Populi training for students

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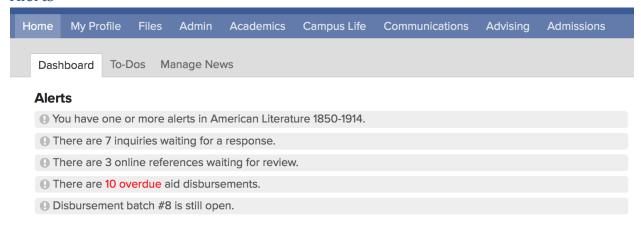
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Home Page

After login, student will see the home page.

Your Populi Home page tells you what's going on right now and what's about to happen. It includes Alerts, The Feed, Invitations, Events, To-Dos, and Courses.

Alerts



Alerts let you know about stuff you need to take care of (or stuff that's about to happen). The kinds of alerts you get depend on your user roles. For example, students will get alerts about online tests or course registration; financial aid staff will get alerts about aid applications that require their attention. And so on. To take action on the matter, simply click the alert text and Populi will take you to the appropriate place.

The Feed

The Feed



Lon Dekker Tell you what, the Arts & Agriculture seminars look fascinating. How'd we land speakers like Allan Nation?

8 minutes ago

Gemma Frye-Spoon likes this.



Bart Budwig and the Amperband to play Stevens Ballroom Wednesday, August 24 18 minutes ago



The feed shows you college news and updates from people you follow on your Bulletin Board. Staff members can post and manage News items. Anyone who can see a news article can comment on them. All such comments are public, so for your sake and others, don't be a jerk!

Invitations and Events

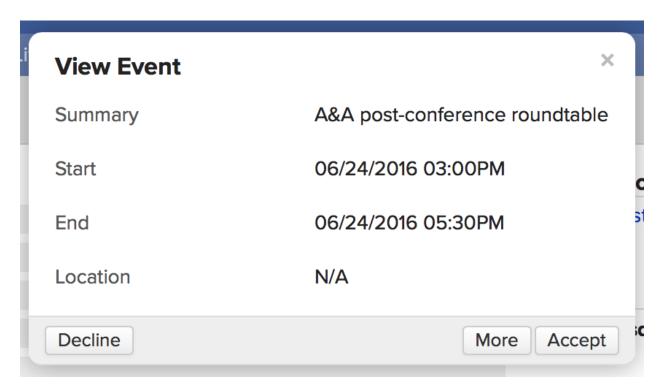
Invitations (2)

Dinner with A&A Conf speakers A&A post-conference roundtable

Events

Thursday 8 Agriculture and the Arts Conference & Seminar 6:30p Dinner with A&A Conf speakers **Friday** 3p A&A post-conference roundtable

Invitations and events show you upcoming calendar events. *Invitations* shows you events to which others have invited you that you have not yet accepted or declined (if there are no such events, you won't see this panel).



To respond to an invitation:

- 1. Click the invitation name.
- 2. In the dialog, click *Decline* or *Accept*, click *More* to see the rest of the event's details.
- 3. Once you accept or decline, the event disappears from your invitations.

Events displays the next five events listed on your Calendar(s).

- All-day events take precedence over time-period events. That is, if it has the choice to display an all-day event or an event running from 2:30 to 3:30 PM, will show you the all-day event.
- If you don't have anything listed for the next seven days, nothing displays.

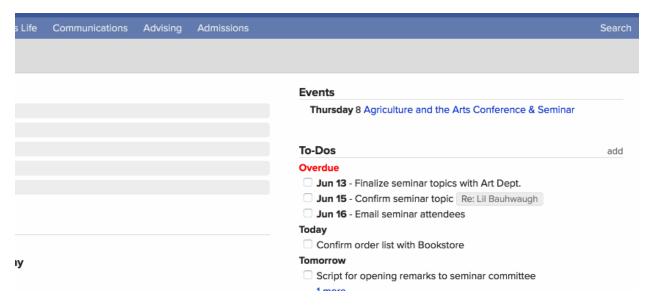
To-Dos



To-Dos are tasks that you can assign to yourself or others at your school.

- The To-Dos panel shows you all overdue To-Dos, or the five most pressing To-Dos in the following order: Overdue, Today, Tomorrow, and Later.
- If you have more To-Dos on your list, you'll see a # more >> link that takes you to the main To-Dos view.
- The To-Dos view on Home shows you all active, complete, and assigned To-Dos.

Adding and changing to-dos



You can create new to-dos in either the Dashboard or the To-dos view.

- 1. Click Add a to-do.
- 2. Enter the task in the text field; there's a 500-character limit.
- 3. Who is the To-Do Assigned to? If you select *Me*, it will be added to your list. You can also select *Someone else*; start typing a name and select from the results.
- 4. Enter a due date for the task.
- 5. Click Save to finish.

After creating a to-do, you can change it by hovering over it and clicking **Edit**; you can also click to delete it.

You can also create To-Dos on someone else's profile; those To-Dos reference that person and show up in their Profile Activity Feed.

You can also create To-Do Templates in Communications. To-do templates are common to-dos that can be incorporated into Communication Plans.

Courses

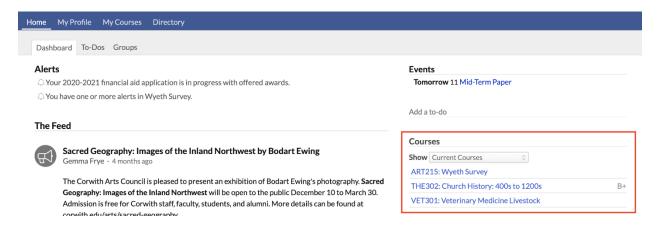
Students and faculty can see the Courses panel. The course abbreviations bring you to that course's page; the navigation arrows let you scroll back and forth between academic terms.

Courses

How to find your courses

You can get to your courses a number of ways, but three of the most convenient are...

Home



When you log in to Populi, you'll be taken to your Populi Home page. In the right column, you'll see your current courses listed. You can also click any course-related Alerts (in the main column) to go to that course's Dashboard view.

My Profile



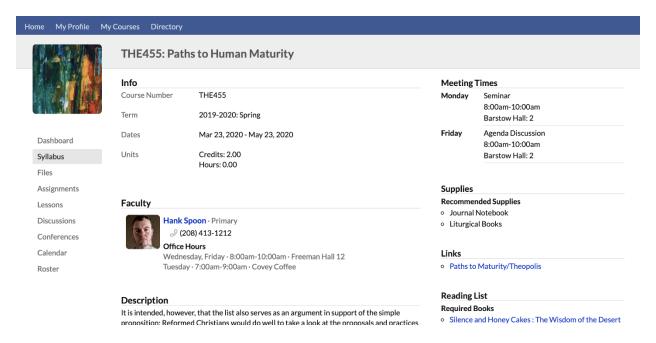
When you go to My Profile, you can find your courses in the right column of the Student view. You can also find links to your courses by looking at your transcript or degree audit.

My Courses



You can also find all of your courses in the My Courses view.

Course navigation



In each of your Populi courses, you'll navigate from one part to another by clicking the views in the left sidebar. Here's a quick look at what you'll find in each view (keep in mind that your professor might not make use of all course features!).

Dashboard: Here you'll get an overview of what's going on (and coming soon) in the
course. Alerts link you to specific tasks requiring your attention. The Bulletin Board lets
your class communicate with each other. And you can also see your current course
status and grade at the top of the right column of the screen.

- Syllabus: This view presents the information you'll need in order to understand how the course will be conducted and graded.
- Files: A central location that gathers all of the course's files from assignments, lessons, and syllabuss.
- Assignments: This is a list and overview of the various assignments in your course. <u>Learn more about assignments</u>, including how to submit work for them.
- Lessons: This view gives you all the available lessons for the course. <u>Lessons are</u>
 collections of course materials—content, assignments, discussions, links, and files—
 that cover a particular section of the course curriculum.
- **Discussions:** Here you'll find the course's discussions. Read more about them <u>in this</u> article.
- Conferences: Conferences are live online video meetings with the professor. If a conference is currently being conducted, you can click Join Conference; the meeting will open in a new browser window (you may need to download software to join the meeting). If the professor has recorded the conference, you can come back here and view the recording once it's available.
- **Tests:** In this view you can see all available tests, including tests you can take and those you've alreay taken. <u>This article has the details</u>.
- Calendar: This shows all the meetings, due dates, and availability windows for the course and its assignments, lessons, discussions, tests, and conferences.
- Roster: This shows you a list (with pictures) of your classmates.
- Evaluation: If your school has made a course evaluation available, you'll see alerts
 and this view at the end of the navigation column. Here are more details about course
 evaluations.

How To Submit Work For Assignments



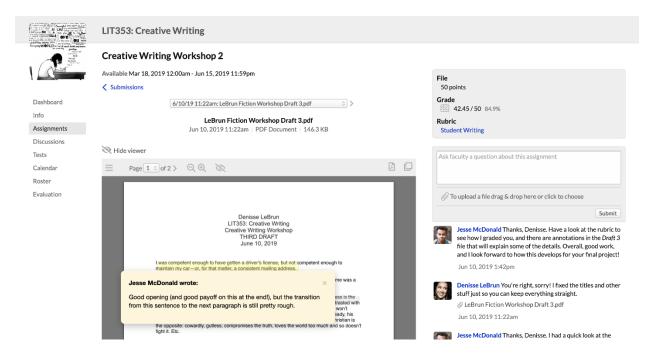
Assignments are work you submit to your course instructor to be graded. There are several types of assignments in Populi courses:

- **Grade-only:** You don't submit anything to your instructor (through Populi at any rate)—you simply receive a grade.
- File: You upload a file (or files). There's also a Peer Review version, which is
 described below.
- Essay: You compose an essay right in Populi. This, too, has a Peer Review version.
 - Peer Review: Peer review files and essays allow you and your fellow students to grade and review one another's assignment submissions.
 Your own grade for such assignments may depend, in part, on your interaction with their work.
- Test: Tests and quizzes you take online in the course's Tests view.
- **Discussion:** Course discussions that grade you on your participation.
- Attendance: Your attendance in course meeting times can be factored into your course grade.

A few of the other things to notice about assignments:

- You're probably familiar with due dates...
- "Availability" refers to the time period in which you'll be able to submit work for the assignment.
- "Drop lowest" means that the final grade calculation will not count the lowest-graded assignments in that group. In the above example, the *Tests* assignment group will drop one assignment.

How to submit work for your assignments



First, let's get oriented as to what you'll find on the assignment page. Pictured above is a file-type assignment which the professor has graded with a rubric and annotated. Depending on the options your professor uses, your own assignments might show different details—but the layout of each assignment page remains the same.

- You'll reach the assignment page by clicking its name. You might find it:
 - In an Alert on your Home page or the course Dashboard view
 - o In the main course Assignments view
 - Via a course lesson

- On the right side of the screen you'll see assignment info and feedback:
 - Info includes the assignment's type and number of grade points, your grade (if any), and a link to the rubric used to grade your assignment (if any).
 - If you see , click that to see how your professor used it to grade your work.
 - The feedback section lets you share comments, questions, and files with your instructor.
- On the main part of the screen you'll see your work—whether a file or essay, a test history, or a link to a graded discussion.

Submitting work for your assignments varies depending on the assignment type:

- **File:** To submit a file assignment, just upload a file (either in the main part of the screen or in the feedback section).
- **Test:** Have a look at this article to learn about online tests.
- Discussion: Have a look at <u>this article</u> to see how to contribute to graded discussions and meet your instructor's requirements.
- Essay: Essays provide you with an online text editor that lets you submit long-form writing.
- **Peer review:** Have a look at this article for the details.

How assignment groups are used to calculate your grade

Assignment Groups									
Name				Weight	Extra Cred	it Drop Lo	west		Assignments
Extra Reading				5%	~		0		1
Papers				35%					1
Participation & Discussion				40%					3
Tests				25%			1		2
Assignments									
Group	Туре	Name	Points	Extra Credit	Due ▲	Availability	Grade/Percent	Letter Grade	% of Course
Participation & Discussion	Discussion	Short Stories Discussion	50		Mar 22, 2018 11:59pm	Feb 15, 2018 12:00am to Mar 27, 2018 11:59pm	=		10.00%
Papers	Peer Review Essay	Raymond Carver Essay	100		Mar 23, 2018 11:59pm	Feb 7, 2018 12:00am to Mar 27, 2018 11:59pm	10 (100%)	A+	35.00%
Tests	Test	DuVernay Test	100		-	Apr 6, 2018 12:00am to Apr 17, 2018 11:59pm	_		12.50%
Tests	Test	Mallikan Test	100		-	Apr 10, 2018 12:00am to May 25, 2018 11:59pm	89 (89%)	B+	12.50%
Participation & Discussion	Discussion	1980's Novels	50		Apr 21, 2018 11:59pm	Apr 10, 2018 12:00am to Apr 28, 2018 11:59pm	10 (100%)	A+	10.00%
Extra Reading	Grade-only	Extra Reading 1	10	~	May 19, 2018 11:59pm	Jan 5, 2018 12:00am to May 25, 2018 11:59pm	44 (88%)	B+	Extra Credit
Participation & Discussion	Attendance	Attendance	100		May 25, 2018 11:59pm	Jan 5, 2018 12:00am to May 25, 2018 11:59pm	-	-	20.00%

Assignment groups are different categories of assignments. They are used calculate your final course grade according to how each group is weighted. In the above example...

- Tests is worth 25%, Papers is worth 35%, and Participation & Discussion is worth 40% of the final grade.
- "Carver Essay", although the same number of points as many of the other
 assignments, is itself worth 35% of the course grade. That's because it's the only
 assignment in the *Papers* course group.
- The three *Participation...* assignments show how an assignment group's weight is distributed according to the number of points in the component assignments:
 - "Attendance" is worth 100 points; the two discussions are worth 50 points each.
 - That totals 200 points for the *Participation...* group. Those 200 points =
 40% of the final course grade.
 - "1980's Novels" is worth 50 points, or 1/4 of the *Participation...* group.

 That works out to 10% of the final course grade. And so on with the other assignments.

Submitting And Interacting With Peer Review Assignments

Peer review files and essays allow you and your fellow students to grade and review one another's assignment submissions. Your own grade for such assignments may depend, in part, on your interaction with their work.

Grading requirements

Peer Review Essay

100 points

Due Sep 12, 2018 11:59pm · Reviews Due Sep 13, 2018 11:00pm

Grading Criteria

Submission grade 74.58 / 80 points

Average review grade is at least 8 8 / 10 points

Review at least 3 peers 5 / 5 points

Average peer grade is at least 80 5 / 5 points

My Assignment Grade

Grade Points 92.58

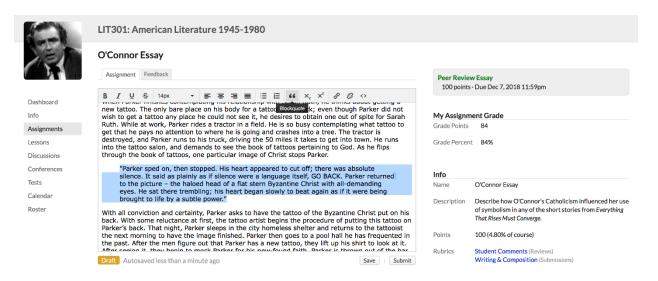
Grade Percent 92.6%

Peer review assignments encompass not just your submission, but your interaction with other students' submissions. Your instructor has a number of options for requirements, and your submission score may only be part of your overall assignment grade. Here are the requirements you may encounter on a peer review assignment:

- The overall assignment grade is divided among the various requirements set up by the instructor. In the above image, the assignment is worth 100 points, which are divided among the four requirements.
- Some of these requirements depend on the assignment's settings, which you can review under Info on the assignment's page.

- Submission grade: The score given to your file or essay by the instructor. You can receive partial credit for this requirement.
- Number of reviews is at least: You must review at least this many of your classmates' submissions.
- Average peer grade/is at least: If the instructor lets students grade one another's
 work, this is called the peer grade. The average peer grade is counted like the
 submission grade; the at least version means you must meet a minimum average peer
 grade to get those points on the assignment.
- Average review grade/is at least: Reviews are the comments you leave on your classmates' submissions. If your instructor wishes to grade reviews, this requirement will figure those review scores into your assignment grade.

Submitting your own work



Submitting your assignments works just as it does for any other file- or essay-type assignment.

- Upload a file in the assignment feed.
- Compose and submit an essay using the text editor.

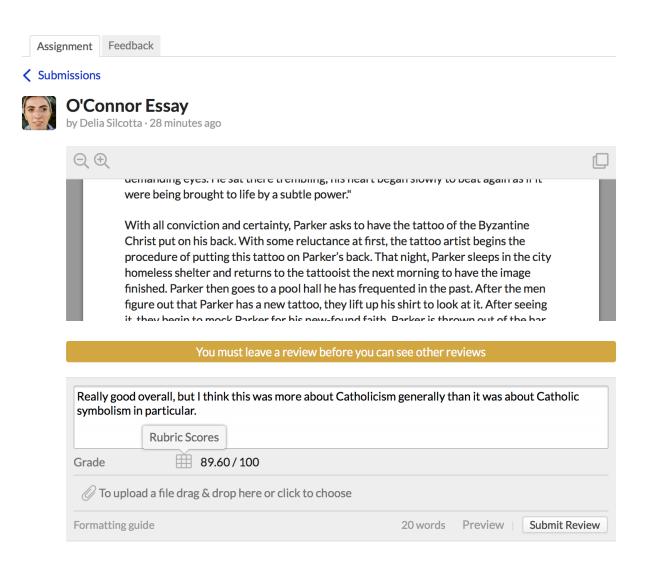
Grading and reviewing your classmates' submissions

O'Connor Essay

Assignment Feedback	
My Submissions	
When Parker finishes contemplating 2 days ago	
Peer Submissions	
Review a peer · Reviewed 2 of 3 required	
The main characters of the story by Mira Selkirk 2 days ago	✓ Reviewed
The main character is Thomas, a by Sando Prinath 2 days ago	✓ Reviewed

The process of grading and reviewing peer submissions will vary depending on the options your instructor is using for the assignment. Check the right column of the screen to see what's expected of you.

- 1. Go to the assignment page.
- 2. Under Peer Submissions, you'll encounter one of three situations:
- If submissions are visible to students, you'll see a list of your peers' submitted work.
- If you must review randomly-assigned submissions, click **Review a peer**.
- If you're required to submit your own work before viewing your peers', do so;
 afterwards, you'll see one of the above two options.
- When viewing the submission, below the document viewer you'll find a text area where you can leave comments on the assignment. If peer grading is enabled, enter a grade (or use the rubric).
- When you're done, click **Submit Review**.



After submitting your review (and grade), it will display below the submission.

- Click to edit or delete your comment. (If you want to change the grade you entered, you'll need to delete your comment and then add a new one).
- If there are peer grading requirements, your grade will be factored into your peer's assignment grade.

Viewing comments and grades on your own submission

O'Connor Essay

Assignment	Feedback 1		
My Submissi	ions		
3 days a	Parker finishes conte		
Peer Submis	ssions		
Ruhv's	feelings of superiorit		

To see the various responses and grades your submission received:

- After your assignment has been graded, you'll see your grades and requirement scores in the right column of the assignment page.
- Click the link to your submission under My Submissions to see comments, peer grades, and comment grades.
- Click the Feedback view to see comments from your instructor.

Lessons

Lessons are collections of course materials—content, assignments, discussions, links, and files—that cover a particular section of the course curriculum.

Getting to lessons



There are a few ways to get to lessons or a particular lesson:

- When a lesson is available, course alerts (found on Home > Dashboard and My Courses) take you to the course dashboard, where you'll see alerts for particular lessons. Click the alert for the lesson you wish to go to.
- You can also navigate directly to a course's Lessons view, where all of the lessons the instructor has made available will be listed.
 - indicates that you have completed that lesson.
 - o indicates that the lesson is available but has not been completed.
 - indicates that the lesson is not available—whether because you must
 complete the previous lesson or because its availability has yet to start.
- If an assignment or a discussion has been connected to a lesson, you'll see a link to
 the lesson on the assignment or discussion's page. It will say something like "This
 discussion belongs to Lesson Name."

Working through lessons



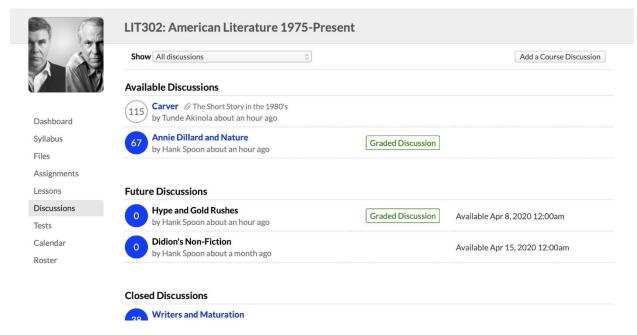
Lessons can combine a number of different course elements; here are some of the things you may encounter:

- Gated lessons: As alluded to above, sometimes your instructor may require you to
 view or complete a lesson before you can proceed to the next one. If a lesson
 has required elements, you must complete those before you will be considered to
 have completed the lesson.
- Pages: Your instructor may divide the lesson into pages. Pages may let you navigate
 freely, or they may contain elements you are required to complete or interact with
 before you can proceed to the next page.
- Lesson content: Text, images, video, and audio that convey the meat of the lesson.
- Assignments: Your instructor may link the lesson to particular <u>assignments</u>; if the assignment is *required*, you'll need to submit work for it in order to proceed.
- Discussions: Likewise with <u>discussions</u>: they can be linked to the lesson, and your participation may be required in order to proceed.
- **Links:** Links take you to an external website; if required, you'll need to visit that site in order to proceed.

Discussions

Discussions are online conversations among a course's instructor(s) and students. To find, join, or even add a discussion, go to the Discussions view in the course. You'll see...

- Available, future, and closed discussions
- Graded and non-graded discussions
- Discussions attached to lessons



In the image above:

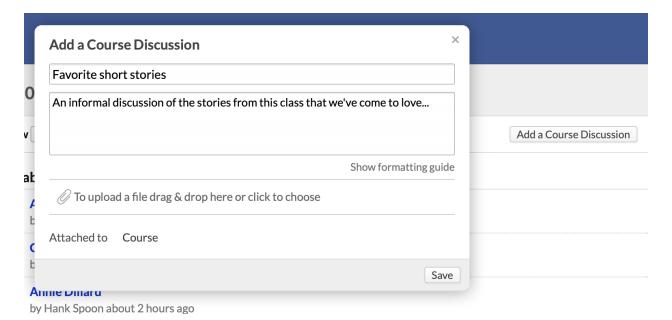
- You can filter the Discussions view to Showall discussions, course discussions, or discussions attached to individual lessons.
- Blue symbols indicate there are new/unread comments in that discussion. Grey symbols mean that there are no unread comments.
- Carver and Annie Dillard and Nature are currently available. Carver is attached to the Short Stories in the 1980'slesson.
- The two Future Discussions are not yet available.
- Writers and Maturation has been closed for comments; you may still view it but you
 cannot contribute more to it.
- Annie Dillard and Nature and Hype and Gold Rushes are Graded Discussions, which
 means that you will receive a grade based on your participation in the discussion (see
 below).

Graded discussions



In graded discussions, your instructor may set up grading criteria. Requirements help the instructor evaluate your participation in the discussion. You'll see the requirements in the right column of the discussion page, together with a running tally of how you're doing with each requirement.

Starting a discussion



If you're enrolled in or auditing a course and the instructor has permitted students to do so, you can start a discussion.

1. Go to the main Discussions view.

- 2. Click Add a Course Discussion.
- 3. Give the discussion a title and a topic—you'll need to enter both in order to create the discussion.
- 4. Attach a file if you like (that's optional).
- 5. Click Save.

Your instructor has options to link your discussion to a lesson, change it to a graded discussion, and close it.

Posting to a discussion

Raymond Carver's _Neighbors_ got to me. A "happy couple" who feel life has passed by are asked to house-sit for their neighbors while they are away. As he is in the house across the hall, Bill the husband explores his neighbors' things, eats their food, and tries on their clothes. Arlene the wife spends an absent-minded hour in her neighbors' home, she returns to tell Bill that she has found some pictures he should see. Before they can enter the apartment, however, Arlene realises that she has left the key inside their flat, and the door handle will now not turn: *locked*.:grimace: To upload a file drag & drop here or click to choose Formatting guide 103 words Preview | Add Comment



Mira Selkirk · less than a minute ago (edited)

Raymond Carver's Neighbors got to me. A "happy couple" who feel life has passed by are a for their neighbors while they are away. As he is in the house across the hall, Bill the husb neighbors' things, eats their food, and tries on their clothes. Arlene the wife spends an ab in her neighbors' home, she returns to tell Bill that she has found some pictures he should

Delete Comment Edit Comment

can enter the apartment, however, Arlene realises that she has left the key inside their flat, and the door handle will now not turn: locked.

To post a new comment...

1. Scroll to the bottom of the discussion. Enter your comment in the text area and click Add Comment.

- Likewise, to post a new reply, find the comment you wish to reply to.
 Click Reply and enter your text.
- 3. You can use text formatting in comments and replies.

Post first

You must leave a comment before you can see other comments

A penny costs more to produce than it is worth (even after the 1982 change from a 95 percent copper composition to 97.5 percent zinc), so the U.S. loses tens of millions of dollars a year minting them

Sometimes your instructor will require that you first post a comment before you can see anyone else's comments.

Peer rating



Mira Selkirk · 6 minutes ago

Dillard's first novel, *The Living* (1992), centers around the first European settlers of the Pacific Northwest coast. While writing the book, she never allowed herself to read works that postdated the year she was writing about, nor did she use anachronistic words.



If your instructor has enabled **Peer Rating** for comments and replies, you can rate comments from your classmates—just click the number of stars you'd like to award that item.

Report comments



If another student posts an inappropriate comment or reply, you can report that item to the course instructor. Click **Report** under the item and enter your explanation. Your report will be sent to the instructor (with your name attached) for his consideration.

Online Tests

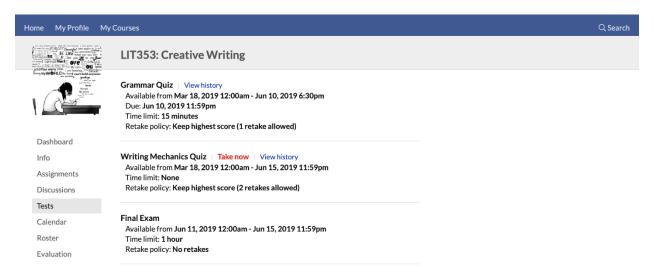
Tests are exams, quizzes, and suchlike that you can take in Populi. After submitting your test, it can be graded by your instructor or—depending on how your instructor has set it up—will be automatically graded by Populi.

Getting to tests

You can get to tests a number of different ways:

- When a test is available to take, you'll see an alert on the Course > Dashboard view.
- The Course > Tests view shows you a list of all the published tests. If you're allowed
 to access the test, you'll see a Take Now link.
- You can also access a test from its associated assignment page.

If a test is part of a <u>lesson</u>, you'll be able to get to the test via the lesson. If the lesson requires you to complete previous lessons, you cannot take the test until you are allowed to access that lesson.



Here's the information you'll want to understand when looking at tests:

- Availability trumps the time limit. If you begin a test with no time limit ten minutes before the availability window ends, you have only ten minutes to finish the test.
- If you run out of time, unanswered questions will be marked wrong.
- If you get accidentally logged out in the middle of taking the test, you may resume the test where you left off with any unused time remaining (*unless* availability runs out).
- Your instructor may allow you to retake the test one or more times. Taking the test more than once is entirely optional.

Taking a Test

DuVernay Ch. 5-7 Quiz

 Who were the main writers Points 	/ho were the main writers considered to be part of the Literary Brat Pack? Points		Time remaining - 25:57	
McInerney, Ellis, the lady who w	rrote Slaves of New York			
2) Which actor starred in the T 5 Points	V adaptation of Mailer's The Executioner's Song?	Saved		
 Jeff Bridges 				
 Harrison Ford 				
 Bobcat Goldthwait 				
Tommy Lee Jones				
 Burt Reynolds 				
3) Arrange in chronological ord 5 Points	der of publication:	Saved		
1 The Diebt Ct. off				

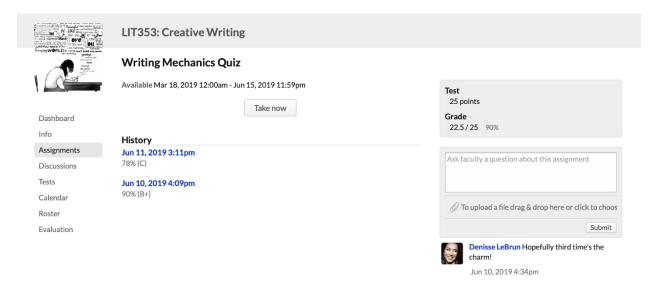
Here's how to take and finish a test:

- 1. Click the Take Now link.
- You'll be shown a page with information about the time limit and any remaining
 retakes. At the bottom of the note, click to start the test. Doing so starts the countdown
 on the time limit.
- 3. Tests have seven question types:
- Multiple Choice: Click the radio button (round) to select the right answer. Don't get this confused with Multiple Answer!
- Short Answer: Type or copy-and-paste your answer in the field.
- Put in Order: Drag the text bars until they are all in the correct order.
- Multiple Answer: Check the boxes (square) next to all appropriate answers. Don't get this confused with Multiple Choice!
- Essay: Like Short Answer, in that you type or copy-and-paste your answer in the field.
 Unlike Short Answer in that there's no character limit.
- True/False: Is the statement True or False? Choose whichever answer applies.
- Matching: For each term in the left column, select the appropriate term from the dropdown.

As you enter or edit answers, Populi will automatically save them.
When you're done, scroll to the bottom of the test. Press Submit Test.
2 Points Extra credit
Tom Wolfe
Click the button below to submit your test. You will not be able to change your answers after this.
All answers have been saved.
Submit Test
Test Completed
DuVernay Ch. 5-7 Quiz Completed
Some questions need to be graded by the professor, so your final score will not be assigned until then.
① 1) Who were the main writers considered to be part of the Literary Brat Pack?/5 Points
McInerney, Ellis, the lady who wrote Slaves of New York
 2) Which actor starred in the TV adaptation of Mailer's The Executioner's Song? 5/5 Points
○ Jeff Bridges
Harrison Ford
Bobcat Goldthwait
Tommy Lee Jones
O Burt Reynolds

After submitting your test, timing out, or transgressing the availability window, you'll see the Test Completed screen.

- Certain question types (Multiple Choice/Answer, some Short Answer, Put-in-Order)
 are automatically graded. If all of the test questions are such, then you'll see your
 grade.
- If not, you'll read that Some questions need to be graded by the professor, so your final score will not be assigned until then.
- If retakes are permitted, you'll see how many retakes you have remaining. Retakes are optional!
- Your professor may make various kinds of feedback available to you after submitting the test—answer scores, correct answers, and comments.
 - Depending on which options he's made available, you can also see these things when you look at the test's *History* view.
 - The History view is accessible via the main Tests view or on the <u>assignment page</u>.



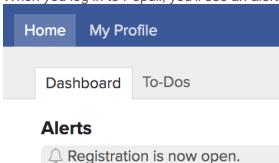
How Do I Register For Courses?

Students can register for courses works when school has open online enrollment periods. During these periods, student can enroll in courses, sign up to audit them, drop courses, and get on the waiting list.

Getting to the registration page

Here are the ways you can get to the registration page:

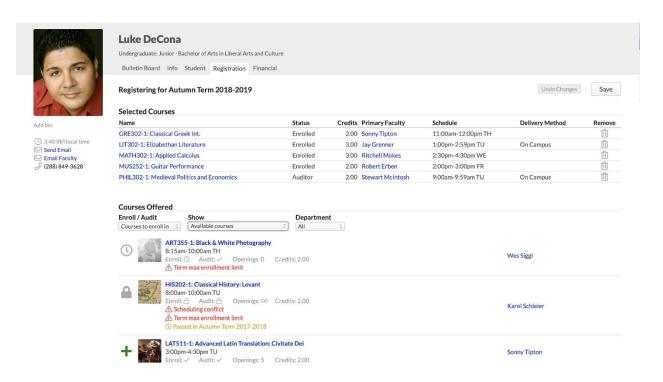
• When you log in to Populi, you'll see an alert on your Home page that looks like this.



Click the alert to go the registration page. You'll only see this alert during an enrollment period that is open to you.

- Go to My Profile and click the Registration view. This view only appears during an enrollment period that is open to you.
- Go to https://cstcm.populiweb.com/register (you may need to log in). If enrollment is open, you'll see the Registration view; if not, you'll see a message informing you that enrollment is not open.

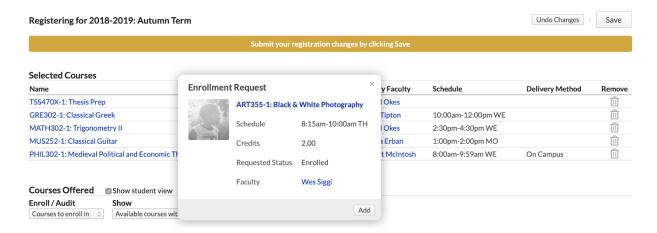
Let's get oriented



- Selected Courses are those you've registered for (or hope to).
- Courses Offered are those for which you may submit an enrollment request. The courses you see here depend on your selections from the drop-downs:
 - o Enroll/Audit: Toggle between courses you can enroll in or audit.
 - Show Available courses with no conflicts: These are courses that match your program and campus and for which you've fulfilled the prerequisites (or are currently enrolled in a prerequisite, corequisite, or equivalent) and with which you have no schedule conflicts. Additionally, if there is a term max enrollment limit, it shows courses which fall within that constraint.
 - Show Available courses: These courses include the above together
 with courses that have schedule conflicts and max enrollment conflicts.
 - Show All courses: This shows every course offered in the term,
 whether or not you can register for it.
- Each course includes important details:
 - Name, faculty, and schedule.

- Whether the course is available for enrollment and/or auditing, how many openings, and credits/hours.
- Conflicts appear in red: schedule, prerequisites, and term max enrollment constraints.
- If you've already passed this course, you'll see a notice that she's already passed it. This does not prevent you from registering for that course.
- lets you register for that course.
- lets you request a spot on the course waiting list.
- means that you cannot register for this course because of a conflict with schedule,
 enrollment limits, or unmet prerequisites.

Registering for courses



- Using the drop-downs, choose whether you want to see courses to Enroll
 in or Audit and which Offered Courses you'd like to see (Available..., etc.).
- 2. Click + next to the course you'd like to add.
- 3. Review the details in the enrollment request and click Add to confirm. A few things will happen when you do this:

- The course will be added to Selected Courses with an "Unsaved" badge.
 A notice will display above Selected; you can either Save the registration changes or Undo them.
- Offered Courses will switch back to show Available Courses. In all likelihood, new schedule and max enrollment conflicts will appear.
- If you enroll in a course that requires enrollment in a corequisite course,
 you'll be asked to also add the corequisite to Selected Courses.
- o If you've made a mistake, click to remove the course.
- 4. Repeat the above steps as often as necessary.
- 5. When you're ready to submit the changes, click Save.

After you save your registration, the following may also happen:

- You will be asked to sign an enrollment agreement.
- Tuition, fees, and other charges may be generated for you on My Profile > Financial >
 By Term.

How do I audit a course?

To audit a course:

- 1. Select *Audit* in the Enrolled/Auditing selector by *Offered Courses*.
- 2. Click + next to the courses you'd like to audit.
- 3. Confirm your choice(s) and then save the changes.

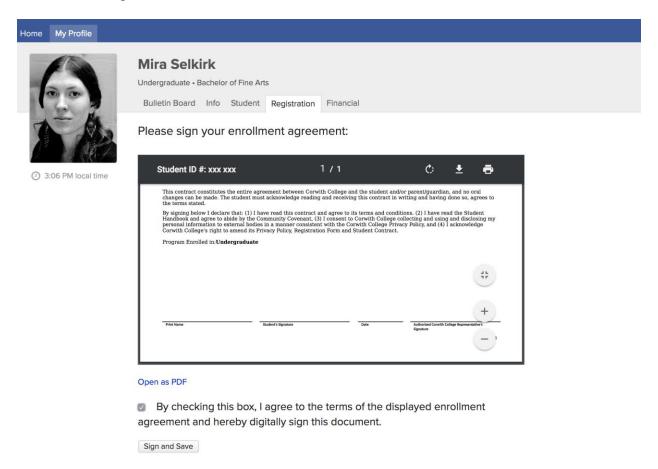
How do I drop a course?

To drop a course you've already registered for:

- 1. Find the course you'd like to drop under Selected Courses.
- 2. Click to remove the course.

3. Confirm your choice(s) and then save the changes.

Enrollment agreements



School would require you to sign an enrollment agreement after registering.

- You can sign it by checking the box indicating your consent to the terms of the agreement.
- You must sign the agreement within 24 hours of submitting your registration. If you do
 not, your registrations will not be approved and you will be required to re-register.
- If you do not immediately sign the agreement (for whatever reason), just return to the registration view (within 24 hours!).
- If you have any questions about the agreement, please contact registrar at registar@cstcm.edu.

A few things to remember...

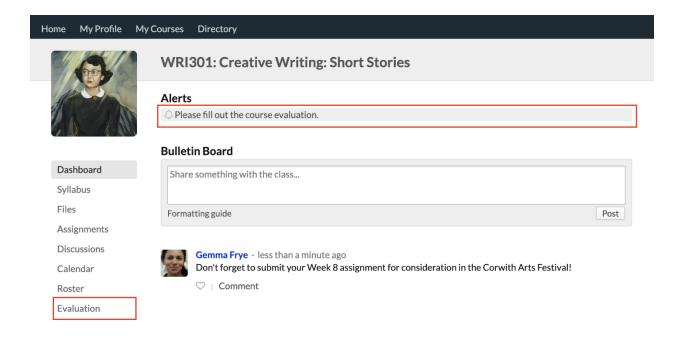
- Select courses in consultation with your Degree Audit. The Degree Audit can tell you
 exactly what courses remain for you to complete your degree; it also enables "what-if"
 scenarios that show how your academic progress measures up toward other degrees.
- Registration will not give you the option to enroll in courses for which you have not
 fulfilled prerequisites. However, the registrar can enroll you in any course; if you've
 been permitted to take courses not available to you on the Registration page, contact
 the registrar at registrar@cstcm.edu.
- The registrar may apply a lock to your account. If that is the case, you'll see a yellow banner with a message at the top of the screen. As long as the lock is in place, you will not be able to make any changes to your registration—the registrar must do so.
- If you're having trouble with registration, please contact registrar at registrar@cstcm.edu. School will take care of either an academic issue, or a technical issue.

Submitting A Course Evaluation

Your school may require you to submit a course evaluation near the end of a term or after the course has finished.

- Populi keeps your evaluation responses anonymous and confidential; faculty and admins will not be able to match you with your responses in any way.
- It's best to submit your evaluation as promptly as possible—some schools may lock access to your grades if you don't have an evaluation submitted by a certain date!

Getting to a course evaluation



When a course evaluation is available for you, you'll be able to get to it:

- By clicking the alert on the Course > Dashboard view. (You'll see a general alert for the course on your Populi Home page.)
- Or by clicking the *Evaluations* view in the left-hand navigation on the course page.
 This view only appears when an evaluation is available to take (or after you've submitted it).

Taking a course evaluation

	WRI301: Creative Writing: Short Stories		
	Faculty		
	Please fill out the entire evaluation. Your answers will be reviewed by the Academics & Faculty Committee of Corwith College as it considers how to improve the College's academic offerings. Thank you very much for your feedback!		
Dashboard	1) Choose the three strongest aspects of the professor's organization of the course. Required Saved		
Syllabus	Hank Spoon Choose 3 answers:		
Files	✓ Lectures		
Assignments	Reading ListDiscussions		
Discussions	☐ Introduction Of New Concepts		
Calendar	☐ Connection To Other Courses		
Roster	 □ Progression Of Material ☑ Pacing Of Material 		
Evaluation	Assignments		
	Please rate the following aspects of the course: Required Poor Fair Good Very Good Excellent N/A		

Evaluations are pretty self-explanatory. As you enter answers, Populi automatically saves your responses. If you need to stop in the middle of the evaluation, you can come back and finish it later, picking up right where you left off.

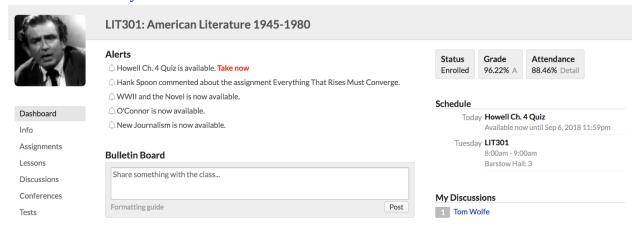
When you're done with the evaluation, scroll to the bottom and click **Submit**. After you submit your evaluation, you will not be able to come back later and change your responses!

Submit My Evaluation

You won't be able to change your answers after they're submitted.

Academic Information

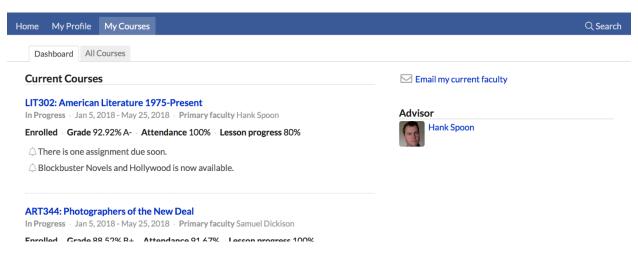
Basic info about your courses



First, here's a guide to what you can find in your courses (your professor might not make all of these items available to you):

- Dashboard shows you what you need to know about your course right now and tells
 you what's coming soon. It includes alerts about lessons, tests, discussions, and
 assignments; a schedule of upcoming meeting times and other events; a list of
 currently-available discussions; and the course bulletin board.
- Info shows you essential course information—everything from description to availability dates to number of credits/hours. You can also find the course reading list, files, supplies, and links.
- Assignments gives you a list of all the coursework your professor wants you to know about.
- **Lessons** are collections of course materials—content, assignments, discussions, links, and files—that cover a particular section of the course curriculum.
- Discussions are online conversations between your course's professor(s) and students.
- **Conferences** are live video/audio sessions conducted by your professor. This view only shows when a conference is currently in session.
- **Calendar** shows every event occurring in the course—meeting times, assignment due dates, test availability, lesson start dates, and any additional events.
- Roster shows you who else is taking the course.
- **Chat** are scheduled real-time discussions that are meant more for conversations, quick thoughts, and so on.

My Courses



My Courses gathers together all of the courses you're taking or have ever taken at your school.

- The Dashboard shows you all your current courses (in which you're enrolled or auditing) together with a selection of past and future courses.
- You'll see alerts for your current courses—these are the same alerts you'll see on your Populi Home page.
- All Courses lists every course you've ever taken at your school.

My Profile > Student

The Student view on My Profile collects or links to all of your courses and academic information.

- Your transcript is a complete record of the courses you've taken at your school (including any transfer courses that have been applied to your program).
- Your degree audit is a tool that compares your courses and academic performance to your school's degree requirements.
- On the right column of the student view you'll see your courses, degrees, programs, honors, and student information.



At the top of the screen, you'll see actions that let you:

- **Export grade report:** Lets you create a PDF of your grade report for any term in which you've received a final grade for all your courses.
- Export schedule: Creates a PDF of your course schedule for any term.
- Print enrollment verification: This letter verifies your enrollment in courses for the term you select.

Student information, courses, and so on

Student Information

Student ID 2017000002

Advisor Hank Spoon

Proctoring Not required

Student information includes stuff like your student ID number, academic advisor, and whether you're required to have a proctor for online tests. Your school may also add custom information fields here—if you have any questions about these items, contact your advisor or a staff member.

Courses

Courses Show Spring Term 2017-2018 ART344: Photographers of the New Deal B+ LIT302: American Literature 1975-Present A THE302: Church History: Fall of Rome to the Medieval Era WRI352: Writing Workshop: Creative Non-fiction AUD

Courses shows you the courses in which you're registered (enrolled, auditing, incomplete, withdrawn) at this school—past, present, and even future.

- It starts by showing you *current courses*—those that have started and have not yet ended.
- Use the selector to see courses from particular terms.
- Click the course name to go to its page, where you can find lessons, take tests, upload assignments, post to discussions, and get updates and other information.
- As soon as your professor has given you any sort of grade in the course, you'll see your in-progress grade here. If you withdraw, you'll see a W; if auditing, AUD; if incomplete, INC.
- indicates that the course has been *finalized*: it is now closed and your grade and other details have been committed to your permanent academic record.

Programs, degrees, and honors

Programs

Undergraduate - Junior

Start Date 7/3/2017

Entrance Term Summer 2017-2 2017-2018

Degrees

Bachelor of Fine Arts

Status Pursuing as of 8/4/2017

 Catalog Year
 2017-2018

 Ant. Completion
 5/23/2019

Honors

Program Honors

Cum Laude - Undergraduate

A program is a course of study that encompasses a particular group of courses. The Programs section tells you which program(s) you're currently listed in.

- You get listed in a program when you pursue a degree (or when a staff member lists you in that program).
- You can be active or inactive in a program.
- Your transcript contains a complete record of all of the courses included in a particular program.

A degree is the award you get for completing a course of study.

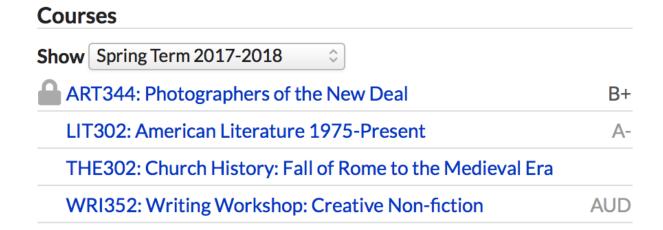
- The status indicates whether you're pursuing the degree, have stopped pursuing it, or have been granted it.
- Catalog year refers to which academic year's requirements you're being held to in order to attain the degree.
- Anticipated completion is the date by which you'll most likely complete the degree.
- If you're pursuing a major or a minor, you'll see it listed here, too.
- Your degree audit lets you compare your academic history to the requirements for your school's various degrees.

Honors are awards your school notes on your transcript. They may be connected to your enrollment in a particular program, degree, or academic term. Depending on how your school chooses to handle them, honors may appear on your transcript when it is exported from Populi.

Where Can I Find My Grades?

You can find course and assignment grades in various places in Populi. Here's where to look...

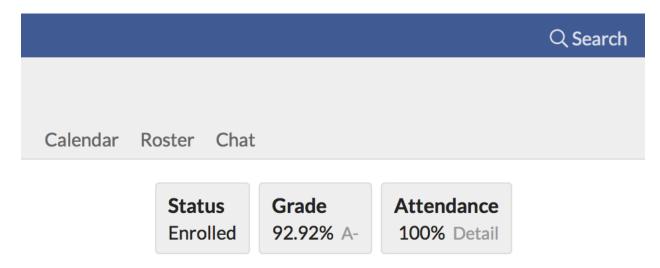
Course Grades



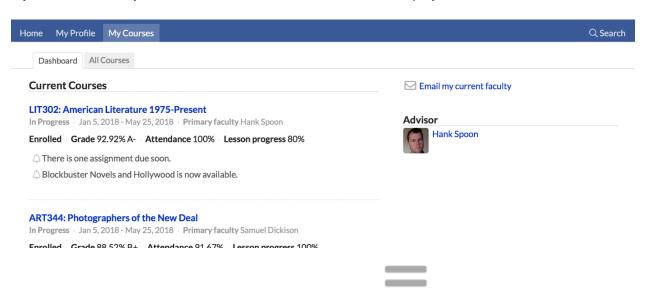
Your overall course grade appears when your professor first grades an assignment (provided she's allowed *Course Progress* to be visible to students). The quickest way to see this grade is on the Courses panel, which is found on both on <u>Home</u> and <u>My Profile</u>. Here's what you'll see in that panel:

- If no assignments in a course have been graded yet, there will be a blank space for the grade.
- If one or more assignments have been graded, you'll see your current, in-progress grade. Obviously, this grade is subject to change!
- When a course has been *finalized*, you'll see a lock next to it. The grade next to such
 courses is your final course grade—this is what goes on your transcript.
- If you've withdrawn from a course after the add/drop date, you'll see W(or your school's equivalent). If you're incomplete in a course, you'll see I.

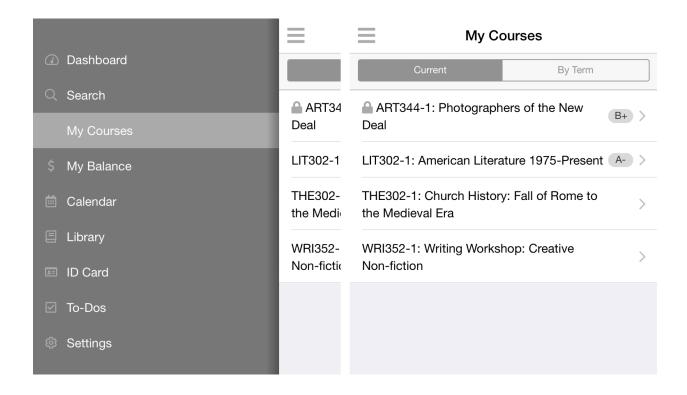
Naturally, this isn't the only place to see your overall course grade. You can also see it on the course dashboard: look for the stats at the top of the right column of the screen.



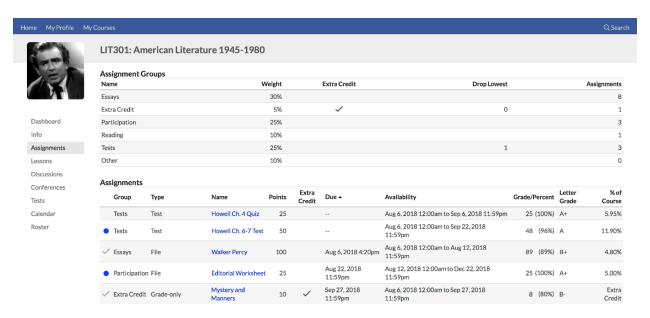
My Courses shows you the same information for each course displayed on the Dashboard.



Populi's mobile apps also show you your course grade. Tap and select *My Courses*. You can also receive notifications from the app when your grades change—you can configure those in the app's Settings view.



Assignment Grades



Assignment grades are available as soon as your professor submits the grade (again, provided she has set course Progress to be visible to students). Here's where to find those:

 In the course <u>Assignments</u> view, you'll see your letter and percent grades in the assignment list. On individual assignment pages, you'll see your grade in the right column under My
 Assignment Grade.

Peer Review Essay

100 points · Due Feb 22, 2018 11:59pm

My Assignment Grade

Grade Points 89

Grade Percent 89%

Info

Name

Carver Fssav

GPA, Earned Credits, Etc.

To view things like your GPA, earned credits/hours, and so on, have a look at your transcript.

Your grade report shows these items for a particular term.

You can export an unofficial transcript, request an official transcript, or export your grade report from My Profile > Student.

Transcript (will be ready soon)



Your transcript is your school's official record of the courses you've taken, are taking, or have transfered, and how they apply to your academic program(s). You'll find it on My Profile > Student.

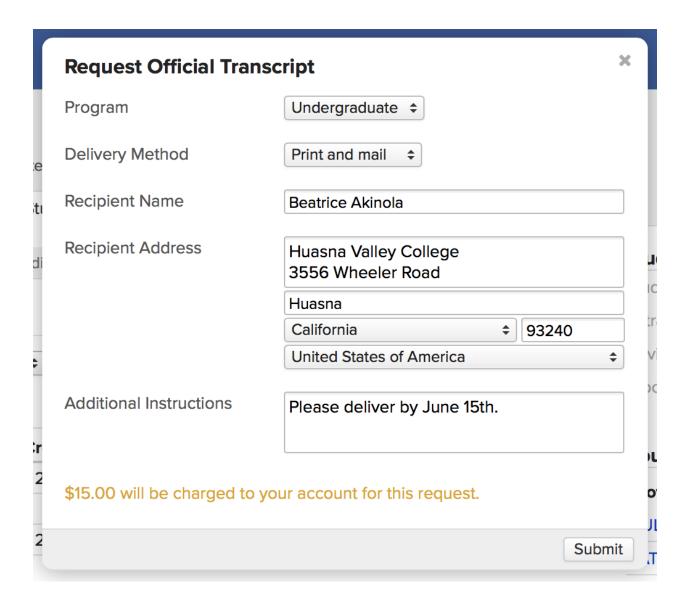
- Your transcript is organized around your academic program(s). If you're listed in more
 than one program, use the drop-down to switch between your different
 transcripts. None shows you the courses, if any, that aren't mapped to one of your
 programs.
- Each term in which you've taken courses is shown on the transcript. In addition to your courses and grades, you'll also see things like your term and cumulative GPA, credits/hours, and grade points.
- You may see notes about disciplinary events—this entirely depends on how your school handles these items.
- At the end of the transcript, you'll see any transfer courses attached to this program.

Transcript actions

Transcript Actions ▼ Export Transcript Request Official Transcript Cumulative

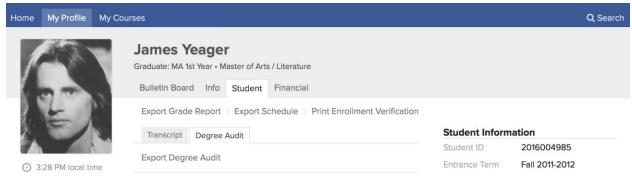
Export transcript: This creates a PDF of your unofficial transcript. Check if you wish to include an appendix with course descriptions.

Request official transcript: This lets you request an official transcript from your school.



- 1. Select which program you'd like a transcript for (if you have more than one listed).
- 2. Select the delivery method for this transcript. Depending on your school's setup, you may be able to have the transcript printed and mailed and/or emailed.
- 3. Enter the recipient name.
- 4. Depending on the delivery method you selected, enter the recipient's address or email.
- 5. Enter any additional notes about the request.
- Your school may charge for official transcripts. If so, you'll see a notice about how
 you'll be charged for this request—or even a form in which you'll enter credit card
 payment details.

Degree Audit



The Degree Audit is found on My Profile > Student. It compares your academic history with your school's degree requirements (majors and minors, too). It also lets you (and your advisor and registrar) see how your courses and credits would apply to the other degrees your school offers.

The audit is meant to help someone make a decision. You might review it and decide to switch degrees. Your advisor might decide to recommend one class over another. The registrar might decide to grant you a degree. You get the idea.

Bulletin Board Info Student Financial				
Export Grade	Export Grade Report Export Schedule Print Enrollment Verification			
Transcript	Transcript Degree Audit			
Export Degre	e Audit			
Degree	Degree MA - Master of Arts			
Catalog Year	ar 2014-2015 ÷			
Specialization	Literature			
General Degree Requirements Not satisfied				
✓ Cumulative GPA 3.60 / 2.00 required				
✓ Overall GI	3.60 / 2.00 required			
Cumulativ	Cumulative Credits 12 / 32.00 required			

Using the degree audit

Here's how to compare degrees and understand what the audit is telling you.

- The degree audit starts by showing your the most advanced degree you're currently pursuing.
- To see other degrees and options, select from the drop-downs. You can change degrees, catalog years, and specializations (majors/minors). When you make a selection, the audit automatically updates.
- Click Export Degree Audit to create a PDF of the audit; the export will match whatever options you've selected.

General degree requirements

General Degree Requirements Not satisfied

✓ Cumulative GPA
 ✓ Overall GPA
 Cumulative Credits
 Resident Credits
 2.73 / 2.70 required
 46 / 64.00 required
 38 / 50.00 required

In Progress Credits 15.00

General Degree Requirements are the big-picture items that describe your academic achievement: GPA, completed credits or hours, and resident credits/hours.

- Green items with a big green check indicate that you've met the requirement.
- Grey or black items indicate that you've not met the requirement.
- When all of the general requirements have been met, you'll see a green notice saying that the requirements have been satisfied.

Degree Course Requirements Not satisfied

Classics 8.00 credits earned, 4.00 transferred / 16.00 required ✓ 3.00 group GPA / 1.70 required Minimum course grade points: 2.00 Show All Completed Not completed		
Course Name	Grad	e Status
CUL156 The Aeneid	B+	4 credits transferred
GRE101 Introduction to Greek	A-	Applied to Languages
GRE102 Introduction to Greek 2	В	4 credits completed
RHT110 Ciceronian Rhetoric	C+	4 credits completed

Languages		Substitution	Applied, Waiver Applied
12.00 credits earned, 4.00 waived / 24.00 required ✓ 3.50 group GPA / 1.70 required Minimum course grade points: 2.00			
Show All Comp	oleted Not completed		
Course Name		Grad	e Status
GRE101 Introduc	ction to Greek	A-	4 credits completed
GRE102 Introduc	ction to Greek 2	В	Applied to Classics
LAT101 Introduc	ction to Latin	В	4 credits completed
LAT302 Advance	ed Latin II		4 credits waived
LAT202 Interme	diate Latin II	A-	4 credits completed Fulfilled by THE237

Degree course requirements are the particular course and grading requirements for the degree. They're organized using course groups, which are sets of courses that serve a particular function in your course of study (e.g. Core Courses or Electives). Courses count toward the requirement when you've *completed* them: your final grade meets the minimum grading requirements for the course group.

• Each course group leads with a summary of the requirements and whether you've met them. As is customary, green indicates that the requirement has been met!

- If a substition, waiver, or exception has been applied that affects this course group,
 you'll see a red notice to that effect (see below).
- Individual courses show you the grade and status. The status refers to how the course is used in the degree audit:
 - X credits/hours/courses completed: You've met the minimum grade requirement for this course and earned X number of credits/hours that have been applied to this course group. Courses are also considered completed you have completed an equivalent course or if another course has been substituted for this one.
 - Applied to X: You've met the minimum grade requirement for this course and it is being used in a different course group.
 - X credits in progress: You've not completed this course; when you do,
 it will be applied to this course group.
 - X credits transferred: This course was accepted as a transfer course and has been applied to this course group (or one of the courses in the group).
 - X credits waived: This requirement has been waived for you; you are not required to complete it.
- Unused courses are completed courses that are not included in any of the degree's course groups. They count towards the degree's general requirements but do not count in degree course requirements.
- Click to show all of the courses in the group, those that have been completed, or those
 that have not been completed.

Waivers, substitutions, and exceptions

Course Substitutions

Course Group

Applies To	Required Course	Substituted Course	Added By
Degree	LAT202	THE237	Terrence Mykelt
Course Waive	rs		
Applies To	Course		Added By
Degree	LAT302		Terrence Mykelt
Exceptions			
Туре	Applies To	Value	e Added By

If any degree requirements have been modified or waived for you, you'll see them at the bottom of the degree audit.

4.00

Terrence Mykelti

Financial Information

How To Get Information About Your Financial Aid

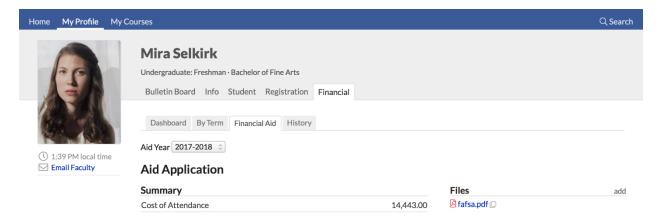
In this article, you'll learn how to get information about your financial aid, including:

• What information is available on your Profile

Visual Art Units Required

- How to work with your financial aid application
- How to ask questions about your financial aid
- How to accept or reject the aid awards you've been offered

Profile > Financial > Financial Aid



The financial aid view shows you your aid application details and your awards for a given aid year.

- This screen will only display information if you have an aid application for the year shown in the selector.
- The summary shows the basic financial numbers at play in your application:
 - Cost of Attendance (COA) is determined by the school. It is an approximate figure that includes the cost of tuition, fees, books, and other items related to your attending the school for that Academic Year.
 - Expected Family Contribution (EFC) is gleaned from information you provide (often via the FAFSA). It is an approximate figure of how much you and/or your family will contribute towards the COA.
 - Financial Need is the difference between the COA and your EFC.
 - Grants/Loans Accepted indicates the total amount of each type of financial aid you have accepted.
 - Remaining Need is the difference, if any, between your financial need and accepted grants and/or loans.

Components and Files

Your school uses aid application components to ask for information about your financial need.

- To see what you need to do for a given component, click view instructions.
- If the component asks you to upload files, you can do so in the Files panel in the right column of the application.
- Your aid officer will be notified by email when you upload files.
- Once you've uploaded files, click the filename to view what you've submitted (or to view files your aid officer has uploaded).

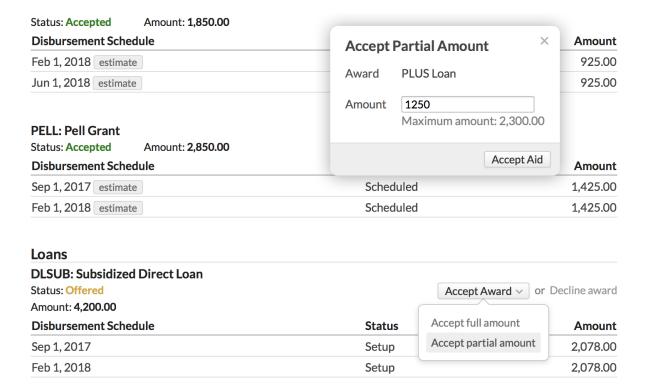
Questions

Questions let you correspond with the Financial Aid officer in charge of your application. Either you or the Aid officer can start a question. You can carry on the correspondence right from your aid application or over email.

- Either you or your aid officer can start a question.
- You can conduct the conversation by clicking the question and adding comments on the question page.

• You can also use email: When you receive a notification about the question, just reply to the email above the response line.

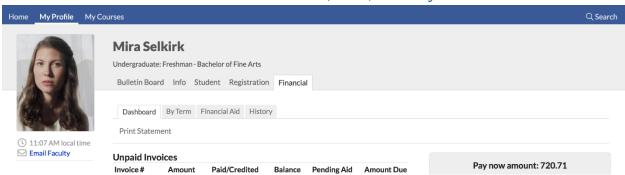
Grants and Loans



At some point during the application process (usually after your application has been accepted), you'll be offered financial aid awards. As they're offered, you'll receive an email from Populi Notifications.

- You can accept or decline awards.
- When accepting loans, you can choose to accept only a partial amount of what's offered.

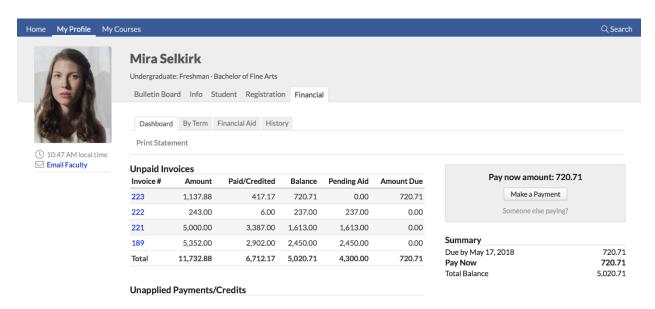
How To Get Information About Your Tuition, Fees, And Payments



The financial view shows you your tuition, fees, payments, financial aid, and other financial transactions with your school. Here's the quick overview:

- Dashboard shows you current financial information like unpaid invoices. You can also come here to make online payments and download tax forms like the 1098-T or T4A.
- By Term contains financial information pertaining to specific academic terms. Here
 you can see your tuition and fees incurred for, say, your Fall Term courses, as well as
 financial aid, room and meal plans, and other payments. Click Print Statement to get a
 statement of all your term-related financial activity.
- Financial Aid details your financial aid awards and applications. Read more in this
 article.
- History gives you a list of all your financial transactions—invoices, payments, refunds,
 etc.

Dashboard



Your financial dashboard summarizes your financial activity. It includes pending fees (that aren't tied to an academic term), unpaid invoices, unapplied payments, recent transactions, a summary (see below), and information about payment plans (if you're on one).

- Click Print Statement to create a PDF of your overall financial statement. It includes
 any amount you owe your school together with a complete breakdown of relevant
 charges and payments.
- Click an invoice #, payment detail, or credit # to see the full particulars of any of those items.
- If your school has enabled online payments, you'll be able to pay invoices using a credit/debit card and/or electronic check. Read about how to do that here.
- 1098-T, T4A, T2202A: As soon as your school has released your tax form for a given year, you'll be able to view/download a PDF here on the dashboard.

Summary

Pay now amount: 533.63

37.50 OVERDUE

Make a Payment

Someone else paying?

Summary

•	
Overdue	37.50
Due by Jan 11, 2019	1,793.01
Total Due Now	1,830.51
Unapplied Payments	-560.88
Unapplied Credits	-25.00
Unallocated Scheduled Aid	-711.00
Pay Now	533.63
Due by Feb 22, 2019	1,314.87
Due by Apr 5, 2019	1,314.87
Due by May 17, 2019	1,314.87
Due by Jun 28, 2019	239.08
Due by Jun 28, 2019 Total Balance	239.08 6,139.32

Depending on your financial activity, you might find any or all of the following information on your financial summary:

- Overdue: The sum of all your unpaid charges on invoices whose due date has already passed.
- Due by: Any amounts coming due soon.
- Total due: The sum of the above items.

- Unapplied payments/Unapplied credits: Any payments or credits that have not been applied to specific invoices.
- Unallocated scheduled aid: Scheduled financial aid disbursements that your school
 has not yet matched up with specific invoices.
- Pay now: Total due minus unapplied payments/credits and expected aid.
- Due by: Amounts due beyond anything included in the Pay Now amount. This
 includes payment deadlines for payment plans and invoice due dates not included in
 the Pay Now line. These amounts may be affected by any scheduled financial aid
 disbursements that have been attached to specific invoices.
- Total Balance: The sum of all your unpaid invoiced charges together with unapplied payments/credits; it excludes any expected aid.

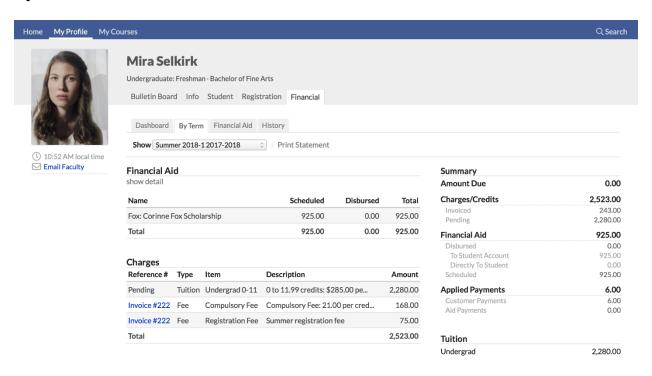
Payment Plans

Payment Plan		*
Spring Undergrad	Show Charge Details	
Jan 11, 2019	1,793.01	
Feb 22, 2019	1,314.87	1,314.87 Due Later
Apr 5, 2019	1,314.87	1,314.87 Due Later
May 17, 2019	1,314.87	1,314.87 Due Later
Jun 28, 2019	239.08	239.08 Due Later
Charges on Plan	5,976.70	

Payment plans on your financial dashboard cover all of your invoiced charges (that
are eligible for inclusion in the plan). You can also have a term-based payment plan
that covers only those invoices connected to a particular term (these are shown on the
By Term view).

- Next to each payment due date is the amount of the installment and the amount (if any)
 remaining to be paid. If the installment has been paid, you'll see whether it was
 paid Late or On Time.
- Click to see details for the invoices and charges included in the payment plan.
- In most cases, payment plans have been assigned you by your school. However, if your school makes them available you can choose your own payment plan on the Pay Now screen.

By Term



The *By Term* view includes financial activity related to a specific academic term. It shows you financial aid, term-specific charges and payments, enrollment information, a summary, and—if your school is using them—your enrollment agreement for the term.

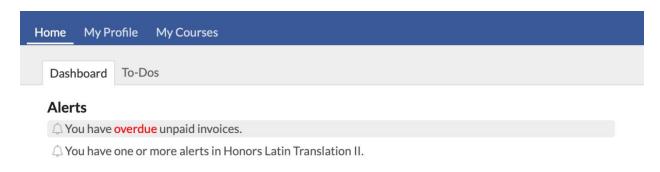
Click Print Statement to create a PDF of your term financial statement. It includes
invoiced charges together with a complete breakdown of relevant charges and
payments.

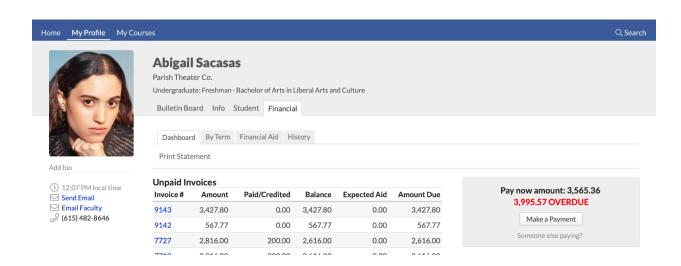
- If you have financial aid for this term, click Show detail to see the individual disbursements that will affect your term charges.
- If your school has enabled term enrollment agreements, you can review and sign it by clicking the date/time.

How Do I Make An Online Payment?

If your school has set up online payments in Populi, you can pay your tuition, fees, and other charges using a credit card and/or electronic check. Here's how to do that:

How to know if you need to make a payment

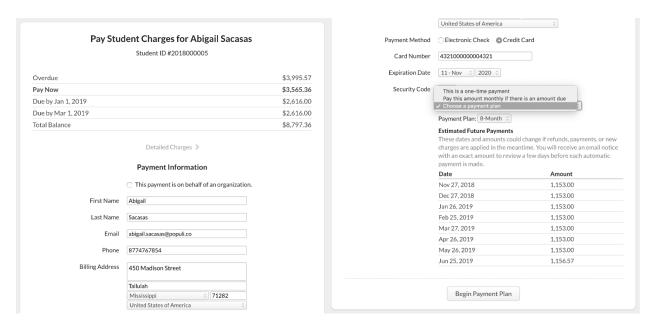




If you need to make a payment, you'll see notices in two places:

- When you log in to Populi, you'll see an alert right on your Home page if you have an
 upcoming or overdue invoice. Click the alert to go to the payment page (described
 below).
- On My Profile > Financial > Dashboard, you'll see a list of unpaid invoices and your Pay Now amount. Click Make a Payment to go to the payment page.

The Payment Page



The payment page collects billing information from you so your school can process your payment.

- Enter the requested information accurately and completely. If you don't, your payment probably won't go through!
- If your school gives you the option, make sure you select the correct payment method from the drop-down (Electronic Check or Credit Card).
- The Payment Amount field is auto-filled with your Pay Now amount. If you wish to pay
 a different amount, do so by entering the new amount.
- Your school may charge a convenience fee for credit card payments. If it does, you'll
 see the total amount shown in the Your card will be charged... notice.

- Recurring payments and payment plans: Your school may offer Recurring

 Payments and/or Payment Plans as payment options. If so...
 - To set up a recurring payment, choose Pay this amount monthly... from
 the drop-down, then enter the amount you'd like to pay every month.
 You'll be charged this amount every month on the date of your choosing
 for as long as you permit (until you cancel or a certain number of times).
 - When you choose a payment plan, it sets up a recurring payment according to a schedule set up by your school. You'll be able to preview the plan before completing the payment process.
 - You'll receive an email with all the details of the recurring payment or payment plan together with a link to view, pause, or cancel the recurring payment. If you cancel a recurring payment connected to a payment plan, you'll still be on the payment plan!
 - Three days before your card or bank account is charged, you'll receive an email from notifications@populi.cocontaining the details of the upcoming charge.
- When you're ready, click Pay Now. Once you do this, your payment will be submitted
 and you'll be taken to a printable receipt page.

Someone else paying?

Pay now amount: 3,565.36

3,995.57 OVERDUE

Make a Payment

Here's a link to the payment page that will be good for 30 days: https://corwith.populi.co/router/studentcharges/show/33164a7 846641easteregg92870263eaa187632cb0fd680572onlybuilt4 cubanlinx4a5dd59e691b2d716071df4sharkbeefaef31abdbaab 6bfd64



If someone else is paying your bill, you can share a link to your payment page with them.

- On My Profile > Financial > Dashboard under Pay Now—OR, on the payment page click Someone else paying?
- 2. A link to the payment page will appear.
- 3. Copy and paste the link and share it with the person who'll be paying your bill.
- 4. The link takes them to the payment page and will work for them the same way it works for you.