

AU SABLE REGISTRATION PROCEDURE

Pre-Application and Application:

- 1) Complete the pre-application process on Au Sable's website (<http://ausable.org/students/register/>).
- 2) Check your e-mail 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).
- 3) Log on to Populi (www.ausable.populiweb.com/) and complete the application components online.
- 4) Mail in a check for the \$25 application fee made out to 'Au Sable Institute' OR call Au Sable's admissions office – (231) 587-8686 or (800) 315-2836 -- to pay via credit card over the phone. Checks can be sent to:

Au Sable Institute
7526 Sunset Trail NE
Mancelona, MI 49659

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

Enrollment:

- 5) Log on to populi and enroll in your desired course(s).
- 6) Print your course schedule and registrar notification document.
- 7) You will receive an invoice from Au Sable for \$250 tuition deposit (per session enrolled).
- 8) Bring your course schedule and registrar notification document to your college's Au Sable faculty representative for review and signature.
- 9) Bring your course schedule and registrar notification document to your registrar's office.
 - Registrar's office reviews, signs, and stamps document with college seal.
 - Registrar's office returns registrar notification document to you.
 - Registrar's office registers you for classes with Au Sable (so you will receive credit for your Au Sable courses at your home college).
- 10) Mail your registrar notification document with your \$250 tuition deposit to Au Sable offices (see address above) OR mail your notification document and pay your tuition deposit over the phone (see phone number above).

**Upon completing enrollment, 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, supplies, 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.