



Fall 2024
Winter 2025

**ACADEMIC PLANNING
GUIDE**

Fall: August 26 - December 14, 2024

Winter: January 6 - May 3, 2025

**INFORMATION AND DEADLINES FOR ALL ACADEMIC
PROGRAMS AT ALL LOCATIONS**



Our degrees **change lives.**

REGISTRATION CALENDAR

FALL 2024

WINTER 2025

Most classes begin the week of:

AUGUST 26, 2024

JANUARY 6, 2025

PHASE I REGISTRATION

NO PAYMENT DUE during PHASE I,
first payment due:
(see page 11 for payment plans)

AUGUST 9, 2024

JANUARY 6, 2025

Web Registration
madonna.edu > MY Portal

APRIL 1 - AUGUST 8, 2024

APRIL 1, 2024-JANUARY 5, 2025

Mail-in registration
36600 Schoolcraft Road – Livonia, MI 48150-1176

APRIL 1 - AUGUST 8, 2024

APRIL 1, 2024-JANUARY 5, 2025

Fax-in registration
734-432-5405

APRIL 1 - AUGUST 8, 2024

APRIL 1, 2024-JANUARY 5, 2025

Walk-in registration
Enrollment Services, Administration Building, Room 2003

APRIL 8 - AUGUST 8, 2024

APRIL 1, 2024-JANUARY 5, 2025

PHASE II REGISTRATION

PAYMENT REQUIRED at registration
during PHASE II, starting:

AUGUST 9, 2024

JANUARY 2, 2025

Web registration, Drop & Add
madonna.edu > MY Portal

AUGUST 9 - 29, 2024

JANUARY 6 - 9, 2025

Walk-in registration
Enrollment Services, Administration Building, Room 2003

AUGUST 9 - 30, 2024

JANUARY 6 - 10, 2025

PAYMENT DUE FOR REGISTRATION BEGINNING: **AUGUST 9, 2024**

JANUARY 2, 2025

NO FAX-IN OR MAIL-IN REGISTRATION DURING PHASE II

Madonna University guarantees the right to equal educational opportunity without discrimination because of race, religion, sex, age, national origin or disabilities.

OUR MISSION:

The mission of Madonna University, a Catholic institution of higher learning, is to instill in its students Christian humanistic values, intellectual inquiry, a respect for diversity, and a commitment to serving others through a liberal arts education, integrated with career preparation and based on the truths and principles recognized within a Felician Franciscan tradition.

Madonna's mission receives its spirit from these Franciscan Values:

Respect for the dignity of each person ■ Peace and justice ■ Reverence for creation ■ Education for truth and service

CALENDAR & HOURS

FALL 2024

WINTER 2025

First tuition payment due	August 9, 2024	January 2, 2025
Last day for course waitlisting (Thereafter, course enrollment is on a first-come, first-served basis.)	August 22, 2024	January 2, 2025
Graduation Mass Commencement	See Website See Website	
Most classes begin week of <i>Students may continue to register after these dates for courses/workshops which start later in the semester.</i>	August 26, 2024	January 6, 2025
Deadline to drop courses for 100% refund**	September 6, 2024	January 17, 2025
Deadline to remove 'I' grades (Winter)	October 4, 2024	January 24, 2025
Final tuition payment due	Based on payment plan	Based on payment plan
Final date for election of 'S' Grade	November 1, 2024	March 14, 2025
Last date to withdraw from full-semester courses	November 15, 2024	April 4, 2025
End of semester	December 14, 2024	May 3, 2025
Grades due by noon	December 17, 2024	May 6, 2025
Application deadline May 2025 graduation	September 30, 2024	
Application deadline: August 2025 graduation	January 31, 2025	
Application deadline: December 2025 graduation	May 31, 2025	
Final filing date/Doctoral Capstone Experience for August 2025 graduation	November 14, 2024	
Final filing date/Doctoral Capstone Experience for December 2024 graduation	April 3, 2025	

* Dates are subject to change at the discretion of the University. Please refer to the online Academic Calendar for changes.

www.madonna.edu/resources/academic-calendar

**full semester courses only; see pg. 11 for drop/withdrawal and tuition refund information

OFFICE HOURS

Below are the office hours for the Enrollment Services offices (Enrollment Center, Registration, and Student Financial Services) and the Graduate School.

For other offices, please refer to the Madonna University website or the individual office for posted hours.

Please schedule an appointment with your success coach or faculty advisor directly for academic or career planning appointments. These appointments may take longer, so plan accordingly.

First week of semester HOURS

Monday • 8 a.m. – 6 p.m.
Tuesday – Friday • 8 a.m. – 5 p.m.
Saturday & Sunday • Closed

Additional hours available by appointment.

REGULAR HOURS

Monday – Friday • 8 a.m. – 5 p.m.
Saturday • Closed
Sunday • Closed

Additional hours available by appointment.

The University will be CLOSED:

Labor Day - September 2, 2024
Thanksgiving - November 28 - December 1, 2024
*No classes after 4 p.m. on Wednesday, November 27, 2024
Offices close at 5 p.m.*
Christmas/ New Years - December 24, 2024 - January 1, 2025
Spring Break - March 3 - 8, 2025
Good Friday - April 18, 2025
*No classes after 3 p.m. on Thursday, April 17, 2025
Offices close at 5 p.m.*

PHONE NUMBERS

All phone numbers are preceded by area code 734 unless otherwise indicated. Go to www.madonna.edu and click on Directory under Resources for a complete phone directory.

STUDENT SERVICES

Academic Advising	432-5417
Admissions	432-5339
Bookstore	432-5613
Computer Lab.....	432-5800
Financial Aid (Enrollment Services)	432-5663
Office of the First Year Experience.....	432-5633
Graduate School	432-5667
Information Desk	432-5300
IT Help Desk.....	432-5800
Library.....	432-5703
Office of the Registrar (Enrollment Services).....	432-5400
Student Accounts Office (Enrollment Services)	432-5600
Student Life	432-4694

DEANS AND DEPARTMENT CHAIRS

SCHOOL OF BUSINESS

Ms. Jessica Cummings, Dean.....	432-5369
Graduate Studies, Dr. Andrew Malec.....	432-5378
Undergraduate Studies, Mr. Frank Notturmo.....	432-5358

COLLEGE OF ARTS AND SCIENCES

Dr. Ian Bell, Dean	432-5307
Dr. Susan Toma, Associate Dean.....	432-5525
Art, Music, and Dance, Dr. Kathleen Edelmayer	432-5659
Broadcast and Cinema Arts, Communication, and Writing, Dr. Kathleen Edelmayer	432-5659
Forensic Science, Dr. Stephanie Gladych-Julien.....	432-5521
Humanities, Dr. Andrew Domzalski	432-5420
Mathematics and Physical Science, Dr. Susan Toma.....	432-5525
Sign Language Studies, Dr. Daniel McDougall.....	432-5618
Biology, Dr. Susan Toma.....	432-5525
Nutrition and Dietetics, Dr. Karen Schmitz.....	432-5534

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

Dr. Karen Obsniuk, Dean	432-5648
Dr. Kenneth Thiel, Associate Dean.....	432-5776
Behavioral and Social Sciences, Dr. Paul Radzilowski.....	432-5637
Criminal Justice, Mr. Victor Lauria	432-5438
Graduate Education, Dr. Sue Sharma.....	432-5785
Social Work Department Dr. Irena Glover.....	432-5569
Teacher Education, Dr. Kate French.....	432-5855

COLLEGE OF NURSING AND HEALTH

Dr. Deborah Dunn, Dean.....	432-5311
Accelerated Undergraduate Nursing, Dr. Roxanne Roth	734-432-5874
Graduate Nursing, Dr. Tracey Chan.....	793-2464
Population Health and Aging, Dr. Denise Brothers	432-5531
Undergraduate Nursing, Dr. Janice Cecil.....	432-5492
ABSN Admissions, Southfield.....	844-319-2107

GRADUATE SCHOOL

Dr. Elizabeth Prough, Dean (Interim).....	432-5667
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ACADEMIC ADVISING on MYPortal

The following Advising resources can be found under the Students Tab on MY Portal using the Advising link on the left-hand navigation.

Success Coaches: (a complete list of academic advisors is under Online Resources on the Advising page)

To find your advisor:

Students look on MY Portal under My Academic Information under the Student tab.

Advising Worksheet FAQs

Includes an explanation of account "Holds"; transfer credit equivalencies, course counts, academic classification and more.

Advising Worksheet

This is a helpful tool for meetings with your advisor.

Academic Forms and Special Requests

Four-year Cycle of Courses

Placement or Credit by Exam

Prior Learning Credit

Advising is a partnership to assist you in realizing your educational goals. As a student, your responsibilities are to:

1. Contact your success coach and/or faculty advisor on a regular basis to avoid taking unnecessary courses;
2. Clarify your personal values, abilities, interests and goals;
3. Know the University policies, procedures, and your major requirements as printed in the Catalog, Academic Planning Guide and the Student Handbook;
4. Be prepared for advising appointments;
5. Follow through on actions identified in advising sessions;
6. Meet all graduation requirements

Have any questions about Academic Advising?

Contact your success coach at MuAdvising@madonna.edu or visit madonna.edu/academics/advising

BLACKBOARD

At Madonna, we use the course management tool Blackboard to offer online classes and to supplement traditional classes. Learn with students around the world, or on campus using Blackboard. To take an online course, you will need an internet connection and your Madonna email "yourname@my.madonna.edu." Computer or mobile devices must be able to use the most current version of Chrome, Firefox, Edge, or Safari browsers. For more information, please search for "browser support" at <https://help.blackboard.com>.

Blackboard Help

Tutorials, workshops and other Blackboard tips can be found under the Student Help tab on MY Portal by clicking on the Blackboard link.

Advising

The screenshot displays the MY Portal Advising page with the following sections:

- Information**
 - Mission Statement**: The mission of academic advising is to facilitate a process of educational inquiry that by intention and design promotes the intellectual, personal, and social development of students. Academic Advising is overseen by the Office of Student Success & Retention.
 - Contact Information**: Office of Student Success and Retention, 724-422-5417, MuAdvising@madonna.edu
- Advising Worksheet FAQ**: Advising Worksheet [FAQ](#)
- Advising Worksheet**: [Advising Worksheet](#)
- Advising Videos**
 - [Advising Resources](#)
 - [Advising Worksheet overview](#)
 - [Core Curriculum Requirement](#)
 - [How to register for classes](#)
 - [How to use Blackboard](#)
- Advising Guide**: [Four Year Student Advising Experience Guide](#)
- Office of Student Success and Retention**
 - Search bar
 - Ungrouped**

Title	IT	Description
Success Coach Contact Information		
Success Coaches listed by Major		
 - Online Resources**
 - Search bar
 - Ungrouped**

Title	IT	Description
Four Year Cycle of Courses		
List of Faculty Advisors		
Credit by Exam & Placement		
Articulation Agreements		
Guest Pass		
Transfer Equivalencies		
Academic Forms		
Michigan Transfer Agreement		
Core & Signature Course Requirements		
Academic Prior Learning Credit		
Writing Assessments		
Study Abroad		
Advising Handbook		

AUDITING A COURSE

You may choose to audit courses, in which case no credit is awarded. Select audit status when you register. Tuition and fees for auditing are the same as for enrolling in courses for credit. Financial aid cannot be awarded for audited courses.

INTERNSHIPS

Admitted students may earn university credit for work related to a student's plan of study. Career Development works with employers who are interested in partnering with the university to develop internship opportunities for students. Students are required to work with their faculty advisor for internship approval. Additionally, an internship experience is required for all School of Business majors as well as several other majors. Elective credit can be earned for internship experiences in most other majors; interested students should consult with their faculty advisor. Students taking internship courses ending in X910 and X920 work with their Faculty Advisor and Career Development for registration and internship paperwork. Students taking internship courses ending in X930 and X940 work solely with their Faculty Advisor and their corresponding academic department. Internship paperwork must be completed prior to the semester a student wishes to work: June 1 for fall semester; October 1 for winter semester; February 1 for summer semester. For more information, contact Career Development in Room 1108; call 734-432-5665, or email careerdevelopment@madonna.edu

EMAIL

All Madonna University students are given an official email account @my.madonna.edu and the University authorizes the use of email for official communication among students, staff, faculty, and administrators. All official University email communications will be sent to this address only. Please log-in at least once a semester.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The FERPA affords students certain rights with respect to their educational records, and allows the University to make certain directory information (name, major, dates of enrollment, graduation date and degree, participation in official activities) available to the public. For a full disclosure of the FERPA policy, refer to the undergraduate or graduate catalogs. To designate with whom you'd like certain education information shared, or to opt out of having directory information released, fill out a form at the Registrar's Office or at madonna.edu.

FINANCIAL AID

Students are encouraged to apply as early as possible to assure full consideration for all types of aid. Awards are made as long as monies are available, therefore, late applicants may not receive all monies to which they are entitled.

Although there is no "deadline" for filing, students are strongly encouraged to apply by the following dates to make sure that their application is processed and awards made before the semester begins.

SEMESTER	DEADLINE
FALL	March 1
WINTER	May 1
SUMMER	January 1

ID CARDS

1. The MadonnaOne card functions as your ID card and is required. Photos are required – contact Enrollment Services (Student Accounts), Room 2003, at 734-432-5400. Photos are taken in Room 1201.
2. Your MadonnaOne ID card should arrive at your home address 15 days after your first enrollment and photo and social security number are on file. Questions – contact Enrollment Services at SFS@madonna.edu

NONCREDIT COURSES

Madonna offers a number of programs and courses on a noncredit basis. Noncredit courses cannot be converted to credit toward a degree. There are many courses available for noncredit, provided you meet the prerequisites and/or have the instructor's permission. Use the noncredit registration form on the inside back cover. For further information, call the Registrar's Office at 734-432-5400.

ONLINE CONSORTIUM OF INDEPENDENT COLLEGES AND UNIVERSITIES (OCICU) COURSES

Admitted undergraduate students in their sophomore year or above, in good academic standing, and who have successfully taken an online course at Madonna University may see their advisor for information about online courses available through the OCICU. These online courses are conducted in the Blackboard system, by Saint Leo University.

Visit www.ocicu.org/studentaccess.asp and select Madonna University to see a current list of courses. Additional course options may be available. Consult with your advisor or retention specialist for additional course options. OCICU courses are typically eight weeks in length. Eligible students may register for OCICU courses with advisor approval. The advisor will contact the Office of the Registrar to begin the enrollment process. Students must be using their my.madonna.edu email in order to participate in an OCICU course. Students must register at least two weeks before the course start date to allow time to order/receive course books and directions. Students who drop an OCICU course prior to the start date qualify for a full tuition refund. After the course start date, students are not eligible for a tuition refund.

PRIOR LEARNING/CLEP EXAMS/DSST EXAMS

Admitted students who have completed 12 credit hours at Madonna University may have credits transcribed from College Level Exam Program (CLEP), DSST and our Prior Learning Program (PLP). You can pick up information about CLEP, DSST Exams, and PLP at the Office of Student Advising and Success, room 1400A. Before registering, PLP forms must be signed by the faculty evaluator and department chair. When you complete the evaluation process, pay the service fee and present the form to Enrollment Services for formal recording of credits. Prior Learning Credit requires formal registration.

REPEATING A COURSE

If you receive a grade of D or F, you may be permitted to repeat the course once; twice, if approved by the instructor and department. Financial aid cannot be used to pay for a course more than twice.

SERVICE-LEARNING DESIGNATED COURSES

Madonna University is committed to integrating pedagogies of engagement inside and outside the classroom. One form of curricular engagement is academic service-learning which integrates community service with course content. Students enrolled in service-learning designated courses have the opportunity to apply their talents, knowledge, and skills to address local community needs and pressing social issues in partnership with local and global non-profit organizations. Service-learning designated courses are transcribed on the official academic transcript with an SL appearing to the right of the course title. For more information, please contact the Office of Student Affairs (Room 1103) 734-432-5880, vpstudentaffairs@madonna.edu or madonna.edu/service.

SUPPLEMENTAL INSTRUCTION (SI)

An academic support service offered by the Center for Personalized Instruction, Supplemental Instruction (SI) is a series of informal, weekly review sessions for students in select courses. SI is available for all students who seek to improve their understanding of course material, discuss important concepts, develop study strategies and prepare for tests.

SI is free to enrolled students however students must register for SI, via MY Portal or the Enrollment Center (Room 2003). For more information visit the Tutoring Center, in the University Library. Phone: 734-432-5599 Email: cpi@madonna.edu.

UNDERGRADUATE COURSE LOAD

A minimum of 12 semester hours is required for certification as a full-time undergraduate student. During the Fall and Winter semesters, we recommend a maximum load of 18 hours. You may not take more than the maximum load without special permission from someone in the Registrar's Office. If you are on academic probation, you may not take more than 12 semester hours.

Undergraduate enrollment status per semester:

- Full-time = 12 or more semester hours
- Three-quarter time = 9-11 semester hours
- Half-time = 6-8 semester hours
- Less than half-time = less than 6 semester hours

UPDATING PERSONAL INFORMATION

Access your record in MY Portal. Click on Personal Info at the top next to your name. Open the Biographical Info tab. Click on the pencil next to Name and Address. Follow the prompts to enter a new address and/or phone number. Name changes can only be made in person, by showing proof of change, i.e. marriage license or court order.

WAIT LIST

A "Wait List" is available if you wish to take a course that already has reached maximum enrollment. Your name can be added to the "Wait List" until the date specified in the calendar. Being on the "Wait List" does not guarantee you enrollment in a particular section of a course. If any openings occur, you will be registered automatically. A confirmation will be sent to your Madonna email account. All names still on the waiting list as of noon on the closing day of Phase I Registration will be removed and courses will fill on a first-come, first-served basis. If you are not notified, no space became available.

MADONNA UNIVERSITY WRITING CENTER

Located in the Library, the Madonna University Writing Center (MUWC) offers assistance to students at all stages of the writing process. From helping to brainstorm ideas, write an outline, and understand essay requirements to reviewing essay drafts, the Writing Center is there to help. Students can work with undergraduate Peer Tutors or with Specialists who have Master's degrees in English and Writing. The Writing Center is also home to Madonna Pen, our creative writing group, which hosts multiple writing events throughout the year and publishes MU Voices, an online literary blog.

For more information, please visit us at our website at madonna.edu/writingcenter. If you have any questions, please call the Writing Center at (734) 432-5304 or e-mail us at writingcenter@madonna.edu.

REGISTRATION PROCEDURES

UNDERGRADUATE AND GRADUATE PROGRAMS

Current students with no outstanding financial obligations and/or holds on their academic record are welcome to register by web, mail, fax, or in person. Please contact your advisor prior to registering for classes to ensure your selections fulfill your academic goals toward degree completion. Otherwise, students accept responsibility for course selection.

COURSE SCHEDULE CHANGES

The University reserves the right to add and/or cancel sections/courses as well as make necessary changes in instructor assignments, course days and hours as listed in the course schedule.

GENERAL REGISTRATION INSTRUCTIONS

1. You can register online (see below) or by filling out the form on the back of this book.

Delaying submission of your registration may hinder your ability to register for courses that may have filled.
2. If using the form, please be sure to sign and date it. If you are provisionally admitted, your advisor must sign the form also.
3. Submit your registration form for processing during the posted dates in one of these ways:
 - a. Fax your completed and signed registration form to 734-432-5405. A registration confirmation will be emailed to you.
 - b. Drop your form in the Registration Drop Box located on the counter outside Enrollment Services, Administration Building, room 2003. A registration confirmation will be mailed to you.
 - c. Bring your registration form to Enrollment Services. Your form will be processed while you wait and a confirmation given to you.
4. Non-admitted/new students should contact the appropriate Admissions Office to obtain permission to register. Undergraduate students should call 734-432-5339 or go to room 1001. Graduate students should call 734-432-5763 or go to room 1005.

ONLINE REGISTRATION

1. Go to: madonna.edu. Login to MYPortal (top right). Online registration closes Thursday of the first week of classes.
2. Enter your Madonna University ID (username) and password. Your Madonna University ID can be found on nearly any correspondence from MU (i.e. bill, registration confirmation, grade report, etc.). Your password guards the privacy of your records. If you have not received or have misplaced this information, you may obtain it by presenting identification (driver's license or student ID card) at Enrollment Services, room 2003. IDs and passwords will not be given out over the phone.

3. Once logged in, you will see three tabs: Home, Students and My Pages. Select the Students tab to display the pages of information designed specifically for students.
 - a. Click on Course Information in the left column
 - b. Click on Course Search or Add/Drop Courses
 - c. Select the correct term and division (undergraduate or graduate)
4. Choose your course(s)

Click on the Course Search tab

Use the selection criteria to choose a course by department, title or course code and then click Search
5. If you are certain you want a particular course, find the course(s) in the search results, check the box to the left of the course and click submit.
 - a. The system will not register you in courses that:
 - i. Are full (however, you can choose to be waitlisted)
 - ii. Have a time conflict with other courses on your schedule
 - iii. You do not have the prerequisite courses, or
 - iv. You do not meet some other necessary criteria
 - b. To obtain more information about a course prior to adding it to your schedule, click on the Course Number on the left side of the screen. You may add a course from this information screen.
6. To add additional courses, click on Course Search and proceed as above.
7. Click on My Schedule under the Students Tab: Course Information Page to view your schedule at any time.
8. To Drop a course, from My Schedule, check the Drop box at the left of your registered courses. The course will be removed from your schedule.
9. To print a copy of your schedule from the Students tab, click Course Information (on the left), then My Schedule (on the right). Select either of the Printer Friendly links, then print from that page.
10. Logout to complete your session and to ensure that no one else may access your record.

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- **You may register for courses that start after the first week of class, up until the first day of the course, however you must register in person using the registration form.**
 - **Students accept the responsibility for any missed classes or any fees for withdrawal when permitted to register after the course has begun.**

SPECIAL NOTES

1. Do not give your password/pin to anyone.
2. For security purposes, your session will time out after five minutes of no account activity.
3. A “hold” on your record means some action needs to be taken prior to registering for courses, i.e., making a payment or updating your record. If you get this message, please contact the department indicated, or Enrollment Services at 734-432-5400.
4. Courses not available for Web Registration include those requiring specific signatures or permissions to register. You must register for these courses by mail, fax or in person at the Enrollment Services window with the appropriate permissions and photo ID.

ONLINE GRADE REPORTS & COURSE SCHEDULE

1. You can print official grade reports online. Login to MYPortal, click on the Students tab, then MYGrades. Select the term and click View Final Grade Report. Click Print Official Grade Report to print a PDF version of your official grade report for the most recent semester completed. By clicking the printer icon at the top right, you can print your official grade report for whatever semester you choose. You may also save a copy of your official grade report.
2. Course schedule information generally will be available through MYPortal two weeks prior to the official opening of registration for the Fall or Summer semesters.



TUITION RATES

UNDERGRADUATE LIVONIA CAMPUS

1-11 credits	\$948/credit
12-18 credits	\$14,220/semester
19+ credits	\$14,220 plus \$948/credit for the 19th+ credit(s)
Additional tuition for NUR courses	\$137/credit

UNDERGRADUATE DOMESTIC SATELLITE CAMPUSES EXCLUDING SOUTHFIELD

Per credit	\$540/credit
Credit by Exam	\$325/credit
High School Dual Enrollment - Livonia Campus	\$240/credit
High School Dual Enrollment -HighSchool Campus	Varies per credit - check with school district
Noncredit	\$500/hour

GRADUATE \$1,000/credit

GRADUATE NURSING/DOCTORAL \$1,100/credit

DOCTORATE \$1,105/credit

ENGLISH AS A SECOND LANGUAGE PROGRAM

ESL Low Level (1000, 2000, 3000)	\$360/credit
ESL Upper Level (4000, 5000)	\$360/credit
Non-credit ESL courses	\$360/hour

NURSING PROGRAM IN SOUTHFIELD (ABSN) \$1,028/credit
\$540/credit (non-nursing courses)

Additional tuition for NUR courses \$73/credit

FEES

Late Payment	\$200
Late Enrollment <i>charged to students who attend class without enrolling</i>	\$50
Returned Check	\$25
Payment Plan	\$35

SEMESTER PARKING FEES - LIVONIA CAMPUS

Commuter Students	\$40/semester
Residence Hall Student, East Lot	\$60/semester
Residence Hall Student, North Lot	\$100/semester
Summer (all students)	\$30/semester

GRADUATION FEES

Graduation fees are paid at the time you make your Application for Graduation: undergraduate and master's - \$100, doctoral - \$125. These fees are non-refundable. Undergraduate Graduation Application forms are available at Enrollment Services. Master's and doctoral Graduation Application forms are available at the Graduate School Office. Forms are also available through MYPortal. The deadline for this form is listed in the Madonna University Catalog and this guide. There is a \$10 late fee for applications received after the due date and graduation may be delayed until the next semester.

There is a \$10 fee to apply for undergraduate certificates of achievement or completion and graduate certificates. Applications for undergraduate certificates may be obtained at Enrollment Services. Applications for graduate certificates may be obtained at the Graduate School office.

METHODS OF PAYMENT

You may pay by cash, check, money order, debit card or third party voucher in person at Enrollment Services, using U.S. currency. If you are paying by credit card — MasterCard, Visa, American Express, Discover Card — you must do so online. We no longer accept credit card payments at the Enrollment Services window. The online credit and debit card service fee is 2.85% of the payment amount. eChecks also are accepted online with no service fee. An email acknowledgement is provided immediately.

To avoid late payment fees, please pay your tuition by the due date. A reminder that payment is due will be sent to your Madonna email account. We do not mail invoices. Your payment amounts can be found on MYPortal.

If you are eligible for financial aid, but have not accepted your financial aid awards prior to the billing due date, you are required to pay your tuition payment by the due date. To ensure that awards are made before payment is due, submit your financial aid application before the deadline. If you do not have enough financial aid to cover the balance, you are expected to pay the difference by the semester due date. Even if you haven't received your veteran benefits and/or special department awards, or endowed scholarships by payment due dates, you are still required to pay the balance when it is due.

If you are expecting a Third Party Agency to pay your tuition, you should file an authorization with Enrollment Services by the payment due date.

FINANCIAL ASSISTANCE INFORMATION

Madonna University is committed to keeping tuition costs affordable for students. Your tuition covers only 75% of the actual operating costs for the University. All students qualify for some kind of financial assistance, whether it is a grant, work-study, scholarship, loan or other monies. If you are having difficulty paying for your education, we encourage you to contact the Financial Aid Office for more information.

PAYMENTS & WITHDRAWALS

PAYMENT PLANS

Payment plans are available to students from the time that bills are posted. A \$35.00 fee is required to enroll in each plan, which is nonrefundable and cannot be transferred from plan to plan.

Students enrolled in a payment plan who make their scheduled payments are not subject to late fees. If a student is removed from their plan they will be assessed a late fee if not previously charged that term. Students will not be permitted to register for future terms until the student's total account balance is \$1,000.00 or less and they are on an active payment plan.

Self-Enrollment plans are available to students that do not have a past due balance. Qualified students will be eligible to self-enroll into a payment plan for a maximum of five payments and a minimum of two payments, depending on when the student initiates plan enrollment. Students may only be enrolled in one payment plan at a time. Students who wish to enroll in back to back plans must complete the first plan before registering for the next.

Students that are not eligible for a self-enrollment plan should contact Student Financial Services for other payment plan options. Students with past a due balance or a combination of past due and current charges may be eligible for an administrative payment plan that will require an individual review. The administrative plans will still be handled through the payment portal, will require the \$35 nonrefundable fee, and will be eligible for the auto-pay option once the plan terms are accepted. If students wish to withdraw from a payment plan they must contact Student Financial Services.

Acceptable payment options include credit card, 529 or IFT, debit card, cash and checks. Credit cards are accepted online only. A 2.85% service fee is charged for all online credit and debit card payments. There is no service fee for Madonna University's E-Check electronic check payment system. E-Checks are approved by your bank within 72 hours of the date initiated. Once payment is completed, an email confirmation is provided immediately.

WITHDRAWAL/NON-ATTENDANCE

Once you have registered and courses begin, non-attendance or non-payment of tuition does not change your enrollment status or absolve you from financial and/or academic obligations. If you decide not to attend, you must drop/withdraw from courses in writing with Enrollment Services. You can withdraw from individual courses up to 75% of the way through the course. Non-attendance of courses without submitting the proper drop/withdrawal form will result in an 'F' grade, and you will be responsible for the entire tuition payment.

TUITION ADJUSTMENTS

Refunds of tuition only (other fees are not refunded) are made according to the following drop/withdrawal dates. Drop/withdrawal forms must be submitted to Enrollment Services by close of business.

Full Semester Courses & Courses 8 weeks or longer, that begin the first week of the semester

Below is the last date to drop a course and receive a 100% tuition refund (no charge for the course). No refund will be given for course withdrawal after these dates (full payment will be due and payable).

Fall Semester: September 6, 2024

Winter Semester: January 17, 2025

All Other Courses	
Course Duration	100% Tuition Refund* (course must be dropped by close of business on this day)
4 weeks or less	1st day of the course
5-7 weeks	7th day of the course
8 or more weeks	14th day of the course
* no refund for course withdrawals after the day specified	
Note: Day count begins on first day of course, not first class meeting; see the portal for course dates	

ADDITIONAL FEES:

1. You may be dropped from courses for past due balances over \$200 if not on a payment plan. To re-instate your registration, you must make payment arrangements or payment plan, and registration will be based upon course availability. Students who attended classes without enrolling, will be charged a \$60 late enrollment fee.
2. There is a \$25 fee for returned checks and electronic payments that are declined.
3. A Late Payment Fee, of \$200, will be charged when tuition is not paid by the due date.
4. Replacement Fees: There is a \$10 fee to replace a Madonna OneCard.

BILLING ERRORS OR DISPUTES

If you believe there is an error or mistake on your bill, submit your concern in writing within 30 days. Your written inquiry must include: your name, student ID# or social security number, a description of the presumed error, and the dollar amount of the presumed error. You are responsible for paying the portion of your bill not in dispute, but the disputed amount may remain unpaid until such time that the problem is resolved. Send billing inquiries to: Enrollment Services, Madonna University 36600 Schoolcraft Road, Livonia, Michigan 48150-1176

ONLINE BILLING & ACCOUNT STATEMENTS

View or print your account statement from MY Portal. Go to the Students tab, select MY Finances/Payments, and choose the Official Statement link. Current semester statements are available online until one month prior to the start of the next semester.

PAYMENTS

Madonna University has selected Transact® as its ePay vendor. Using ePay service, you or a guest can pay on your account using EFT electronic check payment with no service fee. Access the Transact® link at www.madonna.eduMyPortal. For a service fee of 2.85% of the amount remitted, you can pay online by a Credit Card.

Q: How secure is my personal and financial data with Transact®?

A: Transact® employs a multi-level approach to prohibit unauthorized access to data, both in the database and in transmission. Encryption technology is used in the transmission of all data. Access is granted to the system on the basis of an assigned login/password combination and is controlled by the use of security profiles. Finally, a “written-in-ink” transaction history assures that a clear and concise audit trail is produced.

Q: Why a service fee for the use of my credit and debit card online?

A: The service fee is assessed to cover the administrative costs of processing the data.

Q: Why won't Madonna University accept my credit card in person, at the window, or by phone or fax?

A: To offer enhanced online services, we were required to relinquish credit card services to an outside vendor as of March 8, 2005. Students who wish to pay with a credit card must do so online.

MADONNA ONE: DEBIT MASTERCARD

Madonna University has partnered with BankMobile for all refunds. A Madonna OneCard (not a credit card) is issued to all students for processing refunds, i.e. financial aid overages, cancelled courses, etc.

To receive your Madonna OneCard, you need to:

- Register for classes.
- Provide your social security number (unless you are an international student).
- Have your picture taken in Room 1201.

Choose one of these two refund options at www.madonnaone.com:

- Madonna OneCard: When funds are disbursed, they're deposited on the card.
- Direct Deposit: to your current checking or savings account.

New students who are not enrolled two weeks prior to the start of the semester, or who do not have a photo on file two weeks prior to the start of the semester, or who complete their financial aid after the recommended date may wait up to three weeks for their Madonna OneCard. For more information,

including disbursement dates, contact Enrollment Services at 734-432-5400 or SFS@madonna.edu. If you request a replacement Madonna OneCard, there is a \$10 replacement fee.

TEXTBOOK RENTAL AND PURCHASE INFORMATION

Slingshot is an auto fulfillment service. When you register for your courses, this service electronically fulfills the required course materials for each course, and delivers them directly to the Spirit Store or the residence hall before classes start. Your course materials will be a combination of physical and digital e-books. There's no need for you to order books. You will have all of your course materials and none of the book-buying hassle.

1. Go to <https://madonna.slingshot.edu.com>
2. Click the LOG IN button on the top right corner of the screen.
3. You've already got an account—your school email is the username, and your student ID number is the password. If your password is not working, click the Forgot Password link.
4. If you are registered for courses, your schedule will appear and you can manage your course material preferences

From the Slingshot portal, you can:

- Manage your account and delivery preferences
- Access your digital course materials
- See when your rentals are due, or purchase more time

To access the Slingshot portal: Go to <http://madonna.treeoflifebooks.com> Click the LOG IN button on the top right corner of the screen. You already have an account—your school email is the username, and your student ID number is the password. If your password is not working, click the Forgot Password link.

Non-admitted or guest graduate students: Please obtain permission from the Graduate School prior to registering for graduate level courses.

Senior students: Please obtain permission from your advisor and the Graduate School prior to registering for graduate level courses (Must have a 3.0 cumulative GPA and senior status).

Avoid costly errors! We recommend that admitted graduate students meet with a faculty advisor at least once per year to review their plan of study. Call program department for an appointment.

GRADUATE COURSE LOAD

The full-time credit load is 9 to 15 semester hours per semester. If you work full-time, the normal load is 3 to 6 semester hours. You may seek special permission, from the Graduate School dean, to exceed these limits.

Graduate enrollment status per semester:

Full-time = 9 or more semester hours

Three-quarter time = 6-8 semester hours

Half-time = 4-5 semester hours

Less than half-time = less than 4 semester hours

GRADUATE PROGRAM DEPARTMENTS

All phone numbers are preceded by area code 734 unless otherwise indicated. Go to www.madonna.edu and click on Directory under quick links for a complete phone directory.

Business	432-5354
Education	432-5655
Nursing.....	432-5717
Humane Leadership	432-5420
Pastoral Ministry	432-5657
Social Work	432-5569

BUILDINGS & LOCATIONS

ADMINISTRATION BUILDING

Sometimes referred to as the Main Academic Building. All rooms are four-digit numbers.

FRANCISCAN CENTER FOR SCIENCE & MEDIA

Located west of St. Francis Pond on the main campus, the Franciscan Center has room numbers that begin with S.

THE PERFORMING ARTS, ATHLETICS AND ACADEMIC CENTER (PAAAC)

Located at 14680 Newburgh Rd., The PAAAC is the home to the home to Madonna athletics and will also feature classes, performing arts, and more.

GAYLORD

80 Livingston Blvd., Gaylord, MI 49735

Classes in Social Work are offered to Northern Michigan students via interactive video technology between Madonna's main campus and the University Center at Gaylord.

MACOMB UNIVERSITY CENTER

44575 Garfield Road, Clinton Township, MI 48038

Madonna's 3+1 degree completion programs in criminal justice, emergency management, marketing and hospitality and tourism management are offered here.

ORCHARD LAKE CENTER

3735 Commerce Road, Orchard Lake, MI 48324

ACCELERATED NURSING PROGRAM - RIVERSIDE CENTER

25925 Telegraph Road, Southfield, MI 48033

[CLICK HERE FOR
MAPS & DIRECTIONS](#)

COURSE ABBREVIATIONS

Accounting	ACC	Management Information Systems	MIS
Addiction Studies	AS	Marketing	MKT
Aging Studies	AGE	Master of Business Administration	MBA
Air Force	AF	Mathematics	MTH
Animal Studies	ANS	Medical Laboratory Science	MLS
Art	ART	Medical Technology	MTE
Art Education	AED	Merchandising & Retail Management	MRM
Art History	AHIS	Military Science and Leadership.....	MSL
Autism Spectrum Disorders.....	ASD	Music	MUS
Biology	BIO	Music – Applied	MUAP
Broadcast & Cinema Arts	BCA	Natural Science	NSC
Business Administration	BUS	Nursing	NUR
Business Law	BL	Nutrition & Food Science	NFS
Business Research	BR	Occupational Safety & Health	OSH
Catholic School Leadership	CSL	Paralegal Studies	LAW
Chemistry	CHM	Philosophy	PHL
Children and Families	CF	Physical Education	PED
Communication Studies	COM	Physics	PHY
Computer Information Systems	CIS	Political Science	PSC
Computer Science	CSC	Population Health.....	POPH
Continuing Education & Professional Studies.....	CPS	Psychology	PSY
Criminal Justice	CJ	Public Health.....	PUBH
Cyber Security.....	CYS	Quality & Operations Management	QOM
Dance.....	DAN	Quantitative Systems	QS
Deaf and Hard of Hearing.....	DHH	Radiography.....	RT
Early Childhood Education	ECE	Reading.....	RDG
Earth/Space Science	ESS	Religious Studies	RST
Economics	ECN	Sign Language Studies	SLS
Education	EDU	Social Science	SSC
English	ENG	Social Work	SW
English as a Second Language	ESL	Sociology	SOC
Environmental Science	ENV	Spanish	SPA
Financial Administration	FIN	Special Education	SED
Forensic Science	FOR	Sport Management	SM
Graphic Design.....	GDA	Study Abroad.....	STAB
General Science	GSC	Supply Chain Management.....	SCM
General Studies	GST	Teaching English to Speakers of Other Languages.....	TSL
Geography	GEO	Theater	TRE
Health Services Administration	HSA	University	UNV
History	HIS	World Languages	WL
Hospice & Palliative Studies	HSP	Writing.....	WRT
Humane Studies	HUS		
Humanities	HUM		
Information Technology Management.....	ITM		
International Business	INB		
International Studies	INT		
Journalism & Public Relations	JRN		
Learning Disabilities	LD		
MA in Pastoral Ministry.....	MPM		
Management	MGT		

ALTERNATE DELIVERY COURSES

ALTERNATE DELIVERY COURSES

ONLINE COURSES - WB (W1, W2, W3, W4)

WB courses can be accessed from any computer with Internet access, 24 hours a day, 7 days a week, by going to the Blackboard link at www.madonna.edu.

HYBRID COURSES - ZB (Z1, Z2, Z3, Z4)

ZB courses are a blend of traditional classroom meetings, online learning, DVDs, video or audio tapes, interactive television or streaming videos.

INTERACTIVE TELEVISION COURSES (TV)

TV courses meet in an interactive television classroom at two or more locations. The instructor and students can see and hear each other simultaneously. TV courses may include online components.

HOW TO USE THE COURSE SEARCH IN MYPortal



- Find an alternate delivery course (WB, ZB or TV) using the course search tool in the portal. You can use the search tool without logging in. To register for a course you will need to log in.
- Go to MY Portal and find the Course Search link on the right hand side.
- We recommend you narrow your search by choosing 'Contains' in the 'Course Code' field and include W for Online, Z for Hybrid, or TV for Interactive Television Courses, an alternate delivery method abbreviation in the box, i.e. WB, ZB, etc., or in the 'Division' field, change 'All' to 'Undergraduate' or 'Graduate'. To ensure your search delivers the largest number of courses available, try not to narrow your search too much. Click the search button at the bottom to see a list of all of the courses that meet your criteria.

Course Search - Course Search

Course Search

Term:

Department

Course Number Range:
 to

Title:

Course Code:

Division:

Time:
 to

Meets on any day(s)
 Meets only on the selected days

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Faculty:

Campus:

Building:

Section Status:

Min/Max Hours:
 to

NONCREDIT REGISTRATION FORM

 FALL (August-Dec)

 WINTER (Jan-May)

 SUMMER (May-August)

Please Print

LAST NAME _____ FIRST _____ INITIAL _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE: HOME _____ CELL _____ EMAIL _____

BIRTHDATE _____ SOCIAL SECURITY NO. _____

 PREVIOUSLY ENROLLED AT MADONNA? Yes No ID# _____

The following information is requested for Federal and State statistical purposes only. Responses are not required, but appreciated.

 Gender: Male Female

 Non-resident Alien? (check one) Yes (if yes, stop here) No

 Hispanic or Latino (check one) Yes No

Race (check one or more):

 White Black/African Am. Asian Am. Indian/Alaskan Native Native Hawaiian/other Pacific Islander

COURSE #	SECT #	COURSE TITLE	TUITION & FEES (see course descriptions)
TOTAL			

▪ Applied music courses for voice or instrument are not available as non-credit

If you register for courses using this form, you will not receive credit for the courses. A noncredit registration cannot be converted into credit toward a college degree. Students are not eligible for Madonna University Financial Aid when taking noncredit courses and must pay their fees in full, including course fees, if any, at the time of registration.

Note: Policies regarding withdrawal and refunds for noncredit students are parallel to students enrolled in courses for credit.

See the Academic Planning Guide for details.

BY MAIL – Check or money order accepted

- Mail completed form with payment (payable to Madonna University) to:

Student Financial Services
 Madonna University
 36600 Schoolcraft Rd.
 Livonia, MI 48150-1176

ONLINE – Visa, MasterCard, Discover, American Express, Diners Club and e-check accepted

- Credit and debit card payments will be charged a 2.85% service fee, which is nonrefundable
- Go to www.madonna.edu
- Click on Academics (on bottom right corner)
- Click on Noncredit

IN-PERSON – Check, money order, debit card or cash accepted

- Visit www.madonna.edu/resources/registrar for the registrar's hours
- Turn in your Noncredit Registration form & payment at the Enrollment Center window (2nd floor, Administration Building)

To remit a company authorization/voucher, call student accounts at 734-432-5600.

I understand that by signing this form that I, the student, am legally obligated to pay all tuition and fees. In the event of default, the University may refer my account to a credit reporting agency, a collection agency, and/or initiate legal action to recover any outstanding debt. I understand that I am also responsible for the costs of collection including interest, penalties, collection agency fees, court costs and attorney fees.

Signature _____ Date _____

M REGISTRATION FORM

DATE	SEMESTER/YEAR	SOCIAL SECURITY #	ID NUMBER
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LAST NAME _____ FIRST _____ INITIAL _____

ADDRESS _____ BIRTH DATE _____

CITY/STATE/ZIP _____

PHONE: HOME _____ CELL _____ EMAIL _____

PLACE OF EMPLOYMENT _____ WORK PHONE _____

EMERGENCY CONTACT NAME _____ PHONE _____

ARE YOU: Guest Student
with unofficial transcripts from another institution Consortium Student
with form from UDM or Sacred Heart MS Neither

ARE YOU PURSUING:
 Associate Degree Bachelor's Degree Master's Degree
 Non-degree/General Courses Graduate Certificate Major Area of Study: _____
 Undergraduate Certificate Teaching Certification for: _____

Have you been formally admitted to MU? Yes No (see shaded section) Last Semester Enrolled _____

Non-Admitted Students: Students who have not been formally admitted to Madonna University must submit completed form to the Enrollment Center (registrar@madonna.edu) permission to register. All credits earned while attending as a non-admitted and/or non-degree seeking student may or may not be applicable toward a degree at a later date. Class registration does not guarantee admission into the University, and financial aid is not available.

The following information is requested for Federal and State statistical purposes. Responses are not required, but appreciated.

Gender: Male Female Marital Status: Single Married Widowed Religious Other

Religious Affiliation: _____ Citizenship: _____ First Language: _____

Non-resident Alien? (check one) Yes (if yes, stop here) No Hispanic or Latino (check one) Yes No

Race (check one or more):
 White Black/African Am. Asian Am. Indian/Alaskan Native Native Hawaiian/other Pacific Islander

DEPT	COURSE NUMBER	SECTION	LAB	COURSE TITLE	S.H.	START TIME	END TIME	DAY	AUDIT
TOTAL									

I understand that by signing this form that I, the student, am legally obligated to pay all tuition and fees. In the event of default, the University may refer my account to a credit reporting agency, a collection agency, and/or initiate legal action to recover any outstanding debt. I understand that I am also responsible for the costs of collection including interest, penalties, collection agency fees, court costs and attorney fees.

 Advisor Signature Date Admissions Officer Date Student Signature Date
(Required for provisionally admitted) (Required for non-admitted/non-degree seeking students requiring permission to register)

MAIL TO: Registrar's Office ▪ Madonna University
 36600 Schoolcraft Road ▪ Livonia, MI 48150
 Email: registrar@madonna.edu

Office Use: