAPTOP TO CLASS!

For an optimal learning experience, it is best to bring your laptops/notebooks to class as you

- 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

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, fill out an add/drop form and ask your advisor for approval to add or drop a course in order to be assisted in this case, otherwise, you cannot drop the course. For international students; once a course is dropped, your international student status also drops to Part-Time, which means SEVIS can legally terminate you for not being registered as a full time student. International students must be registered for a minimum of two courses each semester. The cut-off for add/drop is SEPTEMBER 8, 2016.

GRADING POLICY

- Core courses: grade of B­ (2.75 GPA) or better. Courses for which a student receives a grade lower than B­ (2.75 GPA) may be retaken.
- Area courses: grade of C+ (2.25 GPA) or better, maintaining a B (3.0 GPA) average. Courses for which a student receives a grade lower than C­ may be retaken.
- Prerequisite courses: taken for credit with a B-/C+ average (2.5 GPA). Courses for which a student receives a grade lower than C­ may be retaken.

CPT RENEWAL - INTL. STUDENTS

Newly Admitted Students Are not Eligible for Full Time CPT

Full Time or Part Time CPT Enrollment Deadline:

- September 8, 2016
  - Note: This is the deadline to enroll in CPT (part time or full time) you may not request to add CPT after this date, nor may you request to change your employment type from full-time to part-time.
  - If you plan to submit CPT documents on September 8th, your CPT start date listed in your hiring letter must be projected 1­day in advance; September 9th.
- All CPT documents must be submitted by this deadline - failure to submit the appropriate CPT documents will result in you being withdrawn from CIS600/CIS600A.

Full Time CPT Hiring Letter Dates:

- Start Date: August 23, 2016
  - Note: If you plan to submit CPT documents AFTER August 22, your CPT start date listed in your hiring letter must match the date your documents reach KSI’s Administrative Office.
can easily take notes for class and follow along with your professor for programming/computer based applications. For homework assignments, you may need to install certain programs to your laptops and your professor will help you with the installation.

For any questions or concerns about the Registration Process, please contact the Administrative Office
office@ksi.edu
(847) 679-3135

- E.g. I submit my CPT documents to KSI via email on August 24, my CPT start date in the hiring letter must be projected 1-day in advance; August 25.
  - End Date: January 2nd 2017

Part Time CPT Hiring Letter Dates:

- Start Date: August 27th, 2016
  - Note: If you plan to submit CPT documents AFTER May 21, your CPT start date listed in your hiring letter must match the date your documents reach KSI's Administrative Office.
  - E.g. I submit my CPT documents on June 1 to KSI via email, my CPT start date in the hiring letter must be projected 1-day in advance; June 2.
  - End Date: December 18th, 2016

STUDENTS WITH CPT
Students looking for CPT must register for a minimum of two (2) courses (per semester minimum requirement) and 1 credit CPT course - CIS 600/CIS600A 'Applied CIS Practicum'. The exception to this is if you have completed 3 courses in the Fall and 3 courses in the Spring semester - in such an event, you may take the Summer semester off and may enroll in CIS600/CIS600A.

If you are with the same employer, you only need to submit a CPT Application Form and a CPT hiring letter - CPT Sample Offer Letter. If you are changing employers, you would have to submit a Cooperative Agreement Form, CPT hiring letter, and CPT Application Form. All company evaluation letters and forms are due on or before December 18th, 2016. Without submission of the evaluation documents, your CPT will not be renewed for the next semester.

COLLECTING CPT I-20
In order to collect your CPT I-20, your original hiring letter must reach KSI’s Administrative Office on or before the first day of classes. Hiring letters may be mailed directly to KSI or dropped off in person. Please note, electronic signatures/color copy signatures are not accepted - signatures must be original IN INK.

REVOKING CPT
If CPT students fail to achieve the minimum average grades according to KSI’s grading policy he/she will have their CPT revoked until their standard grade average requirement is met. If a CPT student fails to follow the Attendance Policy, they will automatically be given an 'F' grade for their course and KSI will cancel their CPT and also contact the hiring company via phone and e-mail to inform them of the CPT cancellation.