

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. Also, add your cell phone number to receive emergency notifications from the school.

Populi - Aquinas Institute of Theology

https://aquinasinstitute.populiweb.com/internal/common/home.php

College Management Files Calendar Bookstore Library

Testy McTesterson Help

Aquinas Institute of Theology

Home My Profile My Courses

Search

Dashboard To-Dos Groups

Alerts

- Registration is now open.
- Your 2018-2019 financial aid application is in progress.

The Feed

Aquinas Institute Spring Spirit Blood Drive
Kevin Sweeney · 2 months ago · Updated Apr 25, 2019 9:29am

The Catholic Social Teaching Committee has partnered with the American Red Cross to join the SleevesUp campaign this April. Please take a moment to consider participating as a blood or monetary donor! All of the details may be found on the AI "Spring Spirit" blood drive page on the ARC page below!

[Blood Drive](#)

Comment

Graduate Theology Internship--Mercy
Kevin Sweeney · 2 months ago

Students-

A great internship opportunity with our friends at Mercy here in St. Louis!

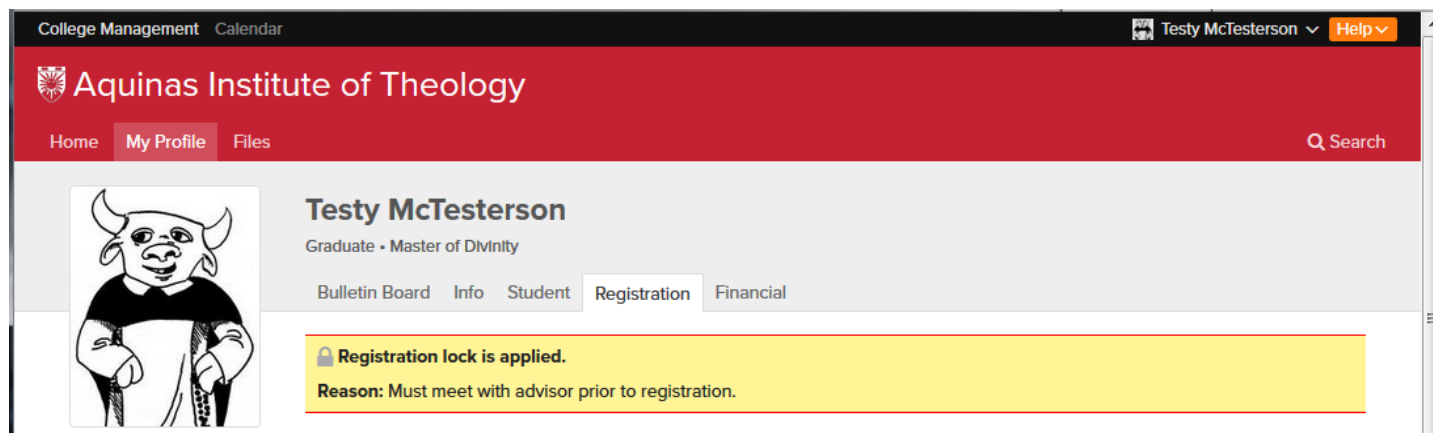
<https://www.ai.edu/Alumni/Job-Listings/Job-Details/jobid/221>

Comment


Fall 2019 Schedule Posted
Erin Hammond · 2 months ago · Updated Apr 3, 2019 11:46am


Time	Monday	Tuesday	Wednesday	Thursday	Additional Courses
8:00-8:15 AM					
8:15-8:30 AM					
8:30-8:45 AM					
8:45-9:00 AM					
9:00-9:15 AM					
9:15-9:30 AM					
9:30-9:45 AM					
9:45-10:00 AM					
10:00-10:15 AM					
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10:00-10:15 PM					
10:15-10:30 PM					
10:30-10:45 PM					
10:45-11:00 PM					
11:00-11:15 PM					
11:15-11:30 PM					
11:30-11:45 PM					
11:45-12:00 AM					

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 registering. Your advisor will be able to remove the registration 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.













Testy McTesterson
Graduate Health Care Mission - Master of Arts in Health Care Mission // Doctoral - Doctor of Ministry, Preaching

Bulletin Board Info Student **Registration** Financial

Registering for: 2019-2020: Fall 2019 Make sure that you are in the correct semester for registration and that Populi is set for "Enroll" or "Audit," whichever is correct for you. Undo Changes Save

Selected Courses
No courses selected.

Courses Offered

Enroll / Audit	Show	Department
Courses to enroll in	Available courses with no conflicts	All
 	BIBD50201-1: Bible Interpretation 6:45pm-9:15pm WE Enroll: ✓ Audit: ✓ Openings: 00 Credits: 3.00	Kevin Stephens, OP On Campus
 	BIBD51501-1: The Psalms 1:00pm-3:30pm TU Enroll: ✓ Audit: ✓ Openings: 00 Credits: 3.00	Kevin Stephens, OP On Campus
 	CDS50001-1: Pro Seminar 1:00pm-3:30pm TU Enroll: ✓ Audit: ✓ Openings: 00 Credits: 3.00	Hsin-Hsin Huang On Campus
 	CGSF506-18: CGS Spiritual Formation VI Enroll: ✓ Audit: ✓ Openings: 00 Credits: 0.50	Carolyn Wright Hybrid Cohort
 	CGSF51101-1: CGS Album Level I Enroll: ✓ Audit: ✓ Openings: 00 Credits: 6.00	Carolyn Wright Album
 	CGSF51201-1: CGS Album Level II Enroll: ✓ Audit: ✓ Openings: 00 Credits: 6.00	Carolyn Wright Album

For Auditing Students

Testy McTesterson: Registration X +

https://aquinasinstitute.populiweb.com/router/academics/registration/9715255/show

Testy McTesterson
Graduate Health Care Mission - Master of Arts in Health Care Mission // Doctoral - Doctor of Ministry, Preaching

Bulletin Board Info Student **Registration** Financial

Registering for 2019-2020: Fall 2019

Selected Courses
No courses selected.

Courses Offered

Enroll / Audit Show Department
Courses to enroll in All courses All

When registering for courses, the default setting is for enrolling students.

Testy McTesterson: Registration X +

https://aquinasinstitute.populiweb.com/router/academics/registration/9715255/show

Testy McTesterson
Graduate Health Care Mission - Master of Arts in Health Care Mission // Doctoral - Doctor of Ministry, Preaching

Bulletin Board Info Student **Registration** Financial

Registering for 2019-2020: Fall 2019

Selected Courses
No courses selected.

Courses Offered

Enroll / Audit Show Department
Courses to enroll in All courses All
Courses to audit 2024-1: Bible Interpretation

Click the dropdown menu and select the "Courses to Audit" option.

Testy McTesterson
Graduate Health Care Mission - Master of Arts in Health Care Mission // Doctoral - Doctor of Ministry, Preaching

Bulletin Board Info Student **Registration** Financial

Export Grade Report | Export Schedule | Print Enrollment Verification

Transcript Degree Audit

Transcript Actions

Program Graduate

Cumulative

Attempted Credits	Earned Credits	Points	Cumulative GPA
0.00	0.00	0.00	0.00

2019-2020: Fall 2019

Course Name	Atmp. Credits	Ern. Credits	Grade	Points
STHD50301 Intro Theo & Method	0.00	0.00	AUD	--
Totals	0.00	0.00		

Term GPA 0.00 Cumulative GPA 0.00

Once you submit your registration, the course will appear on your Student tab. Under "Grade" for the course, it will show **"AUD,"** showing that you have registered for that course as an auditing student.

AE = AE
AUD = Audit
I = Incomplete
IP = In Progress
NG = Not Graded
R = Retake
W = Withdraw

If you are registering for a course at SLU, register for the SLU Cross Registration shell AND submit the 'Cross Registration' form found under "Files" or on the Registrar's Page of the Aquinas 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.

Once you hit save, you will see a screen with a set of gears turning and will subsequently receive a confirmation alert once saved. If you do not receive an email, then you may not have actually saved your registration.

Populi - Aquinas Institute of Theology

College Management Files Calendar Bookstore Library

Populi will be performing updates Tuesday (6/11) starting at 10:00 PM Pacific. Service may be intermittent during this time. Please plan your Populi use accordingly.

Aquinas Institute of Theology

Home My Profile My Courses

Testy McTesterson

Graduate Health Care Mission - Master of Arts in Health Care Mission // Doctoral - Doctor of Ministry, Preaching

Bulletin Board Info Student Registration Financial

Registering for: 2019-2020: Fall 2019

Submit your registration changes by clicking Save

Name	Status	Credits	Primary Faculty	Schedule	Delivery Method	Remove
PHLD50001-1: Use Phil in Theol	Enrolled Unsaved	3.00	Fr. Michael Mascari, OP	8:45am-11:15am WE	On Campus	
LITD50101-1: Theology of Worship	Enrolled Unsaved	3.00	Rhodora Beaton	1:00pm-3:30pm WE	On Campus	
BIBD50201-1: Bible Interpretation	Enrolled Unsaved	3.00	Kevin Stephens, OP	6:45pm-9:15pm WE	On Campus	

Once the registration period is over, you must submit a Change of Registration Form in order to add or drop a course.

Populi - Aquinas Institute of Theology

College Management Files Calendar Bookstore Library

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Aquinas Institute of Theology

Home My Profile My Courses

Testy McTesterson

Graduate Health Care Mission - Master of Arts in Health Care Mission // Doctoral - Doctor of Ministry, Preaching

Bulletin Board Info Student Registration Financial

Processing registration for Fall 2019

This page will update automatically with the results, and you'll receive an email too.

Last refreshed Jun 11, 2019 9:43am

Financial Aid, Fees, and Payment

To look over any financial information (including financial aid) click on the 'Financial' tab on your account.

The Financial "Dashboard" will show any unpaid invoices, unapplied payments/credits, any recent transactions, accepted financial aid awards, and upcoming payment due dates. The Dashboard will show you information for **ALL terms**.

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.

Check over your registration and any pending charges. Fees (Student IT, Intensive, Payment Plan, Late Registration) will be added to your account before you receive the total for the semester.

If you require a payment plan, please notify the Student Enrollment Coordinator right away for the payment plan agreement form. Once submitted, it will be added to your account.

If you have any accepted Financial Aid awards, they will be displayed under the 'Financial Aid' heading.

Under the 'Charges' heading you will see the projected semester/session charges. These will remain 'Pending' until you have been invoiced for the semester. *Please do not pay until you have received notice that your invoice has been posted!*

The screenshot shows a web browser window with the URL <https://aquinasinstitute.populiweb.com/internal/people/person.php?personID=9715255&view=FINANCIAL>. The page header includes navigation links: College Management, Files, Calendar, Bookstore, Library, and a user profile for Testy McTesterson. A yellow banner indicates updates on Tuesday (6/11) starting at 10:00 PM Pacific. The main header is red with the Aquinas Institute of Theology logo and navigation links: Home, My Profile, My Courses, and a search bar. Below the header, the user's name Testy McTesterson is displayed along with their credentials: Graduate Health Care Mission, Master of Arts in Health Care Mission, Doctoral, Doctor of Ministry, Preaching. A navigation bar includes links: Bulletin Board, Info, Student, Registration, and Financial. The Financial section has tabs: Dashboard, By Term (highlighted with a red circle), Financial Aid, and History. Below the tabs, there is a 'Print Statement' link. The 'Unpaid Invoices' section shows 'No unpaid invoices.' The 'Unapplied Payments/Credits' section shows 'No unapplied payments/credits available.' On the right, a grey box displays 'Pay now amount: 0.00' with buttons for 'Make a Payment' and 'Someone else paying?'. On the left, there is a profile picture of a bull, an 'Add bio' link, and contact information: '10:02 AM local time', 'Email Faculty', and '(806) 790-9082'.

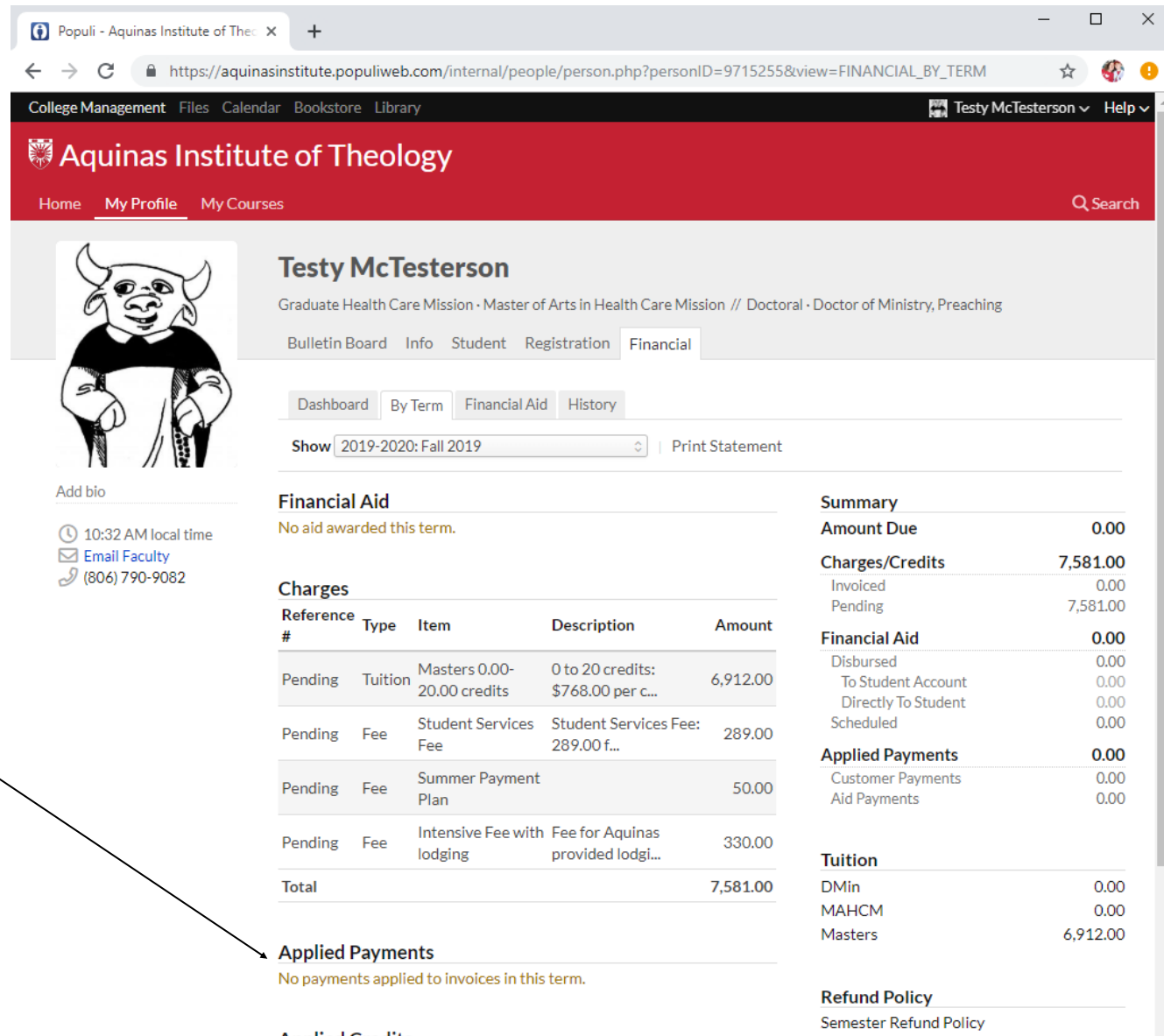
Fees include: Student Services Fee, Payment Plan Fee, Stafford Loan Fee, Late Registration Fee

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.

If you carry a balance, or have made any payments, they will appear under the appropriate headings.

Important: Until you have been invoiced, you will not see a 'Pay Now' amount on your account. You will receive an email when there is an invoice posted to your account.



The screenshot shows a web browser window with the URL https://aquinasinstitute.populiweb.com/internal/people/person.php?personID=9715255&view=FINANCIAL_BY_TERM. The page is for Testy McTesterson, a Graduate Health Care Mission Master of Arts in Health Care Mission // Doctoral Doctor of Ministry, Preaching. The page displays financial aid and charges for the 2019-2020 Fall 2019 term.

Financial Aid
No aid awarded this term.

Charges

Reference #	Type	Item	Description	Amount
Pending	Tuition	Masters 0.00-20.00 credits	0 to 20 credits: \$768.00 per c...	6,912.00
Pending	Fee	Student Services Fee	Student Services Fee: 289.00 f...	289.00
Pending	Fee	Summer Payment Plan		50.00
Pending	Fee	Intensive Fee with lodging	Fee for Aquinas provided lodgi...	330.00
Total				7,581.00

Applied Payments
No payments applied to invoices in this term.

Applied Credits

Summary

Amount Due	0.00
Charges/Credits	7,581.00
Invoiced	0.00
Pending	7,581.00
Financial Aid	0.00
Disbursed	0.00
To Student Account	0.00
Directly To Student	0.00
Scheduled	0.00
Applied Payments	0.00
Customer Payments	0.00
Aid Payments	0.00
Tuition	
DMin	0.00
MAHCM	0.00
Masters	6,912.00
Refund Policy	
Semester Refund Policy	

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 on the Dashboard.

Important: Until you have been invoiced, you will not see a 'Pay Now' amount on your account.

The screenshot shows the 'College Management' interface for 'Aquinas Institute of Theology'. The user is 'Testy McTesterson', a Graduate - Master of Divinity. The 'Financial' tab is selected, showing the 'Unpaid Invoices' section. A 'Pay now amount: 4,607.50' is displayed in a red box with a 'Make a Payment' button. The 'Unpaid Invoices' table shows one invoice (#18) for 9,215.00, with a total due of 4,607.50. The 'Summary' section shows the 'Pay Now' amount of 4,607.50. The 'Recent Transactions' table shows a sales invoice for 9,215.00 on 9/27/2016.

Invoice #	Amount	Paid/Credited	Balance	Pending Aid	Amount Due
18	9,215.00	0.00	9,215.00	0.00	4,607.50
Total	9,215.00	0.00	9,215.00	0.00	4,607.50

#	Date	Type	Reference	Amount	Balance
20	9/27/2016	Sales Invoice	Invoice #18	9,215.00	9,215.00

If you would like to print or save a statement - click 'print statement' from your dashboard or by term tab.

The screenshot shows the 'College Management' interface for 'Aquinas Institute of Theology'. The user is 'Testy McTesterson', a Doctoral - Doctor of Ministry, Preaching // Graduate - Master of Divinity. The 'Financial' tab is selected, showing the 'Unpaid Invoices' section. A 'Print Statement' button is highlighted in a red box. The 'Unpaid Invoices' section is partially visible at the bottom.

The statement will open in a pop-up window. Below you will see the summary page and the breakdown of charges.



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

Term Charges	9,215.00
Financial Aid	0.00
Payment Received	0.00
Amount Due	4,607.50

Unpaid Invoices

Invoice #	Amount	Payment Received	Balance	Amount Due	Due Date
#18	9,215.00	0.00	9,215.00	4,607.50	Jan 15, 2017

Breakdown of Charges

INVOICE #18

BIBD50201-1, HSTD50101-1, MORD50001-1, SLUX500-1

Created: 27 September 2016 Final Due Date: 15 April 2017

Type	Item	Description	Amount
Fee	Student Services Fee		275.00
Fee	Spring 2017 Payment Plan		240.00
Room plan	Residential Intensive Fee		300.00
Tuition	Masters 0.00-20.00 credits	0 to 20 credits: \$700.00 per credit	8,400.00
Total			9,215.00

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 the due date, you will receive a financial lock on your account and you will be removed from all course rosters and from Blackboard/Populi until payment is made.

To make a payment by credit card or by ACH debit click 'Make a Payment' below.

Others may make payments for you. You may send them the link that is listed right below the "Make a Payment" button. **The student is responsible for payment before the due date listed.** As per policy, Aquinas does not bill third parties on behalf of students.

College Management Calendar

Testy McTesterson Help

Aquinas Institute of Theology

Home My Profile Files Search

Testy McTesterson
Graduate • Master of Divinity

Bulletin Board Info Student Registration **Financial**

Dashboard By Term Financial Aid History

Unpaid Invoices

Invoice #	Amount	Paid/Credited	Balance	Pending Aid	Amount Due
18	9,215.00	0.00	9,215.00	0.00	4,607.50
Total	9,215.00	0.00	9,215.00	0.00	4,607.50

Unapplied Payments/Credits

No unapplied payments/credits available.

Recent Transactions

#	Date	Type	Reference	Amount	Balance
20	9/27/2016	Sales Invoice	Invoice #18	9,215.00	9,215.00

Summary

Due by Jan 15, 2017	4,607.50
Pay Now	4,607.50
Due by Feb 15, 2017	1,535.21
Due by Mar 15, 2017	1,535.21
Due by Apr 15, 2017	1,537.08
Total Balance	9,215.00

Pay now amount: 4,607.50

[Make a Payment](#)

[Someone else paying?](#)

11:27 AM local time
Send Email
(314) 867-5309

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Pay Student Charges

https://aquinasinstitute.populiweb.com/router/studentcharges/show/33164a76466517cbe334e5c

Aquinas
INSTITUTE OF THEOLOGY

Pay Student Charges for Testy McTesterson

Student ID #2016000001

Someone else paying?

Due by Jan 15, 2017	\$4,607.50
Pay Now	\$4,607.50
Due by Feb 15, 2017	\$1,535.21
Due by Mar 15, 2017	\$1,535.21
Due by Apr 15, 2017	\$1,537.08
Total Balance	\$9,215.00

[Detailed Charges >](#)

Payment Information

First Name

Last Name

Email

Phone

Billing Address

Street

City

Choose a state... ZIP

United States of America

Payment Method ☒ Electronic Check ☐ Credit Card

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 the payment gateway.

If you have requested a payment plan, you will see all of the due dates and amounts listed on your dashboard and on the payment screen. Students will be responsible for submitting payment before each due date. Students will also be required to complete the payment plan agreement (available from the Student Enrollment Coordinator). This agreement will explain the payment plan procedure in greater detail.



Questions? Contact Us!

Clare Behrmann, Student Enrollment Coordinator

Email: Behrmann@ai.edu

Phone: 314.256.8807

Erin Hammond, Registrar

Email: registrar@ai.edu

Phone: 314.256.8808