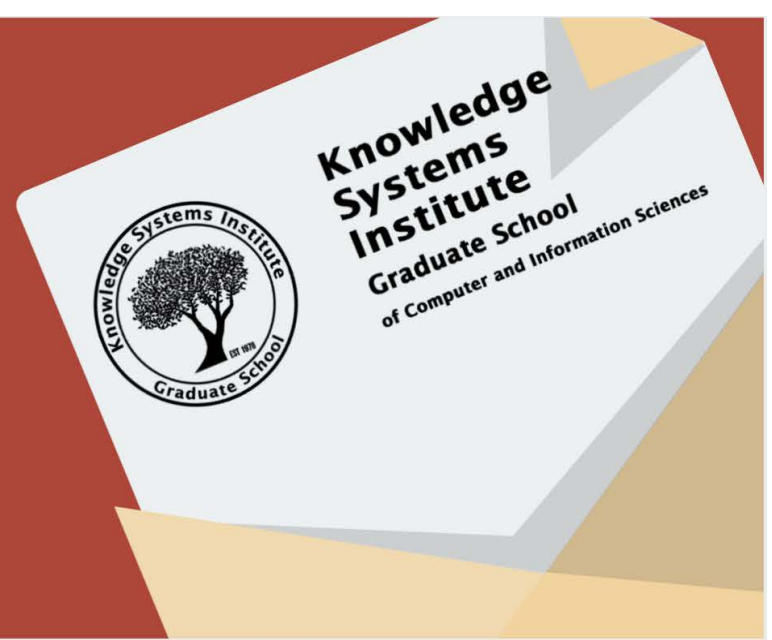


Spring 2017 Preregistration Open!

REGISTRATION DAY IS JANUARY 2ND!
CLASSES START JANUARY 7TH!



KSI Graduate School | Spring 2017 Registration Day - January 2 from 9AM - 6PM

Dates to Remember!

Fall 2016 CPT Evaluation Letter Due
December 16, 2016

Fall 2016 End Date
December 18th, 2016

Spring 2017 Registration
January 2, 2017

Transfer-Out Deadline
January 2, 2017

CPT Documents Submission Deadline for 01/02 Start Date
January 2, 2017 BY 4PM

Spring 2017 First Day of Classes
January 7, 2017

Add/Drop Deadline
January 20, 2017

CPT Document Submission Deadline (P/T or F/T)
January 20, 2017

Second Installment Due
February 5, 2017

Comprehensive Exam Registration
February 24, 2017

Comprehensive Exam
April 24, 2017

Spring 2017 End Date
May 4, 2017

Transfer Documents Due
May 8, 2017

Preregistration Steps!

STEP 1:
Visit the Spring 2017 Course Schedule link below

STEP 2:
Visit [this link](#) to submit your preregistration form

STEP 3:
Await confirmation email from the Admin. Office

STEP 4:
Submit tuition payment on, or before January 2nd, 2017

[Visit the Spring 2017 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 Fall 2016 semester - December 17 - 18. KSI will be open during winter break (Monday - Saturday 9am - 5pm)
- Failing to register and pay tuition on or before January 2nd, 2017, will result in a 10% late penalty charge

Tuition Fees for Fall 2016

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

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

Installment Plans - Domestic Students

DUE DATES	1 COURSE*	2 COURSES	3 COURSES
1st installment: January 2	\$748	\$1,470	\$2,193
2nd installment: February 5	\$747	\$1,470	\$2,192
SEMESTER TOTAL	TOTAL: \$1,495	TOTAL: \$2,940	TOTAL: \$4,385

International Students: Tuition Structure

DUE DATES	1 COURSE*	2 COURSES	3 COURSES	4 COURSES
1st installment: January 2	\$892	\$1,758	\$2,625	\$3,491
2nd installment: February 5	\$891	\$1,758	\$2,624	\$3,491
SEMESTER TOTAL	TOTAL: \$1783	TOTAL: \$3,516	TOTAL: \$5,249	TOTAL: \$6982

*Registration for only one course is conditional

International Students: Tuition Structure + CPT

DUE DATES	1 COURSE + CPT*	2 COURSES + CPT	3 COURSES + CPT	4 COURSES + CPT
1st installment: January 2	\$1,182	\$2,049	\$2,915	\$3,782
2nd installment: February 5	\$1,182	\$2,048	\$2,915	\$3,781
SEMESTER TOTAL	TOTAL: \$2,364	TOTAL: \$4,097	TOTAL: \$5,830	TOTAL: \$7,563

*Registration for only one course is conditional

Planning to transfer out before the Spring 2017 begins? Submit an your new school's acceptance letter and transfer form to office@ksi.edu by January 2nd, 2017

If you need help, contact the Office!

Tuition Methods of Payment

- Money Order
- Personal Check/Bank Check payable to Knowledge Systems Institute (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.



No classes during Spring Break March 4th - March 9th,

Transfer Deadline All KSI Students

With KSI's recent voluntary withdrawal from the Higher Learning Commission (HLC), all students must either transfer out of KSI or complete the MS Degree program offered by KSI no later than May 15th, 2017. In effort to have all students successfully placed with a new school, **KSI has a recommended deadline of all transfer-out documents to be submitted to the Administrative Office no later than May 8th, 2017.** This ensures that KSI students will not be beyond the bounds of deadlines required for compliance measures.

KSI is negotiating with some prospective schools regarding a Teach-Out Plan and will keep the students informed once we have reached an agreement. Nevertheless, KSI recommends that you find a back-up school in the event that the Teach-Out school does not meet your specific goals/academic needs.

To successfully transfer-out by the end of the Spring 2017 semester, please submit the following materials no later than May 8th, 2017:

1. Acceptance Letter
2. Transfer Verification Form (International Students)

Both items should be sent to the Administrative Office either via fax, email, post, or dropped off in person.

E-mail: office@ksi.edu

Fax: 847-679-3166

Mail: Knowledge Systems Institute Graduate School, 3420 Main Street, Skokie, IL 60076

NOTE: TRANSFERRING IN THE MIDDLE OF THE SEMESTER IS NOT AUTHORIZED, TRANSFER REQUESTS MUST BE SUBMIT EITHER PRIOR TO THE START OF THE SPRING 2017 SEMESTER (JANUARY 2ND, 2017) OR, AT THE LATEST, BY THE MAY 8TH 2017 DEADLINE.

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 SPRING 2017 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.
 - 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 JANUARY 20, 2017.**

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

STEP 1:



Email the required CPT documents to office@ksi.edu

STEP 2:



Await confirmation email from the Admin. Office

STEP 3:

Submit your original hiring letter to the office



STEP 4:



Submit tuition payment & collect CPT I-20 on January 2, 7, or 8

2017

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.

BRING YOUR LAPTOP 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.

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

STEP 1:



Email the required CPT documents to office@ksi.edu

STEP 2:



Await confirmation email from the Admin. Office

STEP 3:

Submit your original hiring letter to the office



STEP 4:



Submit tuition payment & collect CPT I-20 on January 2, 7, or 8

Full Time or Part Time CPT Enrollment Deadline:

- January 20, 2017
 - 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 January 20, your CPT start date listed in your hiring letter must be projected 1-day in advance; January 21.
- 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: January 2, 2016
 - Note: If you plan to submit CPT documents AFTER January 2, 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 to KSI via email on January 18, my CPT start date in the hiring letter must be projected 1-day ahead; January 19.
- End Date: May 4, 2017

Part Time CPT Hiring Letter Dates:

- Start Date: January 7, 2017
 - Note: If you plan to submit CPT documents AFTER January 7, your CPT start date listed in your hiring letter be projected a day ahead.
 - E.g. I submit my CPT documents on January 15 to KSI via email, my CPT start date in the hiring letter must be projected 1-day ahead; January 16.
- End Date: May 4, 2017

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 16th, 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.