ACADEMIC PLANNING GUIDE
SPRING/SUMMER: MAY 9 – JULY 30, 2016
INFORMATION AND DEADLINES FOR ALL ACADEMIC PROGRAMS AT ALL LOCATIONS

36600 SCHOOLCRAFT ROAD • LIVONIA, MI 48150
734-432-5300 • FAX 734-432-5405
SEARCH FOR COURSES AND REGISTER AT MYPORTAL.MADONNA.EDU
Most classes begin the week of:

**PHASE I REGISTRATION**

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

Web Registration
madonna.edu > MY Portal

Mail-in registration
Office of the Registrar – Madonna University
36600 Schoolcraft Road – Livonia, MI 48150-1176

Fax-in registration
734-432-5405

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

**PHASE II REGISTRATION**

PAYMENT REQUIRED at registration during PHASE II, starting:

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

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

PAYMENT DUE FOR REGISTRATION BEGINNING:

APR. 22, 2016

NO FAX-IN OR MAIL-IN REGISTRATION WITHOUT PAYMENT 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 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
SPRING/SUMMER 2016 CALENDAR

First tuition payment due Apr. 22, 2016
Last day for course waitlisting Apr. 21, 2016
(Thereafter, course enrollment is on a first-come, first-served basis.)

Graduation Mass May 5, 2016
Commencement May 8, 2016
Most classes begin week of May 9

Students may continue to register after May 10 for courses and workshops which start later in the semester.

Deadline to remove 'I' grades (Winter) June 10, 2016
Final tuition payment due June 17, 2016
Final date for election of 'S' Grade June 17, 2016
Final withdrawal from full-semester courses “no later than 2/3 of course completed”
End of Spring/Summer semester July 30, 2016
Grades due by noon Aug. 2, 2016
Application deadline for July 2016 graduation Jan. 29, 2016
Application deadline for December 2016 graduation June 3, 2016
Application deadline for April 2017 graduation Sept. 30, 2016
Final filing date/Doctoral Capstone Experience for April 2016 graduation Mar. 31, 2016
Final filing date/Doctoral Capstone Experience for July 2016 graduation June 30, 2016

OFFICE HOURS
Below are hours for the following Offices: Financial Aid, Graduate School, Registrar, Student Accounts, Student Life and Undergraduate Admissions.

For other offices, please refer to the Web site 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 ▪ 9 a.m. – Noon
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 ▪ March 25, 2016
No classes after 4 p.m. on Thurs. March 24
Offices close at 5 p.m.
Memorial Day ▪ May 30, 2016
Independence Day ▪ July 4, 2016
Labor Day ▪ September 5, 2016
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.

**STUDENT SERVICES**

Academic Advising ................................................................. 432-5417
Admissions – Undergraduate .............................................. 432-5339
Bookstore .............................................................................. 432-5613
Computer Lab ......................................................................... 432-5376
Financial Aid .......................................................................... 432-5663
Office of the First Year Experience ..................................... 432-5430
Graduate School .................................................................... 432-5667
Information Desk ................................................................. 432-5300
Library .................................................................................. 432-5703
Office of the Registrar ......................................................... 432-5400
Student Accounts Office ....................................................... 432-5600
Student Life ........................................................................... 432-5427

**VIDEO PHONES**

Financial Aid ........................................................................... 432-5431
Student Accounts Office ....................................................... 432-5431
University Center (Residence Hall) ....................................... 432-5742
Office of Disability Resources .............................................. 432-5643
Sign Language Studies Department ...................................... 591-9266

**DEANS AND DEPARTMENTS**

**SCHOOL OF BUSINESS**

Dr. Cleamon Moorer, Jr., Dean ............................................ 432-5366
Chair of Graduate Programs ............................................... 432-5354
Chair of Undergraduate Programs .................................... 432-5355

**COLLEGE OF ARTS AND HUMANITIES**

Dr. Kathleen Edelmayer, Dean ............................................. 432-5659
Art, Dr. Christine Seguin ...................................................... 432-5710
Language, Literature, Communication and Writing
Dr. Kevin Eyster .................................................................... 432-5558
Music, Ms. Linette Popoff-Parks ........................................ 432-5709
Religious Studies, Theology and Philosophy,
Dr. Jane Linahan .................................................................. 432-5657
Sign Language Studies,
Mr. Daniel McDougall .......................................................... 432-5617

**COLLEGE OF EDUCATION**

Dr. Karen Obsniuk, Dean ..................................................... 432-5648
Teacher Education, TBA ..................................................... 432-5781

**COLLEGE OF NURSING AND HEALTH**

Dr. Deborah Vargo, Dean ..................................................... 432-5465
Undergraduate Nursing Chair, Dr. Catherine Griffin .... 432-5460
Graduate Nursing Chair, Dr. Nancy O’Connor ................. 432-5461
Hospice and Palliative Studies,
Dr. Kelly Rhoades .................................................................. 432-5478
Nursing .................................................................................. 432-5717

**COLLEGE OF SCIENCE AND MATHEMATICS**

Dr. Theodore Biermann, Dean ............................................. 432-5515
Biological and Health Sciences,
Dr. Karen Schmitz .................................................................. 432-5534
Mathematics and Computer Science,
Dr. Michael Johnson ............................................................. 432-5527
Physical and Applied Science,
Dr. Stanley Ngeyi .................................................................. 432-5513

**COLLEGE OF SOCIAL SCIENCES**

Dr. Karen Ross, Dean ............................................................. 432-5529
Criminal Justice, Ms. Tara Kane .......................................... 432-5546
Aging Studies, Ms. Sue Anne Sweeney .............................. 432-5528
History, Dennis Bozyk .......................................................... 432-5547
Paralegal Studies, Dr. Jennifer Coté ................................... 432-5549
Psychology, Dr. Dorella Bond ............................................. 432-5735
Sociology, Dr. Michelle Proctor ......................................... 432-5569
Social Work, TBA ................................................................. 432-5758

**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.

Academic advisors: (a complete list of academic advisors is under Online Resources on the Advising page)
   To find your advisor:
Undergraduate students look on MY Portal under My Academic Information in the Student tab.
Graduate students ask the Graduate School staff at 432-5667, or visit room 2414 of the administration building.

Advising 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

Policy

Prior Learning Credit

Advising is a partnership to assist you in realizing your educational goals. As a student, your responsibilities include:
   1. Contact your advisor on a regular basis to avoid taking unnecessary courses;
   2. Clarify personal values, abilities, interests and goals;
   3. Know the University policies, procedures, and your major requirements as printed in the Bulletin, 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

*You should have your own copies of these publications and be familiar with them.

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; Internet Explorer 8 or higher, Mozilla Firefox or Google Chrome, or Safari 5 or higher; Windows XP or MAC 10.5 or higher; and your Madonna email yourname@my.madonna.edu.

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

COOPERATIVE EDUCATION (CO-OP)
Admitted students may earn university credit for work related to the student’s plan of study. Cooperative education placements are made by the Career Services staff. The academic credit is approved by a faculty member who evaluates the work experience and grades the student’s performance. Co-op credit may be required for your degree or may be used as an elective in most majors.

For more information, contact the Career Services Office, room 1411, 734-432-5620.

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 bulletins. 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.

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>March 1</td>
</tr>
<tr>
<td>WINTER</td>
<td>May 1</td>
</tr>
<tr>
<td>SPRING/SUMMER</td>
<td>January 1</td>
</tr>
</tbody>
</table>

ID CARDS
1. The MadonnaOne card functions as your ID card and is required. Photos are required – contact Student Life, room 1411, at 734-432-5426.
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 Student Accounts at sa@madonna.edu.

NON CREDIT COURSES
Madonna offers a number of programs and courses on a non credit basis. Non credit courses cannot be converted to credit toward a degree. You are welcome to enroll in many courses for non credit, provided you meet the prerequisites and/or have the instructor’s permission. Use the Non Credit Registration form on the inside back cover. For further information, call the registrar 734-432-5400.

ONLINE CONSORTIUM OF INDEPENDENT COLLEGES AND UNIVERSITIES (OCICU) COURSES
Madonna University is a member of the OCICU. Courses taken through the OCICU have Madonna equivalencies as listed. To participate in an OCICU course, a student must:
- be an admitted Madonna University student
- be in good academic and financial standing
- be at sophomore or higher standing (30 or more accumulated credits)
- have activated and be actively using their my.madonna.edu email account
- satisfactorily complete two online training modules

To register for an OCICU course:
1. Meet with your advisor to discuss your options and to choose an appropriate course.
2. Contact Chris Strychalski, Director of Academic Advising, for session information and to begin the formal registration process. 734-437-5417 or advising@madonna.edu
3. You must be formally registered at least two weeks prior to the start date of the OCICU course - there will be no exceptions.

Tuition and Payments:
1. Course tuition must be paid according to the posted due dates of the semester.
2. Students who drop an OCICU course by the last business day prior to the start date will receive a full refund.
3. Students who withdraw from an OCICU course on the start date or later may not be eligible for any tuition refund. Visit www.ocicu.org/Public/Courses and select Madonna University to see a list of courses. Consult with your advisor for additional course options. OCICU courses are typically eight
weeks in length. Eligible students may register for the OCICU courses listed in this Schedule only with advisor approval.

**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 Academic Advising, room 1111. Before registering, PLP forms must be signed by the faculty evaluator and department chair. When you complete the evaluation process, pay the service fee at the Student Accounts Office and present the form at the Registrar’s Office 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 (Room 1205) 734-432-5704, servicelearning@madonna.edu or madonna.edu/community.

**SUPPLEMENTAL INSTRUCTION (SI)**
Supervised by staff in the Center for Personalized Instruction, Supplemental Instruction (SI) is a series of informal, weekly review sessions for students in select science and nursing courses.

Attendance at sessions is voluntary and free to anyone enrolled in the corresponding course. SI is provided for all students who want to improve their understanding of course material, discuss important concepts, develop study strategies and prepare for tests.

For SI schedule information, check madonna.edu/si. Contact 734-432-5782 or 734-432-5599 if you have any questions.

**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 you by mail. All names still on the waiting list as of noon on the closing day 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**
All incoming undergraduate students, including those transferring from other colleges, are required to write an assessment essay created and scored by Madonna University writing faculty. Additionally, some graduate programs have adopted a writing assessment requirement. Graduate students should check with their advisor or program director for additional information.

All sessions are held in Lab 1 of the Ford Technology Wing in the Academic Building.

To make an appointment to take the assessment, please contact the Registrar’s Office at 734-432-5400 or registrar@madonna.edu.

For more information about the assessment itself, please call the Writing Center, room 1403, at 734-432-5304 or email Frances FitzGerald at ffitzgerald@madonna.edu.
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 mailed to you.
   b. Drop your form in the Registration Drop Box located on the counter outside the Office of the Registrar, Administration Building Room 2003. A registration confirmation will be mailed to you.
   c. Bring your registration form to the Office of the Registrar. 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 734-432-5667 or go to room 2107.

ONLINE REGISTRATION
1. Go to: www.madonna.edu. Login to MyPortal (top right). Online registration closes Thursday of the first week of class.
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 the Registrar’s Office, 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.
- There is a $70 non-refundable registration fee.
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 the Office of the Registrar 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 registration window with the appropriate permissions.

ONLINE GRADE REPORTS & COURSE SCHEDULE
1. You can print official grade reports online. Login to MY Portal, click on the Students tab, then Grade Report (left column). 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 Friendly link at the top right, you can print your official grade report for whatever semester you choose. You may print or save a copy of your official grade report.
2. Course schedule information generally will be available through My Portal two weeks prior to the official opening of registration.
TUITION & FEES

TUITION RATES (Per semester hour)

<table>
<thead>
<tr>
<th>Course Type</th>
<th>U.S.</th>
<th>International*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular &amp; Audit</td>
<td>$620</td>
<td>$775</td>
</tr>
<tr>
<td>Nursing</td>
<td>$685</td>
<td>$860</td>
</tr>
<tr>
<td>Graduate</td>
<td>$710</td>
<td>$885</td>
</tr>
<tr>
<td>Graduate Nursing</td>
<td>$760</td>
<td>$950</td>
</tr>
<tr>
<td>Credit by Exam</td>
<td>$275</td>
<td>$275</td>
</tr>
<tr>
<td>Noncredit</td>
<td>$390</td>
<td>$390</td>
</tr>
</tbody>
</table>

*Students with a Permanent Alien/Resident Card prior to the start of courses, and Canadian Students, are exempt from the International Student Rate unless otherwise indicated.

ENGLISH AS A SECOND LANGUAGE PROGRAM

Intensive ESL Program, 16 s.h. .................................................................$6,240
There is also a 0 s.h. immersion course for 4 hours each week.

Individual ESL courses .................................................................$505 per s.h.

Non-credit ESL courses ...............................................................$345 per s.h.

FEES

Registration* – All Students .........................................................$70

Late Registration Fee* (as of first day of semester) $100
(Fall and Winter semesters only - returning students only)

Deferred Fees
2-Payment Plan ..............................................................................$20
3- and 4-Payment Plans ...............................................................$50

Late Payment Fee
Second payments that are late will be charged 5% of the payment amount up to $75

Late Enrollment Fee ........................................................................$60
(Students who attend class without enrolling will be charged this fee)

Course Fees .....................................................................................Varies
(See Course Listing)

Testing Service Fee .........................................................................$25 per Exam/Evaluation

* These fees are non-refundable. If you disenroll, the registration fee is still due.

GRADUATION FEES

Graduation fees are paid at the time you make your Application for Graduation: undergraduate and master’s - $75, doctoral - $100. These fees are non-refundable. Undergraduate Graduation Application forms are available at the Office of the Registrar. Master’s and doctoral Graduation Application forms are available at the Graduate School Office. The deadline for this form is listed in the Madonna University Bulletin and this schedule. 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 the Office of the Registrar. 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 the Student Accounts Office, 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 Student Accounts service window. The credit card service fee is 2.9% 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 MY Portal.

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 50% minimum payment, 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 minimum payment when it’s due.

If you are expecting a Third Party Agency to pay your tuition, you should file an authorization with the Student Accounts Office 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
Available only during Phase I Registration, you may choose from one of these payment plans to pay your tuition, course fees and room and board (all other fees must be paid when the services are rendered):

1 PAYMENT: All tuition and fees are due Apr. 22, 2016. If you do not make full payment by this date, you automatically choose the 2-Payment Plan.


To participate in the 3- or 4-Payment Plans, please contact Student Accounts at 734-432-5600 for details.

To use the 3- or 4-Payment Plan, you must be registered for at least 9 credits. Agreements must be signed prior to, or on the first payment due date. A $50 deferred payment fee applies.

3-PAYMENT PLAN: Students who register by Apr. 10, 2016 may wish to participate in this plan. Payments begin Apr. 10, 2016 and end June 10, 2016.


PAYMENTS DURING PHASE II REGISTRATION
As of Apr. 22, 2016, when you register or make course changes to an existing registration, please be prepared to pay tuition and fees according to your payment plan. Please contact Student Accounts for other arrangements 734-432-5600.

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 the Office of the Registrar. You can withdraw from individual courses up to 60 percent of the way through the semester. Non-attendance of courses without proper drop and/or withdrawal will result in an ‘F’ grade, and you are responsible for the entire tuition payment.

TUITION CREDIT ADJUSTMENTS
Credit adjustments for tuition only (other fees are not adjusted) are made according to the following withdrawal dates.

FOR FULL SEMESTER COURSES AND COURSES THAT START THE FIRST WEEK OF CLASS AND ARE 8 WEEKS OR LONGER:

<table>
<thead>
<tr>
<th>Course Duration</th>
<th>Prior to start date</th>
<th>1st day</th>
<th>2nd-7th day</th>
<th>8th-14th day</th>
<th>15th-21st day</th>
<th>22nd-28th day</th>
<th>29th-35th day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 week or fees</td>
<td>100%</td>
<td>25%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>2-4 weeks</td>
<td>100%</td>
<td>25%</td>
<td>25%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>5-7 weeks</td>
<td>100%</td>
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<td>100%</td>
<td>50%</td>
<td>25%</td>
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<td>8-15 weeks</td>
<td>100%</td>
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<td>100%</td>
<td>75%</td>
<td>50%</td>
<td>25%</td>
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</tbody>
</table>

or complete withdrawal:
June 3, 2016

Last day to receive 25% tuition credit for course load reduction or complete withdrawal.
June 10, 2016

FOR ALL OTHER COURSES:

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: If you request duplicate billing records and/or payment verification, there is a $5 fee per semester. It costs $30 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:
Student Accounts Office, 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 from the left-hand navigation, 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 CASHNet® 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 CASHNet® link at www.madonna.edu. For a small service fee of 2.9% of the amount remitted, you can pay online by a Credit Card (Visa not accepted).

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

FOR REFUNDS AND BOOK PURCHASES

Madonna University has partnered with Higher One 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 the Student Life Office

Choose one of these three 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.
• Check: mailed to your home address.

New or returning 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. These students will be responsible for purchasing their own books and supplies until their card has been activated and the refund processed. For more information, including disbursement dates, contact Student Accounts at 734-432-5600 or sa@madonna.edu. If you request a replacement Madonna OneCard, there is a $30 replacement fee.

BOOKSTORE INFORMATION

PURCHASE BOOKS
• On Campus: At the Livonia campus bookstore.
• Online: At www.bnctextbookrental.com or through MyPortal, from the My Academics tab, click on Order Books. Sign in with your ID# and password and book information for your registered courses will be available. You also can search for book requirements for other courses. The pricing for new and used books will be shown. Ebooks and rental options will appear with pricing when available. You may opt to pick up your books at the Livonia bookstore, or have them sent via UPS to your home. You must pay by credit card.
• See below for information about using your financial aid to purchase books with the Madonna OneCard.

REFUNDS ON TEXTBOOKS
• No refunds given without a receipt
• Full refund given in original form of payment, if returned with a receipt within the first week of classes
• Full refund given in original form of payment, if returned with a receipt and a proof of schedule change during the first 30 days
• No refunds given on custom course materials, outlines or study guides
• Textbooks must be in original condition

ALL OTHER MERCHANDISE
• Full refund given in your original form of payment with a receipt
• No refunds given on gift cards or prepaid phone cards
• All merchandise must be in original condition

USING FINANCIAL AID TO PURCHASE BOOKS AND SUPPLIES

Madonna University uses simulated aid in order to provide advanced book money and to fulfill tuition payment requirements. Simulated Aid is the amount of financial aid a student is expected to receive based on award notification and is subject to change based on student need and enrollment status. Students eligible for a financial aid refund will receive it two weeks prior to the start of the semester via the method they chose for their Madonna OneCard.
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 12 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 ............................................................... 432-5644
Nursing ................................................................. 432-5407
History ................................................................. 432-5637
Hospice and Palliative Studies ............................. 432-5716
Humane Studies ....................................................... 432-5569
Liberal Studies ......................................................... 432-5560
Pastoral Ministry ....................................................... 432-5657
Psychology ............................................................ 432-5530
Teaching English to Speakers of Other Languages..... 432-5420

BUILDINGS & LOCATIONS

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

DIPONIO AND MAERTENS BUILDINGS
Both buildings are located at the northeast corner of Levan and Schoolcraft Roads. Room D118 is in the DiPonio Building and rooms M103, M105, M106 are in the Maertens 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.

UNIVERSITY CENTER CLASSROOMS
Classrooms UC1, UC2, UC4 are located on the lower level of the University Center (Residence Hall). If you have class in the University Center, you are requested to park in the North University Parking lot near the University Center with driveways off Levan Road.

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
4475 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

ST. CLAIR COMMUNITY COLLEGE
Madonna child development classes are offered at St. Clair County Community College in Port Huron.

SOUTHWEST DETROIT
5716 Michigan Ave., Detroit, MI 48210
Madonna bachelor’s degree programs in child development and social work, as well as the certificate program for computer technology and entrepreneurship are offered here.

CLICK HERE FOR MAPS & DIRECTIONS
<table>
<thead>
<tr>
<th>Course</th>
<th>Abbreviation</th>
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<tbody>
<tr>
<td>Accounting</td>
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<td>Biomedical Sciences</td>
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<td>Broadcast &amp; Cinema Arts</td>
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<td>Child Development</td>
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<td>Diagnostic Medical Sonography</td>
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<td>Earth/Space Science</td>
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<td>Environmental Science</td>
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<td>Financial Administration</td>
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<td>Learning Disabilities</td>
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<td>Liberal Studies</td>
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<td>Master of Business Administration</td>
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<td>Management</td>
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ALTERNATE DELIVERY COURSES

ONLINE COURSES (WB)
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 (HB)
HB courses are a blend of traditional classroom meetings, online learning, DVDs, video or audio tapes, interactive television or streaming videos.

TELECOURSES – VIDEO COURSES (VC)
VC courses are an educational package that includes video programs and may include online learning audiotapes, and some on-campus sessions with an instructor.

Telecourse programs include the following viewing options:
1. Home viewing on your DVD/VCR player by signing out the DVDs or videotapes from the Madonna University Library. You must have a current student ID.
2. Individual viewing of DVDs and videotapes at the Madonna University library. No appointment necessary during open hours.
3. Arrangements may be made for off-campus programs and special needs.

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, HB, VC 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 including an alternate delivery method abbreviation in the box, i.e. WB, HB, 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.
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. There is no registration fee for students taking a noncredit course. 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** – MasterCard, Discover, American Express, Diners Club and e-check accepted (NO VISA)
- Credit Card payments will be charged a 2.9% 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 or cash accepted
- Visit www.madonna.edu/resources/registrar for the registrar’s hours
- Turn in your Noncredit Registration form & payment at the student accounts window (2nd floor, Administration Building)

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

**QUESTIONS** – call 734-432-5600

### NONCREDIT REGISTRATION FORM

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<tr>
<th>COURSE #</th>
<th>SECT #</th>
<th>COURSE TITLE</th>
<th>TUITION &amp; FEES</th>
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</table>

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

TOTAL

*Signature ________________________________________ Date ____________________*
**REGISTRATION FORM**

<table>
<thead>
<tr>
<th>DATE</th>
<th>SEMESTER/YEAR</th>
<th>SOCIAL SECURITY #</th>
<th>ID NUMBER</th>
</tr>
</thead>
</table>

**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, Marygrove or Sacred Heart MS  
- [ ] Neither

**ARE YOU PURSUING:**
- [ ] Associate Degree  
- [ ] Bachelor's Degree  
- [ ] Master's Degree  
- [ ] Non-degree/General Courses  
- [ ] Undergraduate Certificate  
- [ ] Graduate Certificate  
- [ ] 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. All students that register for class(es) are required to pay a non-refundable registration fee (included in tuition statement).

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

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<th>END TIME</th>
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</table>

**TOTAL**

Processing of this form charges a **nonrefundable** registration fee.

**Advisor Signature**  
(Required for provisionally admitted)  
**Date**

**Admissions Officer**  
(Required for non-admitted/non-degree seeking students requiring permission to register)  
**Date**

**Student Signature**  
**Date**

**MAIL TO:** Registrar’s Office • Madonna University  
36600 Schoolcraft Road • Livonia, MI 48150