

2022 FALL Registration

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1. Registration

- 1) Registration Period:
6/8/2022, Wed., 10 AM – 8/3/2022, 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 8/3/2022, 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: 10/31/2022. The \$30 of late fee will be charged for every month from 11/1/2022
- 4) Tuition and Administrative Fee
 - ① Deadline for one-time payment: 8/15/2022
 - ② Deadline for each payment plan: three-time Installments:
 - 1st Payment: 8/15
 - 2nd Payment: 9/15
 - 3rd Payment: 10/15
- 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 Business Office**
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, 10/17 [10/17~11/28 (6 Mons)] 12/12

- a) All orientations start on 8/22 (Mon)
- b) Your class starts on 10/17 (Mon) thru Moodle, and assignments will be posted thru Moodle.
- c) You need to attend the class 10/17 thru 11/28 for six Mondays, and all the assignments and test will be continued by 12/12 thru Moodle.

4. Change of Course Registration and Refund

- 1) **Course Drop/Add Period: 8/3(Wed) – 8/10 (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 8/10 (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 8/3 Wed 10am)

Every student can apply the Green Scholarship through online form. For this semester the period of the application is 6/8/2022~8/3/2022 (Wed) 10am.

6. Class Orientation Week:

Starts on 8/22 (Mon) thru Moodle

- 1) Orientation Period: 8/22/2022 (Mon) – 8/28/2022(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.