

Frequently Asked Advising Questions

These are a few answers to many commonly asked advising questions. Please contact your assigned academic advisor to discuss these questions in more detail, especially as it relates to your own academic situation.

Advisors and Advising

How do I find out who my advisor is?

- Students who have decided on a major are assigned to advisors in the respective majors. You can look on MY Portal (Student Tab) to see which advisor you have been assigned to.
- Undeclared/undecided and newly admitted First-Year students are assigned to an advisor in the Office of Academic Advising. You may schedule an advising appointment by calling 734-432-5417 or by emailing advising@madonna.edu.
- Provisionally admitted students are assigned to the Provisional Advisor until regular admissions has been granted. You may schedule a provisional advising appointment by calling 734-432-5672.
- You may visit the Office of [Academic Advising](#) in Room 1111 if you are unsure what your major is and who you have been assigned to for advising.

How should I prepare for my advising appointment?

- If your questions are related to requirements and registration, you should bring a current copy of your course work to your advising meeting, along with a copy of your Undergraduate Bulletin and your list of questions you would like to ask.
- If you are coming for Study Abroad advising at the Office of Academic Advising, it is important that you come with a list of courses you would like to take at your host institution, along with their course descriptions.
- If you are a transfer student, you may want to bring a copy of your Transfer Credit Evaluation, and a copy of your Undergraduate Bulletin.

How can I change advisors?

- Faculty advisors assignments are determined by the individual academic departments. Sometimes students feel that a faculty member in a specific specialty area, or one with whom they have taken several courses, is a better fit for them. Whatever the reason, students should contact the department office to request to be assigned to another advisor.

Registration Issues

I have a hold on my record, what should I do?

- When you log in to MY Portal, click on the *Students* tab then click *Course Information*. To determine which hold(s) you may have (if any); view the Course Search portlet.
- Contact the respective department or office to address the respective hold accordingly.
- Any type of hold on your account will prevent you from registering online. Common holds are from the Offices of Student Accounts, Student Life, Registrar, Admissions, and Academic Advising to name a few.

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Registration Issues (continued)**Can I drop a course?**

- This depends on the date. You can drop a class via MY Portal during the first two weeks of the term without record of enrollment.
- At the beginning of the third week until about the tenth week of the term, students can withdraw from a course by submitting a Change in Registration to the Office of the Registrar. Students may find the Change in Registration form either the Office of the Registrar or Academic Advising.
- Please be advised that a "W" will appear on your academic record/transcript if you withdraw from a course beginning the third week of the term.
- Students provisionally admitted to the University, will need to contact the Provisional Advisor to obtain required signature. Without this signature, students will not be able to drop a course or make any changes to their course schedule.

Can I add a course?

- This depends on the date. You may add a class via MY Portal during the first week of classes without obtaining a signature from an advisor.
- You may add a course during the second week of classes, but an instructor signature is required.
- Provisionally admitted students must obtain a signature from the Provisional Advisor before making any schedule changes.

Does a "W" affect my GPA?

- No, W's are not calculated in your GPA. However, excessive course withdraws may negatively affect students academically and financially.
- Students are encouraged to review the Satisfactory Academic Progress (SAP) policy in the Undergraduate Bulletin to determine how withdrawing from classes will affect your academic status.
- Contact the Office of Financial Aid to determine how withdraws will affect your financial aid.
- Provisionally admitted students must obtain a signature from their Provisional Advisor before making any schedule changes.

Graduation Requirements/Program Evaluation**When I met with my advisor, he or she substituted a class for a required course in my major. Why doesn't it show up on my program evaluation?**

- When a substitution or waiver has been made, the advisor must send the Waiver/Substitution form to the Office of the Registrar as soon as possible.
- An evaluator will then make the change on a student's program evaluation. Students will be notified by mail of the changes, once they are reflected in the system.
- Encourage your advisor to submit this paper work to the Office of the Registrar so you are granted the proper credit.

How many classes do I need to be full time?

- Students must be registered for 12 semester hours (credit hours) or more to be considered a full time student. Most students achieve this by taking four 3-credit courses, or some variation.

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Graduation Requirements/Program Evaluation (continued)**How do I change my major?**

- You can change your major by filling out an Undergraduate Change to Academic Record (aka Change of Major) form (blue) and submitting it to the [Office of the Registrar](#).
- The Change of Major form requires students to obtain a signature from the new major advisor. You may find the name of major advisor by visiting the Office of Academic Advising website and clicking the *Academic Advisor List* button on the right. Students are encouraged to meet with their major advisor once or twice per term.

What is a minor? Do I have to declare one?

- A minor is a concentrated area of study in a department and lets a student develop a secondary area of knowledge in a subject related to a chosen major or personal interest. Most minors require 20 to 24 semester hours, and are offered by almost every department. Although a minor is not required for graduation, it's important to note that the completion of a declared minor might increase student's marketability in the workplace. For more information on how to fit a minor into your program of study, see your assigned academic advisor.

How do I transfer courses from another university or college to Madonna University?

- Madonna University has [Transfer Guides](#) that state how courses from local colleges and universities will transfer to Madonna. If you plan to take a General Education or major course at another institution, it is highly recommended that you consult the Transfer Guide first and then meet with your academic advisor to request a Guest Pass. The Office of the Registrar will approve a Guest Pass request, and you'll be informed when to pick up the approved Guest Pass. Once you complete the course and a grade is posted, you must send an official copy of your transcripts to the Office of the Registrar.

Some of my transfer courses show up as TRCR, TRCR1, TRCR2, TECR, etc. on my Transfer Credit Evaluation. What does this mean?

- Courses transferring to Madonna as TRCR are accepted as credit in a particular field or program with no specific course equivalency. A TECR course is accepted as general elective credit with no specific Madonna University course equivalent.

Academic Difficulty**What should I do if I'm failing a course?**

- If you are not doing well in a course, your first plan of action should be to meet with the instructor and ask for advice on how to improve.
- If your course offers Supplemental Instruction (SI), you are encouraged to participate in these group study sessions. You are also encouraged to seek individual tutoring from the [Center for Personalized Instruction](#).
- If this course of action does not help improve your grade, you may withdraw from the course. Withdrawals can be done in person at the Office of the Registrar (see the academic calendar in the Undergraduate Bulletin for specific deadlines).
- Failing to attend class does not constitute a withdrawal and will result in a grade of "F," which is calculated in the GPA.

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Academic Difficulty (continued)**What is academic probation?**

- A student is placed on probation if during the most recent term in attendance, the student had been in good standing, but at the end of that term the term GPA was below 2.00. Grades of "I" and "Y" are not considered in computing this GPA. The period of probation is one term. Students on probation are required to see the Student Support Coordinator (Room 1400) by the third Friday of the term. If they do not, a hold will be placed on their registration.

What is extended academic probation?

- A student is placed on extended probation if during the most recent term in attendance, the student was on probation and at the end of the term the term GPA was again below 2.00. Grades of "I" and "Y" are not considered in computing the cumulative or term GPA. The period of extended probation is one term. Students on extended probation are required, by the third Friday of the term, to see the Student Support Coordinator (Room 1400) and utilize other academic support resources identified by the Vice President for Student Affairs. If they do not, a hold will be placed on their registration.

What is final probation?

- An exception to being academically recessed can be made for students who have shown substantial progress during the term and the evidence suggests that the student would attain good standing in one more term. Such a student may be granted one additional term on final probation at the discretion of the Vice President for Student Affairs. Students on final probation are required, by the third Friday of the term, to see the Student Support Coordinator (Room 1400) and utilize other academic support resources identified by the Vice President for Student Affairs.

What is a "Warning for Repeats"?

- At the discretion of the Vice President for Student Affairs, a student will be put on warning for repeats after repeating between 20 and 30 credits. Students on warning for repeats are required to see the Student Support Coordinator (Room 1400) by the third Friday of the term before enrolling for any subsequent term. If they do not, a hold may be placed on their registration. At the end of the term in which more than 30 credits have been repeated, the student is dismissed.

What is "Warning for Withdrawals"?

- At the discretion of the Vice President for Student Affairs, a student will be put on warning for withdrawals after withdrawing from two-thirds of the courses attempted in a term. Students on warning for withdrawals are required to see the Student Support Coordinator (Room 1400) by the third Friday of the term before enrolling for any subsequent term. If they do not, a hold may be placed on their registration. At the end of the term in which more than 40 attempted credits have been withdrawn from, the student is dismissed. If a student receives financial aid and if for any reason the student completely withdraws from school, the student may be required to pay back a portion of the financial aid received. Failure to pay back excess funds could result in the loss of all future financial aid.

What is academic recess?

- A student who is academically recessed shall not be enrolled in any courses at Madonna University for at least one term up to a full academic year, at the discretion of the Vice President for Student Affairs.

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Academic Difficulty (continued)

What is academic dismissal?

- Students who have been dismissed shall not be enrolled in any courses at Madonna University for at least one year up to two years after their last term enrolled before they apply to be reinstated to the University.

What is Academic Readmission?

- A student who has been dismissed may apply for readmission to be effective at the conclusion of the specific period of academic recess or dismissal, if two years or more have elapsed. Academically recessed or dismissed students after a period of two years or more can apply for readmission through the Office of Undergraduate Admissions. A student will be required to submit a report of activities during the period of recess. The report will be used as one kind of evidence regarding readiness to return. If the student has attended another institution while on recess, he or she must submit an official transcript and have earned at least a 2.00 GPA, or its equivalent, to be considered for reinstatement. Refer to Policies Related to Low Course Grades for more information.