



Holy Apostles

College & Seminary

Dear Newly Accepted Students,

Welcome to Holy Apostles College & Seminary!! We look forward to working with you over the next few years. We are thrilled that you are now a part of this family.

The upcoming summer 2022 semester is right around the corner. Courses and registration forms are now up on our website. Syllabi will be up by next week. We will begin registering students into the summer semester starting on March 21st. Classes don't start until May 9th and end on August 19, 2022.

To view the summer course registration forms and syllabi, please log onto our website: www.holyapostles.edu. You will see a burgundy bar at the top; scan over to the right side of that bar and click on STUDENTS. From there, scroll down and click on "Registration Information" found under the "Online" portion of the "Registration" area.

This is the procedure you will follow 8 weeks prior to every semester that you study with us in order to find the upcoming semester's registration information. Therefore, save these instructions for the future. Please note that each syllabus includes your reading materials that you will need to purchase. Once you have registered for your course/s, it is best to purchase the materials early so that they arrive before classes begin. Homework is often assigned during the first week of class!

To Register for your courses on or after March 21st, please see the below instructions pertaining to either the Undergraduate or Graduate program you are pursuing:

All New UNDERGRADUATE STUDENTS

- You must register through your Advisor. Your advisor is Ms. Cathy Surface. Please use her Online Booking Calendar (<https://csurface.youcanbook.me/>) to set up an advisement appointment and registration. You may also call her at [860-632-3036](tel:860-632-3036).
- When registering, be prepared to discuss payment. All tuition payment is due upon registration unless you're receiving Government Aid.

All New GRADUATE STUDENTS will be able to register in several ways:

- You may email your scanned registration form to onlineregistration@holyapostles.edu
- You may phone Ms. Pon Olmer at [860-632-3067](tel:860-632-3067) or me, Mrs. Jennifer Arel, at [860-632-3070](tel:860-632-3070).

- You may mail your registration form along with a check to the address listed on the form.
- If you want to contact your advisor, Prof. Steven Schultz, with questions about your program, you may email him at sschultz@holypostles.edu
- Please note that new Graduate students must begin with the first co-requisite course unless you have been told otherwise. All tuition payments are due upon registration unless you're receiving Government Aid.

After you've registered, all new students should be aware of the following:

Once you contact us for registering, I will proceed to create a new Holy Apostles email account for you. This email account ***is the only email*** your professors and all staff will use to contact you. It is imperative that you log into this new account on a regular basis.

- Within a week of your registering, you will receive an email from me with instructions to help you log into this new email account and to complete your Populi activation process. Populi is our database and dashboard system (called a Learning Management System) through which all of your online courses will be taught. Within that email, you will also receive instructions on purchasing books and starting your Populi Orientation class.

POPULI ORIENTATION:

- All of our Online courses are taught on our Populi Learning Management system. Populi is able to run on the following up-to-date browsers: Google Chrome, Mozilla Firefox and Safari. You will also need a reliable, high speed internet connection. Please be sure these requirements are in place before the semester begins.
- We offer two waves of the Populi Orientation course. For those who register by April 29th, you will be placed into the first wave of the course which begins on May 2nd. This is optimal since it allows you to complete the orientation *prior* to the start of your classes.
- However, if registering by April 29th is not possible, then a second wave of the Orientation course is offered starting on May 9th, the same day as the start of your classes.
- PLEASE NOTE that each wave of this Orientation is accessible for only **2 weeks**. It is a Pass/Fail course and will show up on your Transcript. Even if you have taken online courses before at a different institution and feel this course will be redundant, it contains policies for Holy Apostles so you *must* complete it. We appreciate your cooperation with this.

TUITION PAYMENT:

- If you are a U.S. Citizen or eligible non-citizen, and hoping to use Federal Aid, VA Benefits, or are Active Military, you should have contacted our Financial Aid department by now. If not, please email finaid@holypostles.edu or call Mr. Jason Gill at 860-632-3020. The recommended deadline is **April 8th**.

- You may pay for your courses using a major debit/credit card or mailing us a paper check along with the registration form.
- You can avoid our Late Registration fee if you register *by* April 29th.

Finally, please review our [Tuition and Financial Aid webpage](#) which discusses our Fees and our Withdrawal refund policy. You will see that once a course starts, a full refund is *not* possible. The refund policy is as follows:

Prior to the first day of classes (Before May 9th)==> 100% Refund

By the first Friday (May 13th) of classes==> 75% Refund

By the third Friday (May 27th) of classes==> 50%Refund

By the fifth Friday (June 10th) of classes==> 25%Refund

After the fifth Friday (June 11th and beyond) of classes==> 0% Refund

God's Blessings,
Jennifer Arel
(860) 632-3070
Director of Online Learning
National Catholic Bioethics Center Liaison

Holy Apostles College & Seminary
33 Prospect Hill Rd.
Cromwell, CT 06416