



Your Populi student account

How to set up the account:

You will receive an email soon with login information from populibot@populiweb.com. This email will be sent to the email address you provided us on your application. Please don't delete this email and be sure to follow the directions to set up your Populi account. Populi is the student information system that you will use during your years at Providence. This is the only way for you to access your billing statements and your class schedule. When you first log in to Populi, you will see the home page News Feed; this is where you will find links to information and updates. We recommend that you access Populi on a regular basis through the summer for any new information in the News Feed.

Your Providence email account

How to access your Providence email:

Once you set up your Populi account and log in through Populi, there is a tab at the top left of the landing page for Populi that says "Email." Simply click on this tab and it will bring you to your Providence email account.

Timeline/Deadlines

May/June

- Receive email from populibot and create your Populi account. Also access your Providence email account when you log into Populi
- Begin filling out the forms that need to be returned to Providence before school begins
- Check Academic Calendar and begin making travel plans to arrive on campus for orientation
- Make sure you are working with the financial aid office to return all necessary forms so there is no delay in receiving your financial aid

July

- Receive roommate assignment via Providence email
- Contact your roommate!
- Check Populi for billing statement for first semester and prepare for registration payment or send in Payment Plan Form. You can pay by check or make a payment on-line using your credit card through Populi.
- Check website for *Embark* Student Orientation information schedule
- You will also receive your on campus address via your Providence email account.

August 1

- Make sure all forms are completed and turned in by this date.
- Full payment or first payment due to business office

As always, the staff at Providence is here to help you, so please do not hesitate to call toll free at 866.323.0233 or email if you have questions. Our info is below.

Candace Villafana	ext. 4007	candacev@providencecc.edu
Tina Bos, Financial Aid	ext. 4038	bos@providencecc.edu
Dwayne Johansen, Business Office	ext. 4036	businessoffice@providencecc.edu
Ellen Avants, Student Life	ext. 4000	ellena@providencecc.edu

We look forward to serving you this summer, but most of all to your arrival on campus in August. Have a great summer and we'll see you soon!