Details to Remember!

Spring 2016 End Date
May 5, 2016

Spring 2016 CPT Evaluation Documents Due
May 5, 2016

Summer 2016 Registration
May 16, 2016

Transfer-Out Deadline
May 16, 2016

FT CPT Documents
Submission Deadline for 5/17
Start Date
May 16, 2016 BY 4PM

PT CPT Documents
Submission Deadline for 5/21
Start Date
May 16, 2016 BY 4PM

Summer 2016 First Day of Classes
May 21, 2016

Preregistration Steps!

Step 1: Visit the Summer 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 May 16, 2016

Visit the Summer 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).
- 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 Spring 2016 semester - April 30 & May 1.
- If you fail to register and pay tuition on or before MAY 16, 2016, you will be charged a 10% late penalty fine.

*F-1 Students May Not Take Online Courses
CIS321 Replaced with CIS322

Sunday course CIS321 Computer Languages has been replaced with CIS322 Object-Oriented Programming.

CIS322 is an authorized replacement for CIS321. Please visit KSI's updated course catalog for more details.

Students that originally preregistered for CIS321: you are authorized to switch to CIS322, in fact, you do not need to resubmit the online preregistration form, we will automatically adjust your registration to CIS322.

Summer 2016 Schedule | Conflicts & Cancellations

If you preregister for a class that later becomes canceled, you must visit KSI before the semester begins, May 21st 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.

Tuition Fees for Summer 2016

<table>
<thead>
<tr>
<th></th>
<th>Domestic Students per credit hour</th>
<th>International Students per credit hour</th>
<th>Material Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$480.00</td>
<td>$576.00</td>
<td>$5 per course</td>
</tr>
<tr>
<td>Installment Plans - Domestic Students</td>
<td><img src="image" alt="Installment Plans Table" /></td>
<td></td>
<td></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.
**KSI’s First Ethnic Fest!**

KSI students are from the most culturally rich lands in the world! We would like to encourage all students to bring in their favorite ethnic foods on the first day of class to celebrate their heritage! Students are welcome to dress in ethnic clothing as well! Refreshments will also be provided by KSI.

We thank our current student, Mr. Avelino, for making such a wonderful suggestion!

For questions or suggestions about the event, please contact the Admin. Office

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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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### Planning to Transfer Out of KSI?

Current students that are seeking transfer out of KSI MUST DO SO NO LATER THAN MAY 16, 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 May 16 will result in being mandated to register for the SUMMER 2016 semester on MAY 16, 2016. Failing to register by May 16 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 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.

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<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 MAY 16</td>
<td>$892</td>
<td>$1,758</td>
<td>$2,625</td>
<td>$3,491</td>
</tr>
<tr>
<td>2nd installment due JUNE 19</td>
<td>$891</td>
<td>$1,758</td>
<td>$2,624</td>
<td>$3,491</td>
</tr>
<tr>
<td>SEMESTER TOTAL</td>
<td>TOTAL: $1,783</td>
<td>TOTAL: $3,516</td>
<td>TOTAL: $5,249</td>
<td>TOTAL: $6982</td>
</tr>
</tbody>
</table>

*Registration for only one course is conditional

<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 due MAY 16</td>
<td>$1,182</td>
<td>$2,049</td>
<td>$2,915</td>
<td>$3,782</td>
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<tr>
<td>2nd installment due JUNE 19</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>
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</tbody>
</table>

*Registration for only one course is conditional
**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.

**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.

- Students **cannot miss two weeks (2) 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 1, Week 3, and Week 7
- Students **cannot miss three weeks (3) in a row at any given time during the semester**.
  - Ex: Absent on Week 5 AND Week 6

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 not to 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 JUNE 3, 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**

Students must be in good academic standing in order to renew their CPT:

Please be mindful of the academic policies regarding good academic standing:

- It is expected that a student will complete all core courses taken for credit with the 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. School protocols should be consulted with regard to policy concerning make-up credit for a failed course.
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 THE 4TH OF JULY WEEKEND!!!
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.

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

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 May 5, 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.

In order to renew your CPT for the Summer 2016 semester, you must be maintaining good academic standing.

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.