

# Setup > Semester, Semester Participant

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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 Semester Participant semester:

## 1. What is the Semester Cost type? – Semester Participant

What is the Semester Cost type?  
Semester Participant

What is the Semester Cost? \*  
\$

Tie Semesters together with the Same start and end Date?  
No

Current number of Active Enrollments:  
8

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? \*  
\$

## 2. What is the Semester Cost? – enter the semester fee to be charged per student. Please Note: Semester Participant only pulls fees from this field

What is the Semester Cost type?  
Semester Participant

What is the Semester Cost? \*  
\$

Tie Semesters together with the Same start and end Date?  
No

Current number of Active Enrollments:  
8

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? \*  
\$

## 3. Tie Semesters together with the same start and end date?

What is the Semester Cost type? Semester Participant	What is the Semester Cost? * \$
Tie Semesters together with the Same start and end Date? No	
Current number of Active Enrollments: 8	
What is the Late Enrollment Date? 📅	What is the Late Enrollment Fee? \$
Notify family on Multiple Enrollments for the same semester? <input type="radio"/> Yes <input checked="" type="radio"/> No	Is Down Payment Allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No
	What is the Down Payment Amount? * \$

- o Yes – all semesters with the same start and end dates should be tied together. Tied semesters will only charge the student one semester cost. **Recommendation:** all tied semesters should have the same Semester Cost and Semester Cost At setup
- o No – do not tie semesters of the same dates together

4. Current number of Active Enrollments? – 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? Semester Participant	What is the Semester Cost? * \$
Tie Semesters together with the Same start and end Date? No	
Current number of Active Enrollments: 8	
What is the Late Enrollment Date? 📅	What is the Late Enrollment Fee? \$
Notify family on Multiple Enrollments for the same semester? <input type="radio"/> Yes <input checked="" type="radio"/> No	Is Down Payment Allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No
	What is the Down Payment Amount? * \$

5. 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? Semester Participant	What is the Semester Cost? * \$
Tie Semesters together with the Same start and end Date? No	
Current number of Active Enrollments: 8	
What is the Late Enrollment Date? 📅	What is the Late Enrollment Fee? \$
Notify family on Multiple Enrollments for the same semester? <input type="radio"/> Yes <input checked="" type="radio"/> No	Is Down Payment Allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No
	What is the Down Payment Amount? * \$

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

What is the Semester Cost type? Semester Participant	What is the Semester Cost? * \$
Tie Semesters together with the Same start and end Date? No	
Current number of Active Enrollments: 8	
What is the Late Enrollment Date? 📅	What is the Late Enrollment Fee? \$
Notify family on Multiple Enrollments for the same semester? <input type="radio"/> Yes <input checked="" type="radio"/> No	Is Down Payment Allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No
	What is the Down Payment Amount? * \$

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

What is the Semester Cost type? Semester Participant	What is the Semester Cost? * \$
Tie Semesters together with the Same start and end Date? No	
Current number of Active Enrollments: 8	
What is the Late Enrollment Date? 📅	What is the Late Enrollment Fee? \$
Notify family on Multiple Enrollments for the same semester? <input type="radio"/> Yes <input checked="" type="radio"/> No	Is Down Payment Allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No
	What is the Down Payment Amount? * \$

8. Is Down Payment Allowed ?

- Yes – a down payment must be made to register. If yes, Down Payment Amount is required

What is the Semester Cost type? Semester Participant	What is the Semester Cost? * \$
Tie Semesters together with the Same start and end Date? No	
Current number of Active Enrollments: 8	
What is the Late Enrollment Date? 📅	What is the Late Enrollment Fee? \$
Notify family on Multiple Enrollments for the same semester? <input type="radio"/> Yes <input checked="" type="radio"/> No	Is Down Payment Allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No
	What is the Down Payment Amount? * \$

- No – a down payment is not allowed/required

9. Early Enrollment Information - if families can register during an early enrollment period, complete the options below

- What date should early enrollment start on? – enter the start date for early enrollment

**Early Enrollment Information**

What date should early enrollment start?

What date should early enrollment stop?

What is the early enrollment cost? \$

- What date should early enrollment stop? – enter the end date of early enrollment

**Early Enrollment Information**

What date should early enrollment start?

What date should early enrollment stop?

What is the early enrollment cost? \$

- What is the early enrollment cost? – enter the semester cost for a student during early enrollment

**Early Enrollment Information**

What date should early enrollment start?

What date should early enrollment stop?

What is the early enrollment cost? \$

10. Click

**SAVE** **OPEN ENROLLMENT** **CLOSE ENROLLMENT** **CANCEL ENROLLMENT**

- 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