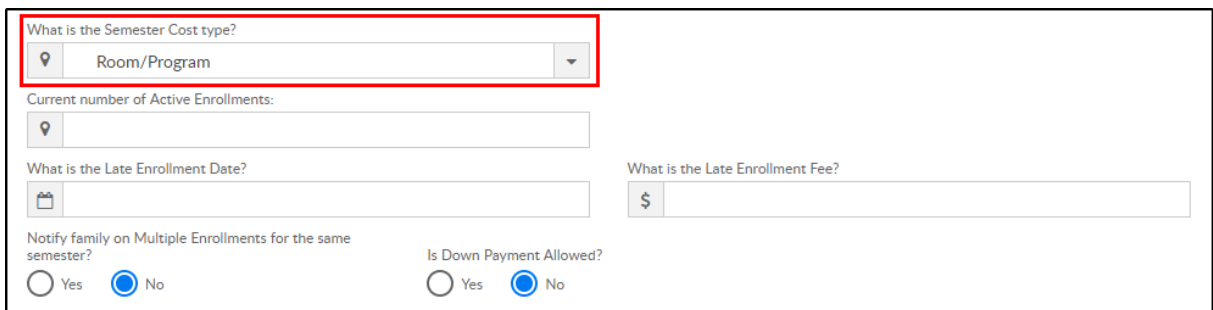


Setup > Semester, Room/Program

Last Modified on 10/11/2023 6:21 pm EDT

There are 4 “Semester Cost At” options to choose from when creating a new semester; Room/Program, Semester Participant, Semester Family, and Semester Family & Room/Program. Once steps 1-8 are completed from the [Setup > Semester](#) article, follow the steps below to set up a [Room/Program](#) semester:

1. What is the Semester Cost Type? – Room/Program. **Please Note:** fees for this semester must be set up in the [View Semester](#) or [Room configuration](#) screens. When using Room/Program, the registration fees will pull from the Room Semester (View Semester) screen first. If there are no fees setup in the room semester screen, fees will pull from the Room Configuration screen. Click here for [registration fee examples](#) or see chart at the bottom of the page



What is the Semester Cost type?
Room/Program

Current number of Active Enrollments:
[input field]


What is the Late Enrollment Date?
[calendar icon]

What is the Late Enrollment Fee?
\$ [input field]

Notify family on Multiple Enrollments for the same semester?
 Yes No

Is Down Payment Allowed?
 Yes No

2. Current number of Active Enrollment? – leave blank when creating a new semester. During active enrollment, this field will display number of students currently enrolled



What is the Semester Cost type?
Room/Program

Current number of Active Enrollments:
[input field]

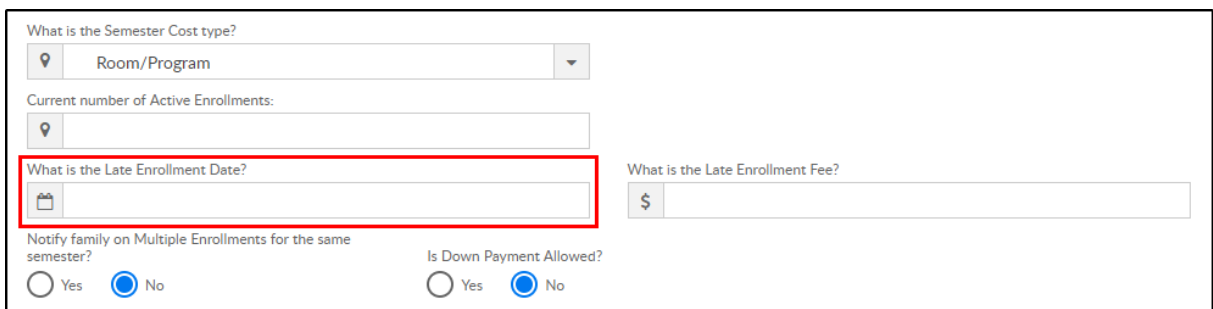
What is the Late Enrollment Date?
[calendar icon]

What is the Late Enrollment Fee?
\$ [input field]

Notify family on Multiple Enrollments for the same semester?
 Yes No

Is Down Payment Allowed?
 Yes No

3. What is the Late Enrollment Date? – if a family will be charged a late registration fee on top of the regular registration fee, enter the date the late enrollment will begin



What is the Semester Cost type?
Room/Program

Current number of Active Enrollments:
[input field]

What is the Late Enrollment Date?
[calendar icon]

What is the Late Enrollment Fee?
\$ [input field]

Notify family on Multiple Enrollments for the same semester?
 Yes No

Is Down Payment Allowed?
 Yes No

4. What is the Late Enrollment Fee? – enter the late registration fee

What is the Semester Cost type?

Current number of Active Enrollments:

What is the Late Enrollment Date?

What is the Late Enrollment Fee?

Notify family on Multiple Enrollments for the same semester?
 Yes No

Is Down Payment Allowed?
 Yes No

5. Notify family on Multiple Enrollment for the same semester? – if an existing student registers for multiple programs within the same semester via the Connect Portal, the parent will receive a warning message on that portal registration session

What is the Semester Cost type?

Current number of Active Enrollments:

What is the Late Enrollment Date?

What is the Late Enrollment Fee?

Notify family on Multiple Enrollments for the same semester?
 Yes No

Is Down Payment Allowed?
 Yes No

6. Is **Down Payment Allowed?**

- Yes – a down payment must be made to register. The Down Payment Amount is required at this point

What is the Semester Cost type?

Current number of Active Enrollments:

What is the Late Enrollment Date?

What is the Late Enrollment Fee?

Notify family on Multiple Enrollments for the same semester?
 Yes No

Is Down Payment Allowed?
 Yes No

What is the Down Payment Amount? *

- No – a down payment is not allowed

What is the Semester Cost type?

Current number of Active Enrollments:

What is the Late Enrollment Date?

What is the Late Enrollment Fee?

Notify family on Multiple Enrollments for the same semester?
 Yes No

Is Down Payment Allowed?
 Yes No

7. Click one of the following:

SAVE

Center Level - Semester List											
	Year	Description	Start	End	Active						
<input checked="" type="checkbox"/>	2019	2019 Early Childhood	01/01/2019	12/31/2019	Y		Open	Close	Cancel		
<input checked="" type="checkbox"/>	2019	2019 Summer (Setup > Semester) Room/Program Cost	06/03/2019	06/28/2019	Y		Open	Close	Cancel		
<input checked="" type="checkbox"/>	2019	2019-2020 School Year	08/26/2019	05/29/2020	Y		Open	Close	Cancel		

OPEN SELECTED **CLOSE SELECTED** **CANCEL SELECTED**

- Save - save the semester details

- Open Enrollment - save the semester details and open the semester and rooms/programs for registration
- Close Enrollment - close the semester and room/programs associated. Semester becomes Inactive
- Cancel Enrollment - cancelled semesters will cancel the room, but the semester still appears as Active

Fee Examples

The chart below describes how families are charged based on where the fees are entered:

Semester Cost At: Room Program				
	Example 1	Example 2	Example 3	Example 4
Room (Room Name) Reg Fee	\$100	\$0	\$0	\$80
Room Semester (View Semester) Reg Fee	\$0	\$400	\$400	\$400
Room Sem. 1st Sibling Fee	Blank	Blank	\$0	\$200
Room Sem. Additional Sibling Fee	Blank	Blank	\$0	\$100
Setup > Semester, Semester Cost	N/A	N/A	N/A	N/A
1st Student	\$100	\$400	\$400	\$400
2nd Student	\$100	\$400	\$0	\$200
3rd Student	\$100	\$400	\$0	\$100
Family Total Due at Registration	\$300	\$1,200	\$400	\$700
Notes	Each student is charged the room Registration Fee	Each student is charged the Room Semester fee	Student 1 is charged room semester reg fee, student 2 is charged room semester 1st sibling fee, student 3 is charged the additional sibling reg fee	Student 1 is charged room semester reg fee, student 2 is charged room semester 1st sibling fee, student 3 is charged the additional sibling reg fee