

THINK MADONNA

ADMITTED STUDENT CHECKLIST FOR SUCCESS



Congratulations on your acceptance to Madonna University and our community of scholars! This handy checklist can provide for a smooth start to your Madonna education. Please contact the Office of Undergraduate Admissions if you have any questions.

CONFIRM YOUR ACCEPTANCE

First-Year Students

Request your final high school transcript, with proof of graduation, be sent to the Office of Undergraduate Admissions.

Transfer Students

Request your final college transcript, with final grades and credentials, be sent to the Office of Undergraduate Admissions.

Office of Undergraduate Admissions
36600 Schoolcraft Road, Livonia, MI 48150-1176

APPLY FOR FINANCIAL AID & SCHOLARSHIPS

Complete the FAFSA

Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1st (and preferably before state deadline of March 1st). The FAFSA will determine eligibility for all need-based and non-need-based federal and state grants, scholarships, loans, and work-study. Madonna University's federal school code is 002282.

You will be notified by U.S. Mail of a financial aid award, or if additional information is required to process your financial aid.

Review the New Student Merit Scholarship Application

Madonna University has an additional New Student Merit Scholarship Application for merit-based scholarship consideration. The scholarship application can be obtained online through the Office of Undergraduate Admissions web site (Future Students).

MY PORTAL (web services) AND E-MAIL

Access MY Portal

Your personal login and password for MY Portal will be sent with student e-mail information, shortly after your acceptance. Through MY Portal, students register for

courses, check grades and degree audits, update personal information, review tuition, and perform other services.

Log-in to my.madonna.edu Student e-mail

Your my.madonna.edu student e-mail address will be issued soon after your acceptance. This e-mail address will be used by the University for all official business and communications; therefore you should set-up your my.madonna.edu account as soon as possible.

If you do not receive notification about your MY Portal login or my.madonna.edu e-mail, please contact the Registrar's Office at 734-432-5400 or registrar@madonna.edu.

If you need technical assistance with either, please contact the IT Help desk at 734-432-5800 or e-mail helpdesk@madonna.edu.

PREPARE TO REGISTER FOR CLASSES

Schedule an appointment with your academic advisor

Plan to discuss your academic and personal goals with your assigned academic advisor. Your academic advisor is committed to your success and can reaffirm or assist in your choice of major. They will help you with course selection, scheduling, and registration; answer questions regarding University requirements, policies, and procedures; and put you in touch with helpful University resources.

You will receive your academic advisor(s) and degree/major information from the Office of the Registrar, via U.S. Mail, shortly after your acceptance.

Please contact the Office of Academic Advising for more information.

In Person: Academic Building, Room 1111

By Phone: 734-432-5417 or toll-free 800-852-4951 (ext. 5417)

Online: advising@madonna.edu or www.madonna.edu/pages/aah.cfm

COMPLETE A WRITING ASSESSMENT

Complete the Writing Requirement

Madonna University recognizes that writing competency affects a student's success in college, graduate school, the professions, and everyday life. For this reason, all incoming students complete an assessment essay for placement

in Madonna's writing program. All students must have fulfilled their writing requirement(s) by the end of their third semester at Madonna University.

Students need to take the writing assessment by the fourth week of their first semester.

Please contact the Madonna University Writing Center for more information.

In Person: Academic Building, Room 1403

By Phone: 734-432-5304 or toll-free 800-852-4951 (ext. 5304)

Online: ffitzgerald@madonna.edu or www.madonna.edu/pages/wcenter.cfm

Students who score seven or higher on the writing portion of the ACT Plus, and students with a bachelor's degree do not have to take the writing assessment.

WATCH FOR YOUR MADONNA OneCard

Activate your Madonna OneCard

The Madonna OneCard is your University refund disbursement card. Your OneCard will be mailed to you within 1-2 weeks after you register for classes. You must activate it to receive refunds.

APPLY FOR HOUSING

Enjoy Residential Life

Obtain a residence hall application through the Director of the Residence Hall, Office of Undergraduate Admissions, or Office of Student Accounts. Students must submit \$175 deposit (applied to fall and winter billing) with the application.

Students living in the Residence Hall must purchase a meal plan for resident dining services. Additional plans are available for commuter students.

Contact: Director of Residence Life

In Person: University Center - Residence Hall

By Phone: 734-432-5557 or toll-free 800-852-4951 (ext.5557)

ATTEND AN ORIENTATION

Attend a New-Student Orientation

Learn about our wide range of academic, social, and service opportunities. Orientation helps provide a smooth transition to our campus community.

Orientation invitations will be sent in early spring for the upcoming fall semester.

Contact: Office of the First-Year Experience

In Person: Academic Building, Room 1111

By Phone: 734-432-5417 or toll-free 800-852-4951 (ext. 5417)

PREPARE FOR THE FIRST DAY OF CLASSES

Buy Books

Visit online or in-person at www.madonna.edu (University Resources-bookstore) or Academic Building, Room 1206.

Obtain a Student I.D.

Academic Building, Room 1001, Student Life Office

Make tuition payment arrangements

For more information, please login to MY Portal (all invoices are electronic) or contact Student Accounts at 734-432-5600 or sa@madonna.edu

Review student and academic services

Visit the offices/centers of Career Services, Personalized Instruction, Disability Resources, Diversity and Multicultural Affairs, Writing Center, International Relations, and other services provided by Madonna University.

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36600 Schoolcraft Road
Livonia, MI 48150-1176

MISSION STATEMENT

The mission of Madonna University, a Catholic and Franciscan 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 Catholic 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

