Knowledge Systems Institute Graduate School
Spring 2016 PREREGISTRATION OPEN NOW!!

Deadlines
Registration Day: MONDAY, JANUARY 4, 2016 from 9:00am - 6:00pm
Classes Begin: SATURDAY, JANUARY 9, 2016

How to Preregister

Preregistration Steps

Step 1: Visit the Spring 2016 Course Schedule HERE

Step 2: Complete your online preregistration form

- If you need help in selecting a class, please feel free to call or email the office (847.679.3135
  / office@ksi.edu). Our regular office hours are still in effect with the exception of holidays:
  Closed on Thanksgiving Day (11/26), Closed on Christmas Day (12/25), Closed on New
  Year's Day (01/01).

Step 3: Await confirmation via e-mail from the Administrative Office informing you if your
preregistration form submission was successful

Step 4: Submit your tuition payment on or before, JANUARY 4\(^{TH}\) 2016

- Students may submit their tuition payment on their last day of classes for the Fall 2015
  semester.

What Happens After Registration?

After you have preregistered, you will receive an e-mail from the Administrative
Office informing you if there are any issues/errors in your course selection.

- If you preregister online, please be sure to submit your tuition payment on time! Tuition is due **JANUARY 4TH 2016**.
- If you fail to register and pay tuition on or before **JANUARY 4TH 2016**, you will be charged a 10% late penalty fine.
  - For international students, if you do not register for courses on Registration Day, KSI will not register you into the SEVIS system for the semester, which will jeopardize your status with USCIS (INS) and lead to termination by SEVIS.

**SCHEDULE CONFLICTS/CANCELLATIONS**
If you preregister for a class that later becomes canceled, you must visit KSI before the semester begins to update your registration. Cancellations generally occur when enrollment for a specific course is too low. Cancellations will be updated on KSI’s Spring 2016 schedule. You are welcome to check the schedule any time. If the schedule is modified, an e-mail will be sent across to all students.

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**Tuition Payment**

**What Are The Tuition Fees for the Spring 2016 semester?**

- **Domestic Students per credit hour**                                            **$480.00**
- **International Students per credit hour**                                     **$576.00**
- On-site Lab - **$50** per semester
- Material Fee - **$5** per course

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

**Domestic Students: Tuition Structure**

<table>
<thead>
<tr>
<th>DUE DATES</th>
<th>1 COURSE</th>
<th>2 COURSES</th>
<th>3 COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st installment due JAN 4TH 2016</td>
<td>748</td>
<td>1,470</td>
<td>2,193</td>
</tr>
<tr>
<td>2nd installment due FEB 7TH 2016</td>
<td>747</td>
<td>1,470</td>
<td>2,192</td>
</tr>
<tr>
<td>SEMESTER TOTAL</td>
<td>TOTAL: $2,760</td>
<td>TOTAL: $2,940</td>
<td>TOTAL: $4,385</td>
</tr>
</tbody>
</table>

**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 due JAN 4TH 2016</td>
<td>892</td>
<td>1,758</td>
<td>2,625</td>
<td>3,491</td>
</tr>
<tr>
<td>DUE DATES</td>
<td>1 COURSE +  CPT</td>
<td>2 COURSES + CPT</td>
<td>3 COURSES + CPT</td>
<td>4 COURSES + CPT</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>1st installment due</td>
<td>$1,182</td>
<td>$2,049</td>
<td>$2,915</td>
<td>$3,782</td>
</tr>
<tr>
<td>2nd installment due</td>
<td>$1,182</td>
<td>$2,048</td>
<td>$2,915</td>
<td>$3,781</td>
</tr>
<tr>
<td>SEMESTER TOTAL</td>
<td>total: $2,364</td>
<td>total: $4,097</td>
<td>total: $5,830</td>
<td>total: $7,563</td>
</tr>
</tbody>
</table>

*Registration for only one course is conditional*


total: $1783  | total: $3,516  | total: $5,249  | total: $6982

*Registration for only one course is conditional*

KSI accepts the following methods of payment:

- **Money Order**
- **Personal Check/Bank Check**
- **Credit/Debit Card(s) - subject to 3% service fee**; please use the Credit Card Authorization Form which is available on our [website](#). Along with this form you must submit a copy of the credit/debit card and ID for verification purposes.

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**Welcome New Students!**

**New Spring 2016 Students**

To all new students joining KSI this Spring 2016, WELCOME! We would like to extend this opportunity for you to be fully aware of KSI’s important policies. Some policies such as attendance, add/drop, grading, plagiarism, CPT (international students) and credit requirements (18 credits per year policy for international students) are mentioned in the pages below. Nevertheless, we encourage you to read the full KSI Student Handbook [here](#). Being a student, you are responsible to know about the policies as stated by KSI, thus reading the handbook is key in understanding the way KSI functions.

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**New International Students - Address Proof**
All new students are required to provide KSI with an ILLINOIS ADDRESS in order to be issued an I-20. Without an ILLINOIS ADDRESS, you will not be entered as registered in SEVIS and your I-20 will not be generated. Please e-mail, call, fax, or visit our offices to present the address to us. Those that have an Illinois address: you will be issued a Registration I-20 once you have successfully registered. If you are seeking CPT and have submitted all CPT documentation requirements by the deadline, your I-20 will be issued on the first day of classes, January 9th 2016, visit the Administrative Office to collect your I-20 on your first day of class.

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### Waiver Exams

**Waiver Exam Deadline: December 21st, 2015**

Any student that is required to take up to 4 prerequisite courses as stated his/her acceptance letter, please be sure to take the waiver exam as it can only be taken prior to registration. Those of you who are interested in taking our waiver exams must inform the office no later than December 21st 2015. As a reminder, you will be taking four (4) exams in two (2) hours. You must visit the Skokie campus to take the exams. You must pass the waiver exams with a score of 75% or higher on each exam. If you miss the deadline mentioned above, you will not be allowed to take any waiver exams, in the following or future semesters. There are no fees for taking the waiver exams.

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### Transferring Out of KSI?

**Transfer Out Deadline: January 1st, 2016**

Current students that are seeking transfer out of KSI MUST DO SO NO LATER THAN JANUARY 1ST. If you fail to transfer out by JANUARY 1ST, you will be mandated to register for the SPRING 2016 semester on JANUARY 4TH 2016. KSI will not enter your registration in SEVIS if you fail to register on JANUARY 4TH 2016. This lack of registration in SEVIS may even result in automatic termination from SEVIS (if you are terminated by SEVIS, you no longer have valid F-1 status). 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. Contact the Administrative Office for details.

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### KSI Academic Policies

Whether you are a current or new student, 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 the **Fall and Spring** 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.
  - o Ex: Absent on Week 1, Week 3, Week 4, and Week 7

• **Students cannot miss three (3) weeks 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.
  - o Ex: Absent on Week 5, Week 6 and Week 7

**For the Summer semesters:**

• **Students cannot miss three (3) 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.
  - o Ex: Absent on Week 1, Week 3, 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.
  - o 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.

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### ADD/DROP POLICY

**Add/Drop Deadline: January 22, 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, 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 JANUARY 22, 2016.

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### INTERNATIONAL STUDENTS FULL TIME CREDIT POLICY
2 courses [6 credits] + 2 courses [6 credits] + 2 courses [6 credits] = 18 CREDIT POLICY (3 CONSECUTIVE SEMESTERS - NO BREAKS).

Each '300' level and '500' course at KSI Graduate School is 3 credits. So far, our 6 credits + 6 credits + 6 credits = 18 credits - 2 courses each semester with no breaks - program is very successful for international students. By following this option, you are complying with Immigration law of completing 18 credit hours per year. This program is open to all current and new MS degree students. But, if you fail a class, you earn 0 credits and must cover up the failed class by taking it again in the same year. It is important to note that transferring out prior to completing the full 18 credits would mean you have completed part time status at KSI as an international student. As international students must maintain full time status at all times. **Full time CPT in the Summer semester is not an option when choosing this program.**

9 credits + 9 credits + 0 = 18 CREDIT POLICY

**If you are eligible, and looking to take a full semester off and to partake in full time CPT during the Summer 2016 semester, this is only possible by partaking in the 9 credits + 9 credits + 0 program.** According to Immigration law, international students must complete 2 semesters (Spring and Fall) and are permitted to have Summer break but they must complete 18 credit hours per year. This means as a KSI Graduate School student, you can have Summer break if you take 3 courses in the Spring and 3 courses in the Fall semesters. **This program is open to all current and new MS degree students. However, if you fail a class, you earn 0 credits and must cover up the failed class by taking retaking the course in the following semester. Full time CPT in the Summer semester is an option when choosing this program.**

**Why 18 Credit Hours?**

According to Immigration law, all international students must be full-time students the definition of a full time student is that the student must complete a minimum of 18 credit hours per year. A student entering U.S.A from overseas, or being newly granted F-1 status, must complete 24 credit hours for their 1st year as an international student; after the first year, you must maintain 18 credit hours per year.

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**GRADING POLICY**

Students must earn at least a 'B' grade in each graduate core course for their major. Students must earn a 'B' average for all area courses for their major. Failure to meet the required minimum grade will result in retaking the course. Students must earn at least a 'C' average in all prerequisite courses. If lower than a 'C' average is earned, the student must retake the failed course (cannot take graduate level courses) and will not be entitled to a tuition refund; must repay tuition to take the course again.

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**EXAM POLICY**

There are no cell phones, flash drives, pen drives, or miscellaneous electronic devices
permitted during tests/exams/quizzes for any course. Any students caught with a phone during the exam will be perceived as cheating and will automatically receive an 'F' for that exam. No excuses will be accepted for why you must keep your phone. If your class will be having an exam, you must turn off your phone and submit it to the professor until the exam is over. During an exam, students are not permitted to leave the class room. If you need to use the rest room or make an important phone call, you must do so before the test. You cannot leave the classroom until all tests are turned in. If you leave your seat while testing is going on, you will be given an automatic 'F'. Furthermore, if students are caught cheating by their professor, both parties will be penalized by receiving automatic F's on the assignment/project/exam/test/quiz. Further information is available in KSI's Student Handbook.

RESIDENTIAL ADDRESS AND E-MAIL ADDRESS UPDATES for International Students

According to SEVIS and USCIS laws, all International Students must update their address 10 days after attaining a new address. SEVIS and USCIS require your correct address at all times. You can update your address by submitting Form AR-11 available at www.uscis.gov or simply contacting KSI and updating your address with the Administrative Office.

Curricular Practical Training (CPT)

CPT Documentation Submission Deadline: January 4th, 2016
CPT Hiring Letter Dates:
• Start Date: January 9th, 2016
• End Date: May 5th, 2016

CPT Application Form
CPT Sample Offer Letter
Cooperative Agreement

CURRENT STUDENTS WITH CPT
Any students looking for CPT must register for a minimum of two (2) courses (per semester minimum requirement) and 1 credit CPT course - CIS 600 'Applied CIS Practicum'. The total tuition for 2 courses and 1 CPT course is $4097. Installment plans are provided, please refer to the tuition and fee chart provided above. Please be sure to provide your NEW company hiring letter by January 4th 2016. If you are with the same employer, you only need to submit a CPT Application Form and a CPT hiring letter. If you are changing employers, you would have to submit a Cooperative Agreement, CPT hiring letter, and CPT Application Form. All company evaluation letters are due on or before December 28th. Without submission of the evaluation letter, your CPT will not be renewed for the next semester. For details regarding CPT requirements, contact the Administrative Office or review previous e-mails regarding CPT documentation.

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 misses class 4 times in the Fall and Spring semester and 3 times in the Summer semester, 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.

NEW STUDENTS SEEKING CPT
Any students looking for CPT must register for a minimum of two (2) courses (per semester minimum requirement) and 1 credit CPT course - CIS 600 'Applied CIS Practicum'. The total tuition for 2 courses and 1 CPT course is $4097. Installment plans are provided, please refer to the tuition and fee chart provided above. Please be sure to provide your CPT documentation as soon as possible. For details regarding CPT requirements, contact the Administrative Office or review previous e-mails regarding CPT documentation.

FULL TIME CPT IN SUMMER SEMESTERS
Students seeking full time CPT in Summer will be eligible under the following conditions:

- Students must take and pass three (3) courses in the Fall and 3 courses in the Spring semesters at KSI
  - You are eligible for part time CPT in Fall and Spring
- Failing a class in Fall or Spring will leave the student ineligible to take full time CPT in Summer
- Registering for full time CPT in Summer would require:
  - Submission of all CPT documents (Hiring Letter, Cooperative Agreement [if you have a new company] and CPT Application Form)
  - Registration for CIS600
  - Submission of tuition fees for CIS600 Registration = $631 ($576 tuition [1 credit] + $50 lab fee + $5 material fee)

Classes Begin January 9th, 2016

BRING YOUR LAPTOPS/NOTEBOOKS TO CLASS
For an optimal learning experience, it is best to bring your laptops/notebooks to class as you 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; bringing your laptops to every class should prove fruitful for your academic experience.

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. Feel free to park on Main Street, no permits are required. For further parking details, maps are provided around the campus reflecting available parking spots.

If you have any questions, feel free to contact the office. We look forward to assisting you with Spring 2016 registration.