

To join a CS4All Cohort at Northeastern Illinois University, please complete the following steps:

### **Application and Admission Process**

1. Complete the Graduate Student-at-Large application. Apply online at <https://admissions.neiu.edu/admission-requirements>. Click on Graduate Student-at-Large. Complete the application and submit the \$30 application fee.
2. Send for your official transcript from the college/university where you earned your highest degree. Transcripts must be sent directly from the college/university either electronically to Northeastern Illinois University or via mail to Northeastern Illinois University, Admissions Office, 5500 N. St. Louis Avenue, Chicago, Illinois 60625.
3. Once the above have been submitted, you will receive an admission letter with instructions on how to activate your NEIUport account through which you will register for classes.

### **Registering for Classes**

Once admitted, you will have access to NEIUport, NEIU's university-wide internet portal. NEIUport provides quick, centralized and secure access to information and services for all NEIU students. After activating your NEIUport account, complete the following steps to register for your class(es):

1. Click on the Current Student tab.
2. Navigate to the Registration Tools channel.
3. Click on Add or Drop Classes link (twice) and accept the Financial Obligations agreement.
4. Choose the Term in which the course is being offered.
5. In the Add Classes Worksheet section, enter the specific course CRN (a five-digit code for the course) and click on "Submit Changes". The system will inform you if you successfully registered for the course.
6. If you encounter a registration issue (e.g., not being authorized to register), contact the person listed below.

### **Payment Information and Deadlines**

CS4All cohort members pay their own tuition and fees. Pay online using NEIUport by going to the Current Student tab and select the Payment/Refund link in the Registration Tools channel. The payment schedule for Fall 2017 is:

August 8, 2017:	¼ of Fall balance payment deadline
September 21, 2017:	¼ of Fall balance payment deadline
October 13, 2017:	¼ of Fall balance payment deadline
November 10, 2017:	Remaining balance payment deadline

**Note:** At the end of the semester, students will be charged a \$50 late payment fee for unpaid tuition, and holds will be applied to their student records preventing future registration and transcript requests. Unpaid accounts are placed for collection with a licensed collection agency.

### **Important dates for the Fall 2017 semester**

For students who withdraw from Fall 2017 course(s), the following deadlines and refund percentages apply:

Withdraw between August 25 and September 7, 2017:	90% refund.
Withdraw between September 8 and September 20, 2017:	50% refund.
Withdraw between September 21 and October 5, 2017:	25% refund.
Withdraw between October 6 and November 3, 2017:	No refund.
After November 3, 2017:	Cannot withdraw from course.

CS4All cohort members are expected to follow all university policies and procedures, such as deadlines for withdrawal or refunds. The University will not be able to make exceptions.

Students are expected to correspond with faculty/staff using the NEIU-issued email. Additionally, NEIU will maintain ongoing communication with the Chicago Public Schools Computer Science unit to help ensure key information, including any changes in withdrawal and refund dates, is distributed to CS4All students.

For questions about the CS4All program, contact Peter Kimmel at [p-kimmel@neiu.edu](mailto:p-kimmel@neiu.edu) or (773) 442-4717.