

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 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/)

Pre-registration

- 5) Bring your course schedule and registrar notification document to your registrar's office
 - i. Registrar's office reviews, signs, and stamps document with college seal.
 - ii. Registrar's office returns registrar notification document to Au Sable.

***Upon completion of application components, pre-registration forms, and payment of application fee you will be eligible to register for Au Sable courses online.*

Enrollment:

- 6) Log on to Populi and enroll in your desired course(s).
- 7) Print your course schedule and submit copy to your Au Sable Representative.
- 8) You will receive an online invoice from Au Sable for your tuition deposit.
- 9) Mail your tuition deposit to Au Sable offices (see address above) OR pay your tuition deposit over the phone (see phone number above).

***Upon completing enrollment and payment of tuition deposit, your spot in your selected class(es) is secure.*

Tuition Payment:

- 11) Your college's business office will send you a bill for Au Sable tuition.

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
or by calling (800) 315-2836**