

# Populiweb 101

For Students

Vol.1

Department of Distance Education  
Rochester University

Keywords: login, course registration

- A. How do I login to my Populi Web account?
- B. How do I register a course?
- C. How does my class look like?
- D. How to make a payment?
- E. How to check Degree Audit?
- F. How to download unofficial transcript?



- A. How do I login to my Populi Web account?
- B. How do I register a course?
- C. How does my class look like?
- D. How to make a payment?
- E. How to check Degree Audit?
- F. How to download unofficial transcript?



# How do I login to my Populi Web account? 1/3

## ROCHESTER UNIVERSITY

☐ Remember☐ Show[Forgot your username or password?](#)

© Populi 2019

2. Login with your credentials provided by the school officials.

## Welcome to Populi



**Rochester University** <notifications@populi.co>

to me ▾

Your username is **ssample20**

To get started [click this link](#) to set

After logging in, you can access Pop

If you have problems logging in, please contact a staff member at Sierra

Using Populi constitutes acceptance of its Acceptable Use Policy which

This is an automated email, so please do not reply to it!

↩ Reply

➡ Forward

1. Click link to  
Create password



**ROCHESTER  
UNIVERSITY**

# How do I login to my Populi Web account? 2/3

3. Once you have successfully logged in, you will see your name here

Student Sample ▾

Help ▾

College Management Files Calendar Bookstore Library

Home My Profile My Courses

Q Search

Dashboard To-Dos Groups

## Alerts

- 🔔 Registration is now open.
- 🔔 You have one or more alerts in Sample Course.
- 🔔 You have one or more alerts in Sample Course 202.

## The Feed

## Events

- Tomorrow** 7p SM202: Live Chat Session (Via Populi)
- Saturday** 8 ONSC202: ONSC202 Meeting  
8 ONSC202: ONSC202 Meeting  
10 SM202: Live Office Hours (Via Zoom)
- Sunday** 8 ONSC202: ONSC202 Meeting  
8 ONSC202: ONSC202 Meeting  
8 ONSC101: Zoom Meeting

Add a to-do

## Courses

Show Current Courses ▾

- [ONSC101: Sample Course](#)
- [SM202: Sample Course 202](#)

F



# How do I login to my Populi Web account? 3/3

[Home](#) [My Profile](#) [My Courses](#)

[Q Search](#)

4. Click "My Courses" to see your currently enrolled courses.

[Dashboard](#) [All Courses](#)

## Current Courses



### SM202: Sample Course 202

In Progress · Jan 5, 2019 - Mar 18, 2019 · Primary faculty

Enrolled · Lesson progress 0%

Audio-Visual Introduction to the Course



### ONSC202: Online Advanced Sample Course

Finalized · Jan 2, 2019 - Mar 18, 2019 · Primary faculty

Enrolled · Grade 0%



### ONSC101: Sample Course

In Progress · Dec 22, 2018 - Mar 18, 2019 · Primary faculty Faculty Sample

Enrolled · Grade 50% F · Attendance 100% · Lesson progress 67%

Continue working on Week 1

[Email my current faculty](#)

**Advisor**



- A. How do I login to my Populi Web account?
- B. How do I register a course?**
- C. How does my class look like?
- D. How to make a payment?
- E. How to check Degree Audit?
- F. How to download unofficial transcript?



# How do I register a course 1/5

1. Click "My Profile" menu

## Student Sample

Associate - Associate // Bachelor

Bulletin Board Info Student **Registration**

Registering for 2018-2019: Winter 2019

Undo Changes

Save

### Selected Courses

#### Name

ONSC101-1: Sample Course

ONSC202-1: Online Advanced Sample Course

SM202-1: Sample Course 202

2. Courses listed in this area are the courses you are currently enrolled

### Courses Offered

#### Enroll / Audit

Courses to enroll in

#### Show

Available courses with no conflicts

#### Department

All



ONONT100-1: Online Orientation for Students

Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 0.00

3. Additional available courses are listed in this area. These are courses that match your program and campus and for which you've fulfilled the prerequisites and with which you have no schedule conflicts.



ROCHESTER  
UNIVERSITY



# How do I register a course 2/5

Home

My Profile

My Courses

Add bio

8:38 AM local time

Student Sample

Associate - Associate // Bachelor

Bulletin Board

Info

Student

Registration

Registering for 2018-2019: Winter 2019

Selected Courses

Name

ONSC101-1: Sample Course

ONSC202-1: Online Advanced Sample Course

SM202-1: Sample Course 202

Enrolled

Enrolled

Enrolled

0.00

4.00

Faculty Sample

Courses O

Enroll / A

Course

+

1: Online Orientation for Students

Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 0.00

Faculty Sample

Online

Enrollment Request

ONONT100-1: Online Orientation for Students

This is an Online Orientation for Students. Available all year-round

Credits

0.00

Requested Status

Enrolled

Faculty

Faculty Sample

Add

5. When the Enrollment Request window pops up, Confirm the course name and its description, then click "Add" button to add the course

4. If a course has + button, you can register for that course.



ROCHESTER  
UNIVERSITY

# How do I register a course 3/5

dar Bookstore Library Student Sample Help

versity

ses

Search

## Student Sample

Associate · Associate // Bachelor

Bulletin Board Info Student Registration

### Registering for 2018-2019: Winter 2019

Submit your registration changes by clicking Save

6. To submit your registration changes, click "Save"

Save

#### Selected Courses

Name	Status	Credits	Primary Faculty	Schedule	Delivery Method	Remove
ONONT100-1: Online Orientation for Students	Enrolled Unsaved	0.00	Faculty Sample		Online	
ONSC101-1: Sample Course	Enrolled	0.00	Faculty Sample	8:00am-9:00am SU, MO		
ONSC202-1: Online Advanced Sample Course	Enrolled	4.00		8:00am-9:00am SU, SA	Online	
SM202-1: Sample Course 202	Enrolled	4.00		10:00am-11:00am SA 7:00pm-8:00pm TU, TH	Online	

#### Courses Offered

Enroll / Audit Show Department

Courses to enroll in Available courses with no conflicts All


No courses available.



ROCHESTER  
UNIVERSITY


# How do I register a course 4/5

[Home](#) [My Profile](#) [My Courses](#)



**Student Sample**  
Associate - Associate // Bachelor  
[Bulletin Board](#) [Info](#) [Student](#) [Registration](#)

7. Do not close the browser yet.



Processing registration for Winter 2019

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

Last refreshed Feb 6, 2019 8:38am

[Terms of Service](#) · [Acceptable Use Policy](#) · [Support](#) · [System Status](#) · [Blog](#) · [Twitter](#) · [Facebook](#) · © Populi 2019



**ROCHESTER  
UNIVERSITY**

# How do I register a course 5/5

Home My Profile My Courses

Search



## Student Sample

Associate · Associate // Bachelor

Bulletin Board Info Student Registration

### Registering for 2018-2019: Winter 2019

Undo Changes

Save

#### Selected Courses

##### Name

ONONT100-1: Online Orientation for Students

ONSC101-1: Sample Course

ONSC202-1: Online Advanced Sample Course

SM202-1: Sample Course 202

Enrolled

Enrolled

Enrolled

Enrolled

Credits

0.00

0.00

4.00

4.00

Primary Faculty

Faculty Sample

Faculty Sample

Schedule

8:00am-9:00am SU, MO

8:00am-9:00am SU, SA

10:00am-11:00am SA  
7:00pm-8:00pm TU, TH

Delivery Method

Online

Online

Online

Remove



8. Make sure your new course is shown in "Selected Courses" list.

#### Courses Offered

Enroll / Audit

Courses to enroll in

Show

Available courses with no conflicts

Department

All

No courses available.



ROCHESTER  
UNIVERSITY

- A. How do I login to my Populi Web account?
- B. How do I register a course?
- C. How does my class look like?**
- D. How to make a payment?
- E. How to check Degree Audit?
- F. How to download unofficial transcript?



**ROCHESTER  
UNIVERSITY**

# How does my class look like? 1/11

The screenshot shows a web interface for a university course dashboard. At the top, a dark red navigation bar contains links for 'Home', 'My Profile', and 'My Courses'. A green box highlights 'My Courses', and a red box highlights a 'Dashboard' button below it. A large pink arrow points from the 'My Courses' link to the 'Dashboard' button, with the text: '1. Go to “My Courses -> Dashboard” to start your classroom activities.'


Below the navigation bar, the 'Current Courses' section lists three courses. The first two are 'SM202: Sample Course 202' and 'ONSC202: Online Advanced Sample Course', both marked as 'Enrolled' with 0% progress. The third course, 'ONSC101: Sample Course', is also marked as 'Enrolled' but shows progress: 'Grade 50% F', 'Attendance 100%', and 'Lesson progress 67%'. A green box highlights this third course, and a pink arrow points to it with the text: '2. Click the name of class to start a discussion posting, submit an assignment, etc.'

Below the 'Current Courses' section is the 'Future Courses' section, which lists 'ONONT100: Online Orientation for Students' as 'Enrolled Pass/Fail'. A large pink arrow points from the 'ONSC101: Sample Course' entry to the 'Future Courses' section with the text: '3. This area provides you a brief summary about your course progress.'

Other elements include a search bar in the top right, an 'Email my current faculty' link, and an 'Advisor' section.

# How does my class look like? 2/11

[Home](#) [My Profile](#) [My Courses](#) [Search](#)



## ONONT100: Online Orientation for Students

**Alerts**  
No alerts available.

**Status**  
Enrolled Pass/Fail

**Grade**  
100% P

**Last Participation**  
--

**Bulletin Board**  
Share something with the class...  
Formatting guide [Post](#)

**Schedule**  
There are no scheduled events in the next seven days.

**My Discussions**  
There are no recent discussion updates.

**Dashboard**

[Info](#)  
[Assignments](#)  
[Lessons](#)  
[Calendar](#)  
[Roster](#)

There are no posts on ONONT100: Online Orientation for Students's bulletin board yet.

[Privacy Policy](#) · [Support](#) · [System Status](#) · [Blog](#) · [Twitter](#) · [Facebook](#) · © Populi 2019

4. "Dashboard" area will show any announcements created by your instructor, upcoming class schedule (e.g., Weekly video meeting), etc.

# How does my class look like? 3/11

Home My Profile My Courses

Search



## ONONT100: Online Orientation for Students

### Assignment Groups

Name	Weight	Assignments
Attendance	30%	0
Discussion Threads	30%	0
Orientation Completion Test	40%	0

5. In "Assignments" area, your instructor will post assessment criteria and rationale for grade determination.

Dashboard

Info

Assignments

Lessons

Calendar

Roster

### Assignments

Group	Type	Name	Points	Extra Credit	Due	Availability	Grade/Percent	Letter Grade	% of Course
Tests	Test	<a href="#">Howell Ch. 4 Quiz</a>	25		--	Aug 6, 2018 12:00am to Sep 6, 2018 11:59pm	25 (100%)	A+	5.95%
Tests	Test	<a href="#">Howell Ch. 6-7 Test</a>	50		--	Aug 6, 2018 12:00am to Sep 22, 2018 11:59pm	48 (96%)	A	11.90%
✓ Essays	File	<a href="#">Walker Percy</a>	100		Aug 6, 2018 4:20pm	Aug 6, 2018 12:00am to Aug 12, 2018 11:59pm	89 (89%)	B+	4.80%
Participation File		<a href="#">Editorial Worksheet</a>	25		Aug 22, 2018 11:59pm	Aug 12, 2018 12:00am to Dec 22, 2018 11:59pm	25 (100%)	A+	5.00%
✓ Extra Credit	Grade-only	<a href="#">Mystery and Manners</a>	10	✓	Sep 27, 2018 11:59pm	Aug 6, 2018 12:00am to Sep 27, 2018 11:59pm	8 (80%)	B-	Extra Credit

6. Each course will have different assignments.



ROCHESTER  
UNIVERSITY



# How does my class look like? 4/11

Home My Profile My Courses

ONONT100: Online Orientation for Students

Dashboard  
Info  
Assignments  
**Lessons**  
Discussions  
Calendar  
Roster

✓ Week 1

7. You can find out each Week's learning materials, discussion topic, assignment details in this "Lessons" area.

Let's see what's inside of 'Week 1' lesson.



**ROCHESTER  
UNIVERSITY**

# How does my class look like? 5/11

The screenshot shows the course page for ONONT100: Online Orientation for Students. The left sidebar contains navigation links: Home, My Profile, My Courses, Dashboard, Info, Assignments, Lessons (highlighted with a red box), Discussions, Calendar, and Roster. The main content area is titled 'Week 1' and 'Welcome to the Online Orientation for Students'. It includes a welcome message from Sierra States University and a note about the mandatory Student Orientation Replacement Quiz. A 'Week 1 Discussion' link is visible. A large pink arrow points to the 'Week 1 Discussion' link with the text '8. You can learn about this week's topic at here,'. Another pink arrow points to the 'Week 1 Discussion' link with the text '9. Start this week's discussion by clicking here,'. A third pink arrow points to the 'Week 1 Discussion' link with the text '10. Or read / watch other course materials your instructor has posted.' Below the main content area, there is a video player showing a slide deck. At the bottom left, there is a 'Test' link and a YouTube URL: <https://www.youtube.com/watch?v=D35lINtkCps>.

Home My Profile My Courses Search

ONONT100: Online Orientation for Students

< Lessons

Week 1

Welcome to the Online Orientation for Students

Welcome to Sierra States University.

This Online Orientation for Students is a mandatory course, and the students must pass the Student Orientation Replacement Quiz at the end of the course.

But don't worry! All answers for the quiz are in the powerpoint slide deck which you can find on the "File" section below.

Discussions Links Files

Week 1 Discussion

Week 1 Discussion

Page 1 of 45

Test

<https://www.youtube.com/watch?v=D35lINtkCps>



ROCHESTER  
UNIVERSITY

# How does my class look like? 6/11

The screenshot shows the course page for ONONT100: Online Orientation for Students. The left sidebar contains navigation links: Dashboard, Info, Assignments, Lessons, Discussions (highlighted with a red box), Calendar, and Roster. The main content area has a header with 'ONONT100: Online Orientation for Students' and a 'Show' dropdown set to 'All discussions'. Below this is the 'Available Discussions' section, which contains a single entry: 'Week 1 Discussion' by Faculty Sample about a month ago, with a '0' in a blue circle next to it. This entry is highlighted with a red box. To the right of this section is a button labeled 'Add a Course Discussion'. Below the 'Available Discussions' section are two sections: 'Future Discussions' with the text 'No future discussions' and 'Closed Discussions' with the text 'No closed discussions'. Two large pink arrows with black outlines point to specific areas: one points to the 'Week 1 Discussion' entry with the text '11. To write a discussion posting, click this week's discussion listed in this area', and the other points to the 'Available Discussions' section with the text '12. The "Discussion" area display 1)Ongoing discussion threads, 2)Upcoming discussion threads, 3)Closed discussion threads'.

Home My Profile My Courses Search

ONONT100: Online Orientation for Students

Show All discussions Add a Course Discussion

Available Discussions

0 Week 1 Discussion Week 1  
by Faculty Sample about a month ago

Future Discussions

No future discussions

Closed Discussions

No closed discussions

11. To write a discussion posting, click this week's discussion listed in this area

12. The "Discussion" area display  
1)Ongoing discussion threads,  
2)Upcoming discussion threads,  
3)Closed discussion threads



# How does my class look like? 7/11

Home My Profile My Courses

ONONT100: Online Orientation for Students

< Discussions | This discussion belongs to Week 1

FS **Week 1 Discussion**  
by Faculty Sample · about a month ago

In this discussion thread, you will write a post about what are your goals in this program and how will you manage your time to accomplish the goals.

I've decided to attend this program because its topics are highly related to my job and it will help me to advance with my career

To upload a file drag & drop here or click to choose

Formatting guide 25 words Preview Add Comment

Discussion Info  
Max Comments Unlimited  
Max Replies Unlimited

Get Email Updates

Dashboard  
Info  
Assignments  
Lessons  
**Discussions**  
Calendar  
Roster

13. Each posting, your instructor will give you a topic, description, rules. Please you follow all given instruction to get higher points


14. Start to type your posting in this window. You are expected to use college-level vocabularies, citations, voice tones. Remember that everyone in your class, including your instructor, can read your postings. When you're ready to submit, click "Add Comment".



**ROCHESTER  
UNIVERSITY**

# How does my class look like? 8/11

[Home](#) [My Profile](#) [My Courses](#)



## ONONT100: Online Orientation for Students

< Discussions | This discussion belongs to Week 1

**FS** **Week 1 Discussion**  
by Faculty Sample · about a month ago

**Discussion Info**  
Max Comments **Unlimited**  
Max Replies **Unlimited**

In this discussion thread, you will write a post about what are your goals in this program and how will you manage your time to accomplish the goals.

Dashboard

Info

Assignments

Lessons

**Discussions**

Calendar

Roster

Sort by Oldest ▾

**SS** **Student Sample** · 2 minutes ago  
I've decided to attend this program because its topics are highly related to my job and it will help me to advance with my career  
♥ | Reply


**YL** **Sample,** **Faculty** · less than a minute ago  
Thanks for sharing your goals with the class.  
♥ | Reply

Contribute to this discussion

To upload a file drag & drop here or click to choose

Formatting guide [Add Comment](#)

15. When someone in your class reply to your posting, it will appear under your posting.

 **ROCHESTER UNIVERSITY**

Terms of Service · Acceptable Use Policy · Support · System Status · Blog · Twitter · Facebook · © Populi 2019

# How does my class look like? 9/11

[Home](#) [My Profile](#) [My Courses](#)

[Search](#)



## ONONT100: Online Orientation for Students

Today

< February 2019 >

Print

[Dashboard](#)  
[Info](#)  
[Assignments](#)  
[Lessons](#)  
[Discussions](#)  
[Calendar](#)  
[Roster](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					12 Week 1 (Lesson)	1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
				21	22	23
				28		


16. Scheduled upcoming events will be displayed here. Nearly every Rochester University course has several video conferences to provide our students interactive, substantive classroom experiences. To be successful in courses, it is crucial that you are fully aware of this schedule table and participating in each event.



**ROCHESTER  
UNIVERSITY**

# How does my class look like? 10/11

[Home](#) [My Profile](#) [My Courses](#) [Search](#)



[Dashboard](#)  
[Info](#)  
[Assignments](#)  
[Lessons](#)  
[Discussions](#)  
**[Calendar](#)**  
[Roster](#)

## ONONT100: Online Orientation for Students

Today

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	3	4				
	10	11	12	13		
	17	18	19	20	21	22
	24	25	26	27	28	

View Event

Summary

Weekly Zoom Meeting #2

Start

02/06/2019 09:00AM

End

02/06/2019 10:00AM

Location

N/A

More


9 - 10 Weekly Zoom Meeting #2

17. When you click an event, a window describes a summary of the event will pop-up.  
Click "More" button to see the details.[Print](#)[Terms of Service](#) · [Acceptable Use Policy](#) · [Support](#) · [System Status](#) · [Blog](#) · [Twitter](#) · [Facebook](#) · © Populi 2019

**ROCHESTER  
UNIVERSITY**

# How does my class look like? 11/11

[Home](#) [My Profile](#) [My Courses](#) [Search](#)



[Dashboard](#)  
[Info](#)  
[Assignments](#)  
[Lessons](#)  
[Discussions](#)  
**[Calendar](#)**  
[Roster](#)

## ONONT100: Online Orientation for Students

[Back to Calendar](#)

### Info

Summary	Weekly Zoom Meeting #2
Description	Please join our weekly Zoom meeting. Ask questions to your instructor and share your opinions, thoughts with your classmates face-to-face. Zoom Meeting ID is 123-456-789
Start	02/06/2019 09:00AM
End	02/06/2019 10:00AM

18. The detail information about the selected event will show here.

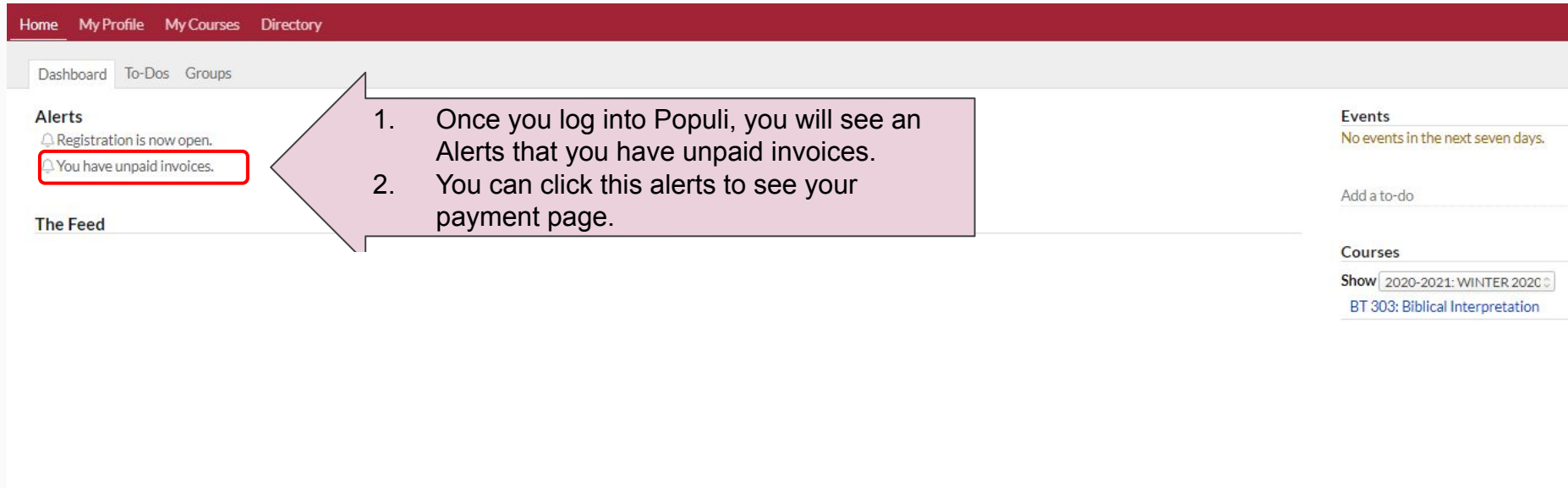
[Terms of Service](#) · [Acceptable Use Policy](#) · [Support](#) · [System Status](#) · [Blog](#) · [Twitter](#) · [Facebook](#) · © Populi 2019



- A. How do I login to my Populi Web account?
- B. How do I register a course?
- C. How does my class look like?
- D. How to make a payment?**
- E. How to check Degree Audit?
- F. How to download unofficial transcript?



# How to make a payment? 1/5



The screenshot shows the Populi dashboard interface. At the top is a dark red navigation bar with links for Home, My Profile, My Courses, and Directory. Below this is a light gray bar with links for Dashboard, To-Dos, and Groups. The main content area is divided into three sections: Alerts, The Feed, and a right-hand sidebar. The Alerts section contains two items: 'Registration is now open.' and 'You have unpaid invoices.', with the latter highlighted by a red rectangle. The right-hand sidebar contains sections for Events (stating 'No events in the next seven days.'), a 'Add a to-do' button, and Courses (showing '2020-2021: WINTER 2020' and 'BT 303: Biblical Interpretation'). A large, light purple arrow points from the instructional text box to the 'You have unpaid invoices.' alert.

Home My Profile My Courses Directory

Dashboard To-Dos Groups

**Alerts**

- Registration is now open.
- You have unpaid invoices.

**The Feed**

**Events**

No events in the next seven days.

Add a to-do

**Courses**

Show 2020-2021: WINTER 2020

BT 303: Biblical Interpretation

1. Once you log into Populi, you will see an Alerts that you have unpaid invoices.
2. You can click this alerts to see your payment page.



# How to make a payment? 2/5

## Pay Student Charges for jun kim

Student ID #2019000004

Someone else paying?

Due by Apr 1, 2020	\$100.00
Amount Due	\$100.00
Pay Now	\$100.00
Total Balance	\$100.00

Detailed Charges >

### Payment Information

☐ This payment is on behalf of an organization.

First Name

Last Name

Email

Phone

Billing Address

City

Choose a state...  ZIP

United States of America

Card Number

Expiration Date  /

Security Code

Payment Amount

Pay Now

3. Your payment page will look like this.



ROCHESTER  
UNIVERSITY

# How to make a payment? 3/5

Home **My Profile** My Courses Directory

## Student Sample

Bulletin Board Info Student Registration **Financial**

Dashboard By Term Financial Aid History

Print Statement

### Unpaid Invoices

Invoice #	Amount	Paid/Credited	Balance	Expected Aid	Amount Due
6	1,195.00	0.00	1,195.00	0.00	1,195.00
Total	1,195.00	0.00	1,195.00	0.00	1,195.00

### Unapplied Payments/Credits

No unapplied payments/credits available.

### Recent Transactions

#	Date	Type	Reference	Amount	Balance
11	3/2/2020	Sales Invoice	#6	1,195.00	1,195.00

4. You can also go through “My Profile” -> “Financial” to see unpaid invoices.

Pay now amount: 1,195.00

[Make a Payment](#)

Someone else paying?

### Summary

Due by Apr 1, 2020	1,195.00
<b>Pay Now</b>	<b>1,195.00</b>
Total Balance	1,195.00

### Custom Fields

No custom fields set.

[Terms of Service](#) · [Acceptable Use Policy](#) · [Support](#) · [System Status](#) · [Blog](#) · [Twitter](#) · [Facebook](#) · © Populi 2020



**ROCHESTER  
UNIVERSITY**

# How to make a payment? 4/5

[Home](#) [My Profile](#) [My Courses](#) [Directory](#)



**Student Sample**

Bulletin Board Info Student Registration **Financial**

Dashboard By Term Financial Aid History

Print Statement

**Unpaid Invoices**  
No unpaid invoices.

**Unapplied Payments/Credits**  
No unapplied payments/credits available.

**Recent Transactions**  
No enrollment history available.

Pay now amount: 0.00

Make a Payment

Someone else paying?

**Summary**

Pay Now	0.00
Total Balance	0.00

**Custom Fields**  
No custom fields set.

[Privacy Policy](#) [Support](#) [System Status](#) [Blog](#) [Twitter](#) [Facebook](#) [© Populi 2020](#)


5. However, If you can't see any invoices even you think you have to pay for something... It means financial office did not make an invoice yet.



**ROCHESTER  
UNIVERSITY**

# How to make a payment? 5/5

[Home](#) [My Profile](#) [My Courses](#) [Directory](#)



Add bio

9:26 AM local time

## Student Sample

[Bulletin Board](#) [Info](#) [Student](#) [Registration](#) [Financial](#)

[Dashboard](#) [By Term](#) [Financial Aid](#) [History](#)

Show [2020-2021: WINTER 2020](#) | [Print Statement](#)

### Financial Aid

No aid awarded this term.

### Charges

Reference #	Type	Item	
Pending	Tuition	Graduate 0.00-8.00 credits	0 to 8 credits: \$285.00 per cr... 1,140.00
Pending	Fee	Registration Fee	Registration Fee: 25.00 flat f... 25.00
Pending	Fee	Tech/Populi Fee	Tech/Populi Fee: 30.00 flat fe... 30.00
Total			1,195.00

### Applied Payments

No payments applied to invoices in this term.

### Applied Credits

No credits applied to invoices in this term.

### Enrollment History

Unknown program

### Financial Aid

Disbursed 0.00  
To Student Account 0.00  
Directly To Student 0.00  
Scheduled 0.00

### Applied Payments

Customer Payments 0.00  
Aid Payments 0.00

### Tuition

Graduate 1,140.00

### Refund Policy

Refund Policy

6. If you go to “By Term” page, you will see how much charges are “Pending”. It means those amount of charge are waiting financial office for creating invoice.



**ROCHESTER  
UNIVERSITY**

- A. How do I login to my Populi Web account?
- B. How do I register a course?
- C. How does my class look like?
- D. How to make a payment?
- E. How to check Degree Audit?**
- F. How to download unofficial transcript?



**ROCHESTER  
UNIVERSITY**

# How to check Degree Audit? 1/2

The screenshot displays the student portal interface. At the top, a dark red navigation bar contains the links: Home, My Profile, My Courses, and Directory. The 'My Profile' link is highlighted with a green rectangular box. Below this bar, the main content area is titled 'Student Sample'. On the left side of this area is a large, light gray placeholder for a student profile picture. To the right of the profile picture, there are several tabs: Bulletin Board, Info, Student, and Re. The 'Student' tab is highlighted with a red rectangular box. Below these tabs, there are links for 'Export Grade Report', 'Export Schedule', and 'Print Enrollment Verification'. Further down, there are two more tabs: Transcript and Degree Audit. The 'Degree Audit' tab is highlighted with a red rectangular box. Below these tabs, there is a section titled 'Export Degree Audit'. At the bottom of the page, there are three dropdown menus: 'Degree' (set to 'MBA - Master'), 'Catalog Year' (set to '2020-2021'), and 'Specialization' (set to 'None'). A pink callout box with a white arrow pointing to the 'Student' tab contains the text: '1. Go to "My Profile" -> Student -> Degree Audit.'

Home **My Profile** My Courses Directory

## Student Sample

Bulletin Board Info **Student** Re

Export Grade Report | Export Schedule | Print Enrollment Verification

Transcript **Degree Audit**

Export Degree Audit

**Degree** MBA - Master

**Catalog Year** 2020-2021

**Specialization** None

1. Go to "My Profile" -> Student -> Degree Audit.



**ROCHESTER  
UNIVERSITY**



# How to check Degree Audit? 2/2

5 AM local time

Catalog Year 2020-2021

Specialization None

## General Degree Requirements Not satisfied

Cumulative GPA	0.00 / 2.50 required
Overall GPA	0.00 / 2.50 required
Cumulative Credits	0.00 / 80.00 required
Resident Credits	0.00 / 52.00 required

## Degree Course Requirements Not satisfied

### Prerequisite Classes for Business Administration\_MBA

0 courses earned / 5 required
0.00 group GPA / 2.50 required

Show All Completed Not completed

Course	Name	Credits	Grade Status
ACCT1101	Principles of Accounting I		
BUS 1299	Introduction to Business		
FIN 1120	Business Finance		
MGMT 1308	Principles of Management		
MKTG 1289	Marketing Fundamentals		

### Core Courses in Business Administration\_MBA

0 courses earned / 5 required
0.00 group GPA / 2.50 required

2. Student must take course that is required and take higher than required GPA.



ROCHESTER  
UNIVERSITY

- A. How do I login to my Populi Web account?
- B. How do I register a course?
- C. How does my class look like?
- D. How to make a payment?
- E. How to check Degree Audit?
- F. How to download unofficial transcript?



**ROCHESTER  
UNIVERSITY**

# How to download unofficial transcript? (1/2)

Home **My Profile** My Courses Directory

**Test Student**  
Master · Master

Bulletin Board Info **Student** Financial

Export Grade Report | Export Schedule | Print Enrollment Verification

Transcript Degree Audit

**Transcript Actions**

Program All

There is 1 course that is not mapped to a program.

**Master**

Degree MBA: Master - Pursuing as of 07/24/2019

**Cumulative**

Attempted Credits	Earned Credits	Cumulative GPA
8.00		0.00

2020-2021: SUMMER 2020

1. Go to "My Profile" -> Student and click Transcript Action

2. Click "Export Transcript"

Transcript Degree Audit

Transcript Actions

Export Transcript



# How to download unofficial transcript? (2/2)

## Export Transcript

Type

Unofficial

Layout

Default Layout

Format

PDF

Export

3. After Export window pop up, Click Export.

RECIPIENT:

**Unofficial Transcript**  
**Degrees/Certificates**  
Master  
Pursuing as of 7/24/2019

STUDENT:

Student, Test  
Student ID: 2020000238  
Birthdate:  
Enrollment Date: Jun 29, 2020

2020-2021: SUMMER 2020 - 05/29/2020 - 09/12/2020				
Course #	Name	Attempted Cr.	Earned Cr.	Grade
BUS 2120	Spreadsheet Fundamentals	4.00	--	IP
MSCIS 400	Information Structures with JAVA	4.00	--	IP
<b>Totals</b>		<b>8.00</b>	<b>0.00</b>	<b>Term GPA: 0.00</b>

### Cumulative

	Attempted Credits	Earned Credits	Points	GPA
Resident	8.00	0.00	0.00	0.00
Transfer	0.00	0.00	0.00	0.00
Overall	8.00	0.00	0.00	0.00

AUD = Audit  
I = Incomplete  
IP = In Progress  
R = Retake  
W = Withdraw

4. You can Download or Print out via clicking these icons.



**ROCHESTER**  
**UNIVERSITY**