# CENTRAL SEMINARY

# 2022 SPRING Registration

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## 1. Registration

1) Registration Period:
   **11/15/2021, Mon., 10 AM – 1/5/2022, Wed, 10AM**

   It will be considered as there is no intention that a student continues to study if the registration is not completed until the registration deadline, and I-20 will be terminated by established procedure.

2) How to register (Register thru Populi after checking the class schedules on CBTS.edu)

3) All Diploma students have to register for MCF401 for every semester.

4) The registration is not available if there is unpaid balance.

5) The $30 late registration fee will be charged after 1/5/2022, Wed., 10 AM (Check "Academic Catalog & Student Handbook")

## 2. Tuition Payment

1) **Pay all fees and tuition thru Populi by choosing Financial tab in Populi.**

2) Print out all the receipts thru Populi.

3) Tuition deadline: 3/31/2022. The $30 of late fee will be charged for every month from 4/1/2022

4) Tuition and Administrative Fee
   ① Deadline for one-time payment: 2/15/2022
   ② Deadline for each payment plan: three-time Installments:
   - 1$^{st}$ Payment: 1/15
   - 2$^{nd}$ Payment: 2/15
   - 3$^{rd}$ Payment: 3/15

5) How to pay
   ① Login to Populi →My Profile →Financial Tab
   ② Pay by Check: Payable to CBTS
   (Record student's name and ID# on the check)
   Send to: **CBTS**
   **6601 Monticello Rd. Shawnee, KS 66226**

## 3. Class Period (check the class schedule)

① **Online Class:** login to Moodle every week during the 15 weeks

② **Face -to- Face Class: There will be classes thru Moodle before and after each face -to- face class.**
**During the pandemic, proceeded with zoom meeting**

**For example,** 1/24 [**2/1~3/8 (6 Mons)**] 3/19
   a) All orientations start on 1/24 (Mon)
   b) Your class starts on 1/24 (Mon) thru Moodle, and assignments will be posted thru Moodle.
   c) You need to attend the class 2/1 thru 3/8 for six Tuesdays, and all the assignments and test will be continued by 3/19 thru Moodle.

## 4. Change of Course Registration and Refund

1) **Course Drop/Add Period: 1/5(Wed) – 1/12 (Wed) 10am: Fill out the course registration (Add/Drop) form and submit it through online.**

2) **The $30 of late fee will be charged for the change of course registration requested later than 1/12 (Wed) 10am (As of the date the form was submitted)**

3) **Tuition Refund**
   a) The class withdrawal will be accepted from the date that Add/Drop form is submitted.
   b) Green Scholarship benefit will be canceled, and it has to be paid back to school when the classes are dropped during the semester.
   c) The $250 of administrative fee is not refundable.

## 5. Green Scholarship (Due date 1/5 Wed 10am)
Every student can apply the Green Scholarship through online form. For this semester the period of the application is 11/15/2021~1/5/2022 (Wed) 10am.

## 6. Class Orientation Week:
**Starts on 1/24 (Mon) thru Moodle**
1) Orientation Period: 1/24/2022 (Mon) – 1/30/2022(Sun)
2) Things to do: Answer the quizzes thru Moodle. It will be checked as "Attended" if you answer all the quizzes.
3) Textbook list will be updated on CBTS.edu. It will take about 3 weeks to be delivered once you order the books thru online. (The contact info of instructors and campuses is on CBTS.edu)

**7. The Absence due to sickness**: contact kdip@cbts.edu. **In the case of absence due to sickness, submit the doctor's note and the absence request form within 10 days from your first absent date.**

**8. All the problem, including registration and administration, caused by not checking the information that school provides is student's responsibility.**

**CBTS Korean Program**