



# Summer 2022

## ACADEMIC PLANNING GUIDE

Summer: May 16 – August 20, 2022

INFORMATION AND DEADLINES FOR ALL ACADEMIC PROGRAMS AT ALL LOCATIONS



*Our* degrees **change** lives.

# REGISTRATION CALENDAR

## Summer 2022

Most classes begin the week of:

**MAY 16, 2022**

### PHASE I REGISTRATION

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

**APRIL 29, 2022**

Web Registration  
madonna.edu > MY Portal

**OCT. 25, 2022 – APRIL 28, 2022**

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

**OCT. 25, 2022 – APRIL 28, 2022**

Fax-in registration  
734-432-5405

**OCT. 25, 2022 – APRIL 28, 2022**

Walk-in registration  
Office of the Registrar, Administration Building, Room 2003

**NOV. 1, 2021 – APRIL 28, 2022**

### PHASE II REGISTRATION

PAYMENT REQUIRED at registration  
during PHASE II, starting:

**APRIL 29, 2022**

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

**APRIL 29 – MAY 19, 2022**

Walk-in registration  
Office of the Registrar, Administration Building, Room 2003

**APRIL 29 – MAY 20, 2022**

PAYMENT DUE FOR REGISTRATION BEGINNING: **APRIL 29, 2022**

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

## SUMMER 2022 CALENDAR\*

First tuition payment due	April 29, 2022
Last day for course waitlisting (Thereafter, course enrollment is on a first-come, first-served basis.)	April 28, 2022
Graduation Mass	May 5, 2022
Commencement	May 7, 2022
Most classes begin week of May 16 <i>Students may continue to register after May 16 for courses/workshops which start later in the semester.</i>	
Deadline to drop courses for 100% refund*	May 27, 2022
Deadline to remove 'I' grades (Winter)	June 17, 2022
Final tuition payment due	June 10, 2022
Final date for election of 'S' Grade	July 8, 2022
Last date to withdraw from full-semester courses	July 29, 2022
End of semester	August 20, 2022
Grades due by noon	August 23, 2022
Application deadline: May 2022 graduation	September 30, 2021
Application deadline: August 2022 graduation	January 31, 2022
Application deadline December 2022 graduation	May 31, 2022
Final filing date/Doctoral Capstone Experience for July 2022 graduation	July 21, 2022
Final filing date/Doctoral Capstone Experience for December 2022 graduation	November 17, 2022

\* 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](http://www.madonna.edu/resources/academic-calendar)

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

## OFFICE HOURS

Below are hours for the following Offices: Enrollment Services (Financial Aid, Registration, and Student Accounts), Graduate School, Student Life, and Undergraduate Admissions.

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

For academic/career planning appointments, which take more time, please see your advisor during office hours at times other than registration.

### First week of semester HOURS

Monday – Thursday ▪ 8 a.m. – 7 p.m.  
 Friday ▪ 8 a.m. – 5 p.m.  
 Saturday ▪ Closed  
 Sunday ▪ Closed

## REGULAR HOURS

**(year round except the first week of each semester):**

Monday and Thursday ▪ 8 a.m. – 6 p.m.  
 Tuesday, Wednesday and Friday ▪ 8 a.m. – 5 p.m.  
 Saturday and Sunday ▪ CLOSED

### The University will be CLOSED:

Good Friday ▪ April 15, 2022  
*No classes after 3 p.m. on Thursday, April 14, 2022*  
*Offices close at 5 p.m.*  
 Memorial Day ▪ May 30, 2022  
 Independence Day ▪ July 4, 2022

# PHONE NUMBERS

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

## STUDENT SERVICES

Academic Advising .....	432-5417
Admissions – Graduate .....	432-5763
Admissions – Undergraduate .....	432-5339
Bookstore .....	432-5613
Computer Lab.....	432-5376
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 .....	432-5426

## VIDEO PHONES

Sign Language Studies Department .....	666-3073
--	----------

## DEANS AND DEPARTMENT CHAIRS

## SCHOOL OF BUSINESS

Dr. Tara Kane, Dean.....	432-5429
Graduate Studies, Ms. Jessica Cummings.....	432-5369
Undergraduate Studies, Ms. Kathleen Richard.....	432-5533

## COLLEGE OF ARTS AND SCIENCES

Dr. Kevin Eyster, Dean .....	432-5307
Dr. Susan Toma, Associate Dean.....	432-5525
Art, Music, and Dance, Dr. Christine Seguin .....	432-5711
Broadcast and Cinema Arts, Communication, and Writing, Dr. Kathleen Edelmayer .....	432-5659
Forensic Science, Dr. Jodi Barta .....	432-5514
Humanities, Dr. Andrew Domzalski .....	432-5420
Mathematics and Physical Science, Dr. Stanley Ngeyi.....	432-5513
Sign Language Studies, Dr. Daniel McDougall.....	432-5618
Biology and Biomedical Sciences, Dr. Elizabeth Peckham.....	432-5516
Nutrition and Dietetics, Dr. Karen Schmitz.....	432-5534

## COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

Dr. Karen Obsniuk, Dean .....	432-5648
Dr. Elizabeth Prough, Associate Dean.....	432-5554
Behavioral and Social Sciences, Dr. Kenneth Thiel.....	432-5776
Criminal Justice, Mr. Victor Lauria .....	432-5438
Graduate Education.....	432-5653
Social Work and Sociology, Dr. Bart Miles.....	432-5758
Teacher Education, Dr. Kate French.....	432-5855

## COLLEGE OF NURSING AND HEALTH

Dr. Judy McKenna, Dean.....	432-5465
Accelerated Undergraduate Nursing.....	844-319-2107
Graduate Nursing, Dr. Tracey Chan.....	793-2464
Population Health and Aging, Dr. Denise Brothers .....	432-5531
Undergraduate Nursing, Dr. Vicki Ashker.....	432-5480

## GRADUATE SCHOOL

Dr. Deborah Dunn, Dean .....	432-5667
------------------------------	----------



# ACADEMIC ADVISING on MY Portal

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](mailto:MuAdvising@madonna.edu) or visit [madonna.edu/academics/advising](http://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](mailto:yourname@my.madonna.edu). Computer requirements include: Windows 8 or higher, Mac 10.12 or higher, Chrome OS. Supported browsers include Chrome 87+, Edge 87+, Firefox 78+, Safari 13+. For more information on mobile devices, 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.

**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. 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 the Career Development Room 1401; or call 734-432-5623.

**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.

<b>SEMESTER</b>	<b>DEADLINE</b>
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 Accounting), 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](http://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 Service-Learning and Civic Engagement (Room 1403) 734-432-5880, [servicelearning@madonna.edu](mailto:servicelearning@madonna.edu) or [madonna.edu/service](http://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 Registrar's Office (Room 2003). For more information visit the Tutoring Center, in the University Library. Phone: 734-432-5599 Email: [cpi@madonna.edu](mailto: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

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.

## WRITING ASSESSMENT AND PLACEMENT PROGRAM

Incoming undergraduate students who achieve an SAT writing score of 4, 3, or 2; those students who achieve an ACT writing score of 5, 4, 3, or 2; and those who did not complete the writing portion of either test are required to write an assessment essay scored by Madonna University writing faculty. This requirement also applies to transfer students who are not transferring over equivalents to WRT 1010 and/or WRT 1020. Additionally, some graduate programs have adopted a writing assessment requirement. Graduate students should check with their advisor or program director for additional information.

To learn more about the assessment and enroll online, go to [madonna.edu/resources/writing-center/writing-assessments](http://madonna.edu/resources/writing-center/writing-assessments). If you have any questions, please call the Writing Center at 734-432-5304 or email [writingcenter@madonna.edu](mailto:writingcenter@madonna.edu).

## UPDATING PERSONAL INFORMATION

Access your record in MY Portal. Click on Personal Info at the

# 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](http://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.

- 
- **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** \$830/credit

Additional tuition for NUR courses \$115/credit

### UNDERGRADUATE DOMESTIC SATELLITE CAMPUS

1-18 credits \$475/credit

Credit by Exam \$325/credit

High School Dual Enrollment - Livonia Campus \$205/credit

High School Dual Enrollment -HighSchool Campus \$170/credit

Noncredit \$475/hour

**GRADUATE** \$910/credit

**GRADUATE NURSING/DOCTORAL** \$980/credit

**DOCTORATE** \$995/credit

### ENGLISH AS A SECOND LANGUAGE PROGRAM

ESL Low Level (1000, 2000, 3000) \$325/credit

ESL Upper Level (4000, 5000) \$775/credit

Non-credit ESL courses \$325/hour

**NURSING PROGRAM IN SOUTHFIELD (ABSN)** \$ 979/credit  
\$830/credit (non-nursing courses)  
(no FT tuition rate)

## FEES

Books and Course Materials \$30/credit

Late Payment \$200

Late Enrollment \$50  
*charged to students who attend class without enrolling*

Returned Check \$25

Testing Service \$25/exam

### ANNUAL PARKING FEES - LIVONIA CAMPUS

Commuters Hall Student \$80

Residence Hall Student, East Lot \$120

Residence Hall Student, North Lot \$200

Summer Only \$30

## 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, 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 credit card service fee is 2.75% 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 official award notice online prior to the billing due date, you are required to pay the minimum advance payment by the due date. To ensure that awards are made before payment is due, you should 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 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 to find out what type of aid might be available.



# PAYMENTS & WITHDRAWALS

## PAYMENT PLANS

Payment plans are available to students from the time that bills are posted. A \$25.00 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 plans that will require an individual review. The administrative plans will still be handled through the payment portal, will require the \$25 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, debit card, cash and checks. Credit cards are accepted online only. A 2.75% service fee is charged for all credit 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).

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 if the minimum payment is not made by the due date. To re-instate your registration, you must make the minimum payment, 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 5% Late Payment Fee, up to \$75, will be charged when second payments are late.
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.edu](http://www.madonna.edu). For a small service fee of 2.75% 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 card?

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 three refund options at [www.madonnaone.com](http://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](mailto: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.treeoflifebooks.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

## BUILDINGS & LOCATIONS

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

**DIPONIO BUILDING**  
The Diponio building is located at the northeast corner of Levan and Schoolcraft Roads. Room D118 is in the DiPonio Building.

**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.

CLICK HERE FOR  
MAPS & DIRECTIONS

**GRADUATE PROGRAM DEPARTMENTS**  
All phone numbers are preceded by area code 734 unless otherwise indicated. Go to [www.madonna.edu](http://www.madonna.edu) and click on Directory under quick links for a complete phone directory.

Business .....	432-5354
Education .....	432-5655
Nursing.....	432-5717
History.....	432-5637
Humane Leadership.....	432-5420
Liberal Studies .....	432-5560
Pastoral Ministry .....	432-5657
Social Work .....	432-5758
Teaching English to Speakers of Other Languages.....	432-5420

**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.

**HENRY FORD COLLEGE**  
5101 Evergreen Road, Dearborn, MI 48128

**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

# COURSE ABBREVIATIONS

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

# 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](http://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



## Course Search

- 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.

You are here: [Home](#) > [Home](#) > [Course Search](#) > [Course Search](#) > [Course Search](#)

[Portal](#)  
[Home](#)  
[RAVE Opt-out](#)  


---

[Quick Links](#)  
[My Pages](#)  
[Blackboard Learn](#)  
[Bookstore](#)  
[Catalogs/Bulletins](#)  
[Directory](#)  
[Emergency Alert System](#)  
[Emergency Response Procedures](#)  
[Faculty/Staff Email at OS&S](#)  
[Financial Aid](#)  
[Library](#)  
[MJBIF](#)  
[My Financial Aid](#)  
[Public Safety](#)  
[Registrar's Office](#)  
[Residence Life](#)  
[Student Accounts](#)  
[Student Email](#)  
[Student Handbook](#)

### Portal

#### 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
 ☐ Friday  
☐ Tuesday
 ☐ Saturday  
☐ Wednesday
 ☐ Sunday  
☐ Thursday

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

▪ Parking fee is charged: \$40 per semester. If enrolled for fall and winter semesters, no parking fee is charged for the summer semester.

VEHICLE MAKE \_\_\_\_\_ VEHICLE MODEL \_\_\_\_\_ VEHICLE COLOR \_\_\_\_\_

VEHICLE YEAR \_\_\_\_\_ VIN # \_\_\_\_\_ License Plate Number \_\_\_\_\_

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:  
Madonna University, Student Accounts  
36600 Schoolcraft Rd.  
Livonia, MI 48150-1176

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

- Credit Card payments will be charged a 2.9% service fee, which is nonrefundable
- Go to [www.madonna.edu](http://www.madonna.edu)
- Click on Academics (on bottom right corner)
- Click on Noncredit

**IN-PERSON** – Check, money order or cash accepted

- Visit [www.madonna.edu/resources/registrar](http://www.madonna.edu/resources/registrar) for the registrar's hours
- Turn in your Noncredit Registration form & payment at the student accounts window (2<sup>nd</sup> 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

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 guest pass from another institution

☐ Consortium Student  
with form from UDM or Sacred Heart MS

☐ Neither

ARE YOU PURSUING:

☐ Associate Degree

☐ Non-degree/General Courses

☐ Undergraduate Certificate

☐ Bachelor's Degree

☐ Graduate Certificate

☐ Master's Degree

☐ Major Area of Study: \_\_\_\_\_

☐ 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 either Undergraduate Admissions or Graduate School for 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 \_\_\_\_\_

(Required for provisionally admitted)

Admissions Officer \_\_\_\_\_ Date \_\_\_\_\_

(Required for non-admitted/non-degree seeking students requiring permission to register)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

MAIL TO: Registrar's Office ■ Madonna University  
36600 Schoolcraft Road ■ Livonia, MI 48150

Office Use: