

# AU SABLE REGISTRATION PROCEDURE

## Application:

- 1) Complete the application process on Au Sable's website (<http://ausable.org/courses/register/>).
- 2) Mail in check for the \$25 USD non-refundable application fee made out to 'Au Sable Institute' OR call Au Sable's admissions office at (231)587-8686 or (800) 315-2836 – to pay via credit or debit card over the phone. Checks can be sent to:

Au Sable Institute  
7526 Sunset Trail NE  
Mancelona, MI 49659

- 3) Check your email inbox for an e-mail from Populibot with your Populi log-in and password set-up (if it is not there, check your spam folder).
- 4) Log on to Populi ([www.ausable.populiweb.com/](http://www.ausable.populiweb.com/))

## Pre-registration

- 5) Access pre-registration documents via populi. Follow included instructions for form completion and submission.

*\*\*Upon completion of application components, pre-registration forms, and payment of application fee you will be registered for courses requested, based on availability, by the Au Sable admissions office.*

## Enrollment:

- 6) Log on to Populi.
- 7) Print your course schedule and submit copy to your Au Sable Representative.
- 8) You will receive an email from Au Sable regarding your tuition deposit.
- 9) Mail your tuition deposit of \$400 USD for each academic session to Au Sable offices (see address above) OR pay your tuition deposit over the phone (see phone number above).

*\*\*Upon receipt of full tuition deposit, your enrollment in your selected class(es) is completed. If tuition deposit is not received within 14 days, your enrollment in classes is subject to cancellation.*

## Tuition Payment:

- 11) In late spring your college's business office will send you a bill for Au Sable tuition and site fees.

## Course Administration:

- 12) Watch your Populi profile for class information – book lists, syllabus, etc. can be found there as faculty uploads it.
- 13) Au Sable will email you with further information about the campus, directions, and suggested items to bring closer to the beginning of the term.

## Securing Credits:

- 14) No credit transfers need to take place with Au Sable classes. Au Sable simply sends your Au Sable transcript to your Registrar at which time they will give you credit for your Au Sable courses.

**If at any point you have questions, please contact us at [admissions@ausable.org](mailto:admissions@ausable.org)  
or by calling (800) 315-2836**