Registration and Payment in Populi

Find the log in screen to Populi by either typing aquinasinstitute.populiweb.com into your browser or finding the Quick Link on the ai.edu website. Remember - your credentials for Populi are *not* the same as your SLU credentials. If you cannot log in - contact the Registrar’s Office for assistance.

Once you have logged in, you will see the Alerts, the News Feed, the Events Calendar (with the academic calendar), and any courses in which you are currently registered. To navigate to the Registration page, either click on the ‘Registration is now open.’ alert. Or click ‘My Profile’ and then the ‘Registration’ tab.

This is also a good time to update any contact information on the ‘Info’ page of your profile. Please add your cell phone number to receive emergency notifications from the school.

If you find this (or any other lock) on your profile, you will need to read the message and contact the proper faculty or staff to remove your lock. All students must first seek an appointment with his/her academic advisor before registration can take place. Your advisor will be able to remove the lock at/after your appointment.
Once lock(s) are removed from your account, you may register for classes. Look at the list of courses for the semester (or session). You may register in courses with the green plus sign under the enroll/audit headings.

If you have already taken a course - you will see an gray exclamation point 🔄 to the left of the course title.

If you are unable to take a course - you will see a gray lock 🚫 instead of the green plus sign (If you think that the lock is in error, please contact the Registrar’s Office).

If you are registering for a course at SLU or Kenrick, register for the SLU Cross Registration (or Kenrick Cross Registration) shell AND submit the ‘Cross Registration’ form found on our website.

Once all the courses are chosen, click the ‘Save’ button. If you have mistakenly added any courses, you may click on the trash can symbol under the ‘Remove’ heading. You will receive a confirmation alert once saved. You will have until the end of the Pre-registration period to add or remove any courses. After that point, you will need to complete a ‘Change of Registration’ form found on the Registrar’s Page of ai.edu.
Financial Aid, Fees, and Payment

During the Pre-Registration Period, you will be asked to check over your registration and any pending charges. Fees (Student IT, Intensive, Payment Plan, and Stafford Loan) and/or corrections to tuition will be added to your account during this time.

If you require a payment plan, please notify the Registrar’s Office during the Pre-Registration Period. You will be given instructions on how to proceed with payment at that time.

To look over this information (including financial aid) click on the ‘Financial’ tab on your profile.

The Financial Dashboard will show any unpaid invoices, unapplied payments/credits, any recent transactions, and upcoming payment due dates.
To look at the charges for a specific semester or session, click on the ‘By Term’ tab and then choose the correct semester or session in the dropdown menu.

If you have any Financial Aid awards, they will be awarded under the ‘Financial Aid’ heading.

Under the ‘Charges’ heading you will see the projected semester/session charges. These will remain ‘Pending’ until after the Pre-Registration Period has ended, the ‘Pay Now’ option will not be available until then.

**Fees** include: Student Services, Payment Plan, Stafford Loan

**Room Plan** is where you will find any fees pertaining to a course intensive (commuter/residential)

**Tuition** is listed in terms of tuition brackets. Charges are based on credit hours attempted. *(Aquinas does not charge different tuition amounts for credit hours attempted over full-time, this is simply how Populi lists tuition charges. As you can see below, Testy is charged ‘Masters’ level tuition of $700 per credit. If Testy would try to register for over 20 credit hours in this semester, the tuition would read ‘Masters 20 -30 credits: $700 per credit.’)*

If you carry a balance, or have made any payments, they will appear under the appropriate headings.
Once the Pre-Registration Period has ended and all payment plans, fees, and changes of registration have been made, the student will be “invoiced” for the semester/session. Once a student has been ‘invoiced,’ he or she will see invoices listed on the ‘Dashboard’ and the ‘By Term’ tabs. There will be a ‘Pay Now’ amount listed, as well. If you would like to see a statement, you may save or print one. You will have until the payment due date to pay your tuition in full (unless you have requested a payment plan). Students who have not paid by the due date will be withdrawn from courses.

Testy has requested a payment plan. If you do not require a payment plan, you will simply see the total due for the semester.
The statement will open in a pop-up window. Below you will see the summary page and the breakdown of charges. If you have requested a payment plan, you will need to submit this statement with your payment plan form.

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**Aquinas Institute of Theology**  
Term Statement as of September 27, 2016  
23 S Spring Ave, St. Louis, MO 63108  
Phone: 314-256-8800, Fax: 314-256-8888

McTesterson, Testy A.  
742 Evergreen Terrace  
Springfield, IL 66001  
USA

**Student ID #2016000001**

**SUMMARY: Spring 2017 2016-2017**

<table>
<thead>
<tr>
<th>Term Charges</th>
<th>9,215.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid</td>
<td>0.00</td>
</tr>
<tr>
<td>Payment Received</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Amount Due</strong></td>
<td><strong>4,607.50</strong></td>
</tr>
</tbody>
</table>

**Unpaid Invoices**

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Amount</th>
<th>Payment Received</th>
<th>Balance</th>
<th>Amount Due</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>#18</td>
<td>9,215.00</td>
<td>0.00</td>
<td>9,215.00</td>
<td>4,607.50</td>
<td>Jan 15, 2017</td>
</tr>
</tbody>
</table>

**Breakdown of Charges**

**INVOICE #18**  
BIBD50201-1, HSTD50101-1, MORD50001-1, SLUX500-1  
Created: 27 September 2016  
Final Due Date: 15 April 2017

<table>
<thead>
<tr>
<th>Type</th>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee</td>
<td></td>
<td>Student Services Fee</td>
<td>275.00</td>
</tr>
<tr>
<td>Fee</td>
<td></td>
<td>Spring 2017 Payment Plan</td>
<td>240.00</td>
</tr>
<tr>
<td>Room plan</td>
<td></td>
<td>Residential Intensive Fee</td>
<td>300.00</td>
</tr>
<tr>
<td>Tuition</td>
<td></td>
<td>Masters 0.00-20.00 credits</td>
<td>0 to 20 credits: $700.00 per credit</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This invoice was placed on the following payment plan: 'Spring 2017 Payment Plan'. See the Unpaid Invoices section above to find out what portion of this invoice is currently due.
Payment can be made anytime before the due date.
If payment is not made by this time, you will receive a financial lock on your account and you will be withdrawn from all rosters and from Blackboard until payment is made.

To make a payment by credit card or by ACH debit click ‘Make a Payment’ below. (I'm sorry that the system is not more intuitive...).

Others may make payments for you, however, the student is responsible for payment before the due date listed. As per policy, Aquinas does bill third party payers for students.
This is the payment screen. Complete the information - you will need your credit card or your bank information to complete the form. Payments are made through Stripe.

You may go to the website: stripe.com if you would like more information on our payment gateway.

This screen will also show detailed charges - just in case you need to double or triple check.

You have now completed your registration for the semester!