The Student’s View of MY Portal

A Helpful Tour Guide for Faculty and Students
Purpose

• The purpose of this presentation is to inform faculty and staff about the functionality of the student view of the Madonna University Portal (MY Portal).
• Entering MY Portal
• Personal Information
• Links at the Bottom
• MY Portal: What a Student Sees
• Quick Launch
• Students – Main Page
• Students – Advising Page
• Students – Course Information
• Students – Additional Information
• My Pages
• Exiting MY Portal
Entering MY Portal

Enter MY Portal through the Madonna University home page.
Use your Blackboard ID (user name) and password to enter MY Portal.
A Word About Login IDs & PINs

- If you are a member of the faculty, or you are a student, and you do not know your ID and/or PIN, please contact the Registrar’s office. The ID and PIN are the same as used for logging into Blackboard.

- If you are an employee of Madonna and are not faculty, or have not been a student at Madonna, and you do not know your ID and/or PIN, please contact the Help Desk at 734-432-5800.
I Forgot My Password

If you do not know or remember your password, you may click on the I FORGOT MY PASSWORD link.
I Forgot My Password

Click on the Send New Password button to create a new password that will be sent to your my.madonna.edu student e-mail account.
Personal Information – Account Info

It is important to keep your personal information up-to-date. The first tab on the left is the Account Info tab which shows your name and e-mail address.
Personal Information - Password

For security purposes, it is highly recommended that you change your password periodically. You may also include a password hint in case you forget your password here on the Password tab.
You may include a photo of yourself on the Photo tab.
Personal Information – Custom Info

Customized information about yourself can be added to the Custom Info tab.
Personal Info – Biographical Info

You may add or change your Biographical information. Please note that updates submitted are not immediate. They will be reviewed and you should be able to view them within a few days. Someone may contact you if there is a question concerning your change.
Personal Info – Academic Info

Academic Information is displayed here.
Personal Info – Privacy Settings

Adjust your Privacy Settings.
Links at the Bottom

At the bottom of the page are 4 links: Contact Us, My Portal Feedback, FAQ for Students and FAQ for Faculty.
Contact Us

The Contact Us link allows the student to contact (via e-mail) the Admissions office, the Alumni office, Human Resources, the Registrar’s Office, Student Accounts, the Web team and to view our Campus Directory.

- **Admissions** - Information about applying to Madonna University
- **Alumni** - An online community for Madonna alumni and alumnae
- **Employment** - Job Postings
- **Registrar’s Department** - Registrar's Office
- **Student Accounts** - Student Accounts
- **Web Department** - Web Services
- **Campus Directory** - Campus Directory
My Portal Feedback Form

The My Portal Feedback takes you to an online form which you can complete and submit to offer feedback to the Web Team.
FAQ for Students

The FAQ for Students link takes you to a document which displays commonly asked questions by students.

Madonna University MY Portal FAQs for Students
Contact the Help Desk with further questions: helpdesk@madonna.edu

Q. What is MY Portal?
A. MY Portal is a secure website that provides access to news, announcements, personal information, registration and online billing services, collaboration areas, Blackboard and e-mail.

Q. How do I log into MY Portal?
A. Below are three different methods to get to MY Portal:
   a) From MU’s website (www.madonna.edu), click Log in to MY Portal in the upper-right corner.
   b) Select MY Portal from MU’s website Quicklinks.
   c) Click right-hand MY Portal buttons on various pages throughout MU’s website.

Enter your student ID number in the user name field; enter your PIN in the password field and click Login.

Q. How do I log out of MY Portal?
A. Click the Logout link located in the upper-left corner of the window.

Q. Where do I go to view my personal information, change my password, and view my academic information?
A. Click the Personal Info link next to your name at the top of the screen.
MY Portal: What a Student Sees

There are 3 page tabs at the top of the page (Home, Students and My Pages). We’ll first review the contents of the Home page where a student lands after logging in.
The Home page contains 4 areas (portlets) containing basic information: Find Us on Facebook, Welcome, Course Search and Campus Information.
Find Us on Facebook

In the first region, click on the link to Find Us on Facebook.
Welcome

In the Welcome section we introduce the portal and offer answers to Frequently Asked Questions.
Course Search

This is where you can view courses offered for the term, as well as add or drop courses for your schedule.

Click Here
Course Search

There are a number of drop-down windows and checkboxes available to narrow down the process of searching for a particular course.
Course Search

You can search by the term (Fall, Winter or Spring/Summer), department, the range of course numbers, title, course code, division, the time the course meets, the day which the course meets, the instructor (faculty), location (campus), building, the status of the course (open or full) and credit hours.
Add/Drop Courses

Clicking on the Add/Drop link takes a student to this page. The Term and/or Division drop-down windows may be used to find a course which a student can add or drop from his/her course schedule.
Add/Drop Courses

Once the student identifies the course, he/she may enter it into the text box below and click on the button to Add or Drop a course or courses.
Add/Drop Period

Note that the Add and/or Drop period may be closed as in the example below.
Campus Information

The fourth section contains information regarding the buildings located on the Madonna University main campus.
Quick Launch

On the left-hand side of the home page is a Quick Launch region that allows a student to directly access frequently used websites.
Quick Launch to Blackboard

You can go directly to Blackboard.
Additional Quick Launch Items

These include accessing the Undergraduate or Graduate Bulletins, Campus Directory and the University Course Schedule/Calendar.
Additional Quick Launch Items

You may locate directions to Madonna University’s main campus in Livonia and/or sign up for ED Alert.
Additional Quick Launch Items

It is possible to view the Financial Aid department home page and/or the login page for newly created Madonna University Online Financial Aid System, MY Financial Aid.
Quick Launch to our Help Desk

Feel free to contact the Madonna University Help Desk to request technical assistance.
Quick Launch to our Library

If you have a research project to complete, the Madonna University Library is a valuable resource.
Quick Launch to MUBIT or Public Safety

Access an online form to contact MUBIT-Madonna University Behavioral Intervention Team-to report an incident or view the Public Safety home page.
Additional Quick Launch Items

There are links to the home pages for Student Services, the Registrar’s Office, the Residence Hall and Student Accounts.

![Image of Madonna University Portal]

**Quick Tips**
- **How do I log in to MY Portal?** Enter your numeric ID number in the User Name field and your PIN in the Password field. Click Login. Contact the Help Desk if you are still having problems.
- **Where’s a good place to start exploring MY Portal?** Click on the tabs to the right of the Home tab. Available tabs are based on your relationship with the university and serve as the gateway to your personalized information and services.
- **What's the best way for me to keep the login?** Within MY Portal, type in the "My Student Number" located under the Portals.

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**Campus Information**

The Main Academic Building and the Franciscan Center located at 36009 Schoolcraft Road are open to the public during the following days and hours: Fall and Winter Terms: Monday through Thursday from 7 a.m. to 10:30 p.m.; Fridays from 7 a.m. to 10:30 p.m.; Saturday from 7 a.m. to 5:30 p.m.; and Sunday from 9 a.m. to 5 p.m.; Spring and Summer Terms: Monday through Friday from 7 a.m. to 10 p.m.; Saturday from 7 a.m. to 5 p.m.; Closed on Sunday unless otherwise posted. August: Monday through Friday, 7 a.m. to 5 p.m.

Note: The Franciscan Center may be closed some weekends depending on class scheduling.

The Maertens Building located at 36300 Schoolcraft Road houses the School of Business and the College of Continuing and Professional Studies. Hours of operation are: Fall, Winter, Spring/Summer Terms: Monday through Thursday, 8:30 a.m. to 10 p.m.; Friday from 8 a.m. to 4:30 p.m.; Saturday and Sunday: Open only during scheduled classes. August: Monday through Friday, 8 a.m. to 5 p.m.

The DiPonio Building located at 30200 Schoolcraft Road houses the College of Nursing and Health. The operating hours are: Fall and Winter Terms: Monday through Thursday, 8 a.m. to 7 p.m.; Fridays from 8 a.m. to 5 p.m.; Spring/Summer Term: Monday through Friday, 8 a.m. to 5 p.m.; Saturday and Sunday: Open only during scheduled classes. August: Monday through Friday, 8 a.m. to 5 p.m.

The Residence Hall is located at 14211 Livernois Road. Access to the Residence Hall is limited to resident students and their guests who must also abide by
Quick Launch to Student E-Mail

Connect to your my.madonna.edu student e-mail account.
Login to complete the Student Evaluation of Faculty Instruction (formerly the Student Opinionnaire survey).

Due to security reason, your session will time out in 40 minutes.

Please log in using your Student ID and PIN. If you forgot your Student ID or PIN, you must visit the Registrar’s office (Room 2003) in person in order to receive it.

You do not have to complete all of your Student Opinionnaire surveys at one time. Note that as you submit each survey they are automatically removed from your list of surveys to be completed.

The Student Opinionnaire you are about to take is completely confidential. Your name is not linked in any way to your responses — at any time or for any reason. You have our word on that.

Reports will be aggregated for each class, department, and across the University. These reports will not be shared with the faculty or administration until the end of the semester and all grades are in.

The survey process will be closed at 11:59:59 PM on Monday, August 1, 2011.

Spring/Summer 2011 Term III

*If you receive the following ERROR message after logging in (This session is expired. Please login again.),
don’t panic for instructions on changing your Web Browser’s settings.
Students – Main Page

The second tab for students is the Students tab. This is only available to those who have a Student Role, and each person can only see their own, private data. The menu in the far left column shows the many links that can be accessed from the Student tab. Work is in progress to include some Early Alert Indicators for the student.
Academic Information and Advisor Announcements

A student can view his/her Academic Information and any Advisor announcements.
Advisor Meetings

If you scheduled a meeting with your advisor within a specific date range, you would see it here.
Calendar

The calendar feature allows you to keep track of important events.

- Forwarding Madonna student e-mail to personal accounts: Madonna University recognizes students may forward their Madonna student e-mail to a non-university e-mail account. However, students who forward their Madonna Student e-mail do so at their own risk. Please note that if you forward your Madonna student e-mail to a personal e-mail account, you are still required to sign into your Madonna student e-mail account at least once each semester in order to keep it active. Failure to do so will result in Microsoft freezing your account (you will no longer receive any e-mail). Forwarding your student e-mail does not free users from responsibilities associated with communications sent via official Madonna student e-mail, such as billing and Student Accounts information.
- Access to Madonna student e-mail: Students who do not have access to the internet at home are encouraged to use computers available in the Student Union, computer labs or other university access locations, such as the library.
- For Student e-mail help, contact the Help Desk at helpdesk@madonna.edu or call 734-432-5800 and leave a detailed message.

All members of the Madonna University community are expected to comply with established policies, guidelines and procedures that define proper use of electronic communications. We appreciate your continued cooperation.

Student Opinionnaire Survey

Due to security reasons, your session will time out in 40 minutes. Please log in using your Student ID and PIN. If you forgot your Student ID or PIN, you must visit the Registrar's office (Room 303) in person to receive it.

You do not have to complete all of your Student Opinionnaire surveys at one time. Note that as you submit each survey they are automatically removed from your list of surveys to be completed.

Reports will be aggregated for each class, department, and across the University. These reports will not be shared with the faculty or administration until the end of the semester once all grades are in.
Calendar

This is the full size calendar view. A calendar can be displayed by day, week, month, year or event list.
Calendar Preferences

You can modify your preferences here.

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**Day Click Action:**
- Open the daily view
- Add an event

Choose one of the options for what happens when you click on an event in one of the calendar views.

**Default Maximized Calendar View:**
- Week

Choose the calendar view you’d like to see by default when opening the calendar.

**Week Start Day:**
- Sunday

Choose the day on which to start the week.

**Day Start Time:**
- 9:00 AM

Choose the hour at which to start the display for the daily calendar view. Hours between Midnight and the selected time will be displayed on the previous day.

[Save]

[Exit]
General Information

There is general information about Madonna University.

Founded by the Felician Sisters of Livonia in 1937, Madonna University is one of the largest Catholic Franciscan independent universities in the country. Through undergraduate, graduate, and continuing professional studies, Madonna University provides opportunities for intellectual, spiritual and personal growth. Through a strong general education curriculum integrated with liberal arts and career-oriented majors, the University offers programs in the Franciscan tradition committed to teaching, scholarship and service. The University’s educational philosophy is founded on the Franciscan spirit, which encounters God in the whole of creation, manifested by people, events and nature.
Browse or Create New Groups

You have the capability to browse groups and create a new group. Work for this feature is in progress and is expected to be completed by the Fall term.
Grade Report

View and print your grade report for any past or present term.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Final Credits</th>
<th>Repeat</th>
<th>Attempted Credits</th>
<th>Earned Credits</th>
<th>GPA Credits</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Term Totals:

Career:
Official Grade Report

This is an example of the Official Grade Report.

<table>
<thead>
<tr>
<th>Grade Report:</th>
<th>Final 2010-11 Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student:</td>
<td></td>
</tr>
<tr>
<td>Division: Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Major 1</td>
<td></td>
</tr>
<tr>
<td>Course:</td>
<td></td>
</tr>
<tr>
<td>Term Undergraduate Attempted:</td>
<td></td>
</tr>
<tr>
<td>Career Undergraduate Attempted:</td>
<td></td>
</tr>
</tbody>
</table>
Create a Qualtrics Account

Qualtrics is a software product which helps students create and distribute surveys.

Advisor Meetings For:
You may enter a start and/or end date for meetings to display. To display all meetings, do not enter any dates. Click the "Display Meetings" button.

Start Date: 6/20/2011
End Date: 6/27/2011

Display Meetings
There are no scheduled meetings matching the entered criteria.

Calendar

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>

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Student E-mail
Official communication to all students is through the Madonna student e-mail: yourname@my.madonna.edu. You are responsible for checking it regularly for important communications from faculty and staff. Your e-mail user name and password is provided in the same letter including your ID and PIN.

- Forwarding Madonna student e-mail to personal accounts: Madonna University recognizes students may forward their Madonna student e-mail to a non-university e-mail account. However, students who forward their Madonna Student e-mail do so at their own risk. Please note that if you forward your Madonna student e-mail to a personal e-mail account, you are still required to sign into your Madonna student e-mail at least once each semester in order to keep it active. Failure to do so will result in Microsoft freezing your account (you will no longer receive any e-mail). Forwading your student e-mail does not free users from responsibilities associated with communications sent via official Madonna student e-mail, such as billing and Student Accounts information.

- Access to Madonna student e-mail: Students who do not have access to the internet at home are encouraged to use computers available in the Madonna University computer labs or other community access locations, such as the local library.

- For Student e-mail help, contact the Help Desk at helpdesk@madonna.edu or call 734-432-5800 and leave a detailed message.

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Student Opinionnaire Survey
Due to security reasons, your session will time out in 40 minutes. Please log in using your Student ID and PIN. If you forget your Student ID or PIN, you must visit the Registrar’s Office (Room 2003) in person to receive it.
You do not have to complete all of your Student Opinionnaire surveys at one time. Note that as you submit each survey they are automatically removed from your list of surveys to be completed.
Instructions to Create a Qualtrics Account

Follow the directions below to create your new Qualtrics account.

Instructions for creating Your Madonna University Qualtrics Account

You can create a Madonna University Qualtrics Account in three easy steps.

1. Navigate to the Qualtrics Web site: http://www.qualtrics.com/academic-solutions/madonna-university/. To register, click on the words “Click here” in the middle of the page, see below. For answers to your questions click on the support@qualtrics.com e-mail link also located on this page.

Madonna University

Faculty and students are entitled to a Qualtrics Survey Software account.

Click here to register and start taking advantage of Qualtrics. If you have questions regarding the site, please contact support@qualtrics.com

This will take you to the registration page. Enter your e-mail address (be sure to use your Madonna University e-mail) and a password. To verify your password enter it again in the Re-Type Password field. Click Continue.
Student E-Mail

Access your my.madonna.edu e-mail account.

Official communication to all students is through the Madonna student e-mail: username@my.madonna.edu. You are responsible for checking it regularly for important communications from faculty and staff. Your e-mail user name and password is provided in the same letter including your ID and PIN.

- Forwarding Madonna student e-mail to personal accounts: Madonna University recognizes students may forward their Madonna student e-mail to a non-university e-mail account. However, students who forward their Madonna student e-mail do so at their own risk. Please note that if you forward your Madonna student e-mail to a personal e-mail account, you are still required to sign into your Madonna student e-mail at least once each semester in order to keep it active. Failure to do so will result in Microsoft freeing your account (you will no longer receive any e-mail). Forwarding your student e-mail does not free users from responsibilities associated with communications sent via official Madonna student e-mail, such as billing and Student Accounts information.
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You do not have to complete all of your Student Opinionnaire surveys at one time. Note that as you submit each survey they are automatically removed from your list of surveys to be completed.

The Student Opinionnaire you are about to take is completely confidential.
Your name is not linked in any way to your responses - at any time or for any reason. You have our word on that.

Reports will be aggregated for each class, department, and across the University. These reports will not be shared with the faculty or administration until the end of the semester once all grades are in.
Student Evaluation of Faculty Instruction

Login to complete the Student Evaluation of Faculty Instruction (formerly the Student Opinionnaire survey).

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**Student Opinionnaire**

Due to security reason, your session will time out in 40 minutes.

Please log in using your Student ID and PIN. If you forgot your Student ID or PIN, you must visit the Registrar's office (Room 3003) in person in order to receive it.

You do not have to complete all of your Student Opinionnaire surveys at one time. Note that as you submit each survey they are automatically removed from your list of surveys to be completed.

The Student Opinionnaire you are about to take is completely confidential. Your name is not linked in any way to your responses - at any time or for any reason. You have our word on that.

Reports will be aggregated for each class, department, and across the University. These reports will not be shared with the faculty or administration until the end of the semester and all grades are in.

The survey process will be closed at 11:59:59 PM on Monday, August 1, 2011.

Spring/Summer 2011 Term II

If you receive the following message after logging in: (This session is expired. Please login again.),

dclick here for instructions on changing your Web Browser's settings.
The Advising page contains many useful items.
Academic Forms and Special Requests

The items within the Academic Forms and Special Requests section allow students access to the forms and applications necessary for students to advance in their studies and make changes to their personal information.
Consortiums

The Consortiums section provides information about educational partnerships which Madonna University has with local Catholic colleges and with independent higher educational institutions for online learning.
Four-Year Cycle of Courses

The Four-Year Cycle of Courses is a valuable planning tool which helps students chart their academic path to achieving a Madonna University degree or certificate.
List of Academic Advisors

The List of Academic Advisors allows you to search for an advisor by program or the name of the advisor. An Advisor Lists link is provided to assist International students and those enrolled in Off-Campus programs to easily locate information about their advisor.
Placement and Credit by Exam

Students are able to take various exams to test out of certain courses or determine their Math and Writing course requirements based on their demonstrated level of proficiency in those areas.
Policy

The Policy section contains links which define Madonna University Admissions and Academic Policies.
Prior Learning Credit

The Prior Learning Program (PLP) facilitates the transfer into college credit of the learning acquired through life learning and experiences.
Course Information

Course Information is the next section of the Student tab.
GPA Projection

The GPA Projection tool comes in handy when attempting to calculate your grade point average before the end of a semester.

### Course Information

<table>
<thead>
<tr>
<th>GPA Projection for</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select a Division for which to calculate your projected GPA.</td>
<td></td>
</tr>
</tbody>
</table>

**Division:** Undergraduate

### Current Term Projection

<table>
<thead>
<tr>
<th>Career GPA:</th>
<th>The Career values displayed here include any graded courses listed below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Credits</td>
<td></td>
</tr>
</tbody>
</table>

Uncheck the include checkbox for any ungraded courses you do not wish to include in the projection. For each of the remaining ungraded courses, enter a projected grade and press the Create Projection button.

A career GPA estimate will be calculated based on your current career GPA (displayed above) and the grades you provide. Also, a GPA will be calculated for just the selected courses.

Note: GPA projection does not take into account repeat logic for repeat courses or for courses that do not count for graduation.

### Course List

<table>
<thead>
<tr>
<th>Term: Fall 2011-12</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Include Course</td>
<td>Title</td>
</tr>
<tr>
<td>☑</td>
<td>Select a Grade</td>
</tr>
<tr>
<td>☑</td>
<td>Select a Grade</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term: Spring/Summer 2011</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Include Course</td>
<td>Title</td>
</tr>
<tr>
<td>☑</td>
<td>Select a Grade</td>
</tr>
<tr>
<td>☑</td>
<td>Select a Grade</td>
</tr>
</tbody>
</table>

* The Credits column will contain attempted credits for un-graded courses and earned credits for graded courses.

[Create Projection] [Boost]
Select a term from the drop-down window to generate a grade report.

Select a term from the dropdown to see the grades for that term.

Term: Spring/Summer 2011

View Final Grade Report
Final Grade Report

Students can easily view their grades for any term which they have enrolled.
A student can view any courses taken at Madonna University.
MY Schedule

View and print your course schedule.
Unofficial Transcript

Review and print your unofficial transcript.
MTTC Online Course and Practice Tests

Teacher Education students interested in preparing for the Michigan Test for Teacher Certification would go here.
Order Textbooks

You may order your textbooks through the Madonna Bookstore. This is our first single sign on application. Students no longer need to log in when they access this feature.
Registrar’s Office

General information about the Registrar’s Office and a 3 year calendar for the Fall, Winter and Spring/Summer semester serves as valuable information for students.

Office of the Registrar
Madonna University
36600 Schoolcraft Road
Livonia, MI 48150-1176
Registrar@madonna.edu
Phone: 734-432-5400
Fax: 734-432-5405

- **General Information**

  The Registrar’s Office strives to provide a high level of efficient and friendly student service.

  Effective May 10, our regular hours year-round (except the first week of class) will be:
  - Monday and Thursday: 8:00 a.m. to 6:00 p.m.
  - Tuesday, Wednesday and Friday: 8:00 a.m. to 5:00 p.m.
  - Saturday and Sunday: Closed

  We are also open on the first Saturday of each semester from 9 a.m. to noon. The Registrar’s Office is closed during University holidays and closes at 5 p.m. on Holy Thursday, the day before Easter.

  Please refer to the current course schedule or bulletin for specific dates.

- **3 Year Calendar**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Sept. 7</td>
<td>Sept. 6</td>
<td>Sept. 4</td>
</tr>
<tr>
<td>Web Registration Ends - Fall Semester</td>
<td>Sept. 9</td>
<td>Sept. 8</td>
<td>Sept. 6</td>
</tr>
<tr>
<td>Deadline - Removal of &quot;F&quot; grade from Spring/Summer Semester</td>
<td>Sept. 10</td>
<td>Sept. 9</td>
<td>Sept. 7</td>
</tr>
<tr>
<td>Filing Deadline - Application for Graduation: Winter Semester</td>
<td>Oct. 1</td>
<td>Sept. 30</td>
<td>Sept. 28</td>
</tr>
<tr>
<td>In Person/Open Registration Begins - Winter Semester</td>
<td>Nov. 1</td>
<td>Oct. 31</td>
<td>Oct. 21</td>
</tr>
<tr>
<td>Final Date, Election of S Grade</td>
<td>Nov. 5</td>
<td>Nov. 4</td>
<td>Nov. 2</td>
</tr>
<tr>
<td>Final Filing Date/Doctoral Capstone Experience for December graduation</td>
<td>Nov. 17</td>
<td>Nov. 15</td>
<td></td>
</tr>
<tr>
<td>Final Date, Withdrawal from Full-Semester Courses</td>
<td>Nov. 19</td>
<td>Nov. 18</td>
<td>Nov. 16</td>
</tr>
<tr>
<td>Thanksgiving Recess (begins at 4:00pm on the Wednesday before)</td>
<td>Nov. 25-26</td>
<td>Nov. 24-27 Nov. 22-24</td>
<td></td>
</tr>
<tr>
<td>End of Fall Semester</td>
<td>Dec. 16</td>
<td>Dec. 17</td>
<td>Dec. 15</td>
</tr>
<tr>
<td>Grades DUE by 12:00 noon</td>
<td>Dec. 21</td>
<td>Dec. 20</td>
<td>Dec. 18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Semester</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Jan. 10</td>
<td>Jan. 9</td>
<td>Jan. 7</td>
</tr>
<tr>
<td>Web Registration Ends - Winter Semester</td>
<td>Jan. 13</td>
<td>Jan. 12</td>
<td>Jan. 10</td>
</tr>
<tr>
<td>Deadline - Removal of &quot;F&quot; grade from Fall Semester</td>
<td>Jan. 28</td>
<td>Jan. 27</td>
<td>Jan. 25</td>
</tr>
<tr>
<td>Filing Deadline - Application for Graduation: Spring/Summer Term, July</td>
<td>Jan. 28</td>
<td>Jan. 27</td>
<td>Jan. 31</td>
</tr>
<tr>
<td>Web Registration Begins - Spring/Summer Semester</td>
<td>Feb. 28</td>
<td>Feb. 27</td>
<td>Feb. 25</td>
</tr>
<tr>
<td>Final Date, Election of S Grade</td>
<td>Mar. 4</td>
<td>Mar. 2</td>
<td>Mar. 1</td>
</tr>
<tr>
<td>Spring Vacation</td>
<td>Mar. 7-12</td>
<td>Mar. 5-10</td>
<td>Mar. 4-9</td>
</tr>
<tr>
<td>In Person/Open Registration Begins - Spring/Summer Semester</td>
<td>Mar. 7</td>
<td>Mar. 5</td>
<td>Mar. 4</td>
</tr>
<tr>
<td>Final Date, Withdrawal from Full-Semester Courses</td>
<td>Mar. 25</td>
<td>Mar. 23</td>
<td>Mar. 28</td>
</tr>
<tr>
<td>Final Filing Date/Doctoral Capstone Experience for May graduation</td>
<td>Mar. 31</td>
<td>Mar. 29</td>
<td>Mar. 28</td>
</tr>
<tr>
<td>Easter Recess (begins at 4:00pm on the Thursday before)</td>
<td>Apr. 22-24</td>
<td>Apr. 6-8</td>
<td>Mar. 29-31</td>
</tr>
<tr>
<td>Web Registration Begins - Fall Semester</td>
<td>Apr. 1</td>
<td>Apr. 2</td>
<td>Apr. 1</td>
</tr>
<tr>
<td>In Person/Open Registration Begins - Fall Semester</td>
<td>Apr. 11</td>
<td>Apr. 9</td>
<td>Apr. 6</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Apr. 25-30</td>
<td>Apr. 23-26 Apr. 22-27</td>
<td></td>
</tr>
<tr>
<td>End of Winter Semester</td>
<td>Apr. 30</td>
<td>Apr. 28</td>
<td>Apr. 27</td>
</tr>
<tr>
<td>Grades DUE by 12:00 noon</td>
<td>May 3</td>
<td>May 1</td>
<td>Apr. 30</td>
</tr>
<tr>
<td>Graduation Liturgy</td>
<td>April 28</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  The above dates are subject to change due to unforeseen circumstances. Please check the web for the latest information.
Student Accounts

There is a Student Accounts page to access payment information.

Important
You are responsible for payment by the Payment Due Dates provided in each Semesters Schedule of Classes whether or not you receive an invoice. Reminders are sent two weeks prior to the due date to your [email]. E-mail and information is also provided at [link].

Madonna University does not mail statements. Real time statements are available in the portal. Please mark your calendar.

Payment Plans
Madonna University Payment Plans

Racine Ahead
Madonna University Payment Plans for Spring/Summer 2011
One-Payment plan | Full payment due before the term starts. If full payment is not made by this date, you are placed on the Two-Payment plan.
• Spring/Summer 2011: Due date for at least the first 50 percent: April 22; balance due June 17.

Two-Payment Plan | ($40 Delinquent Fee applies) The first of two equal payments of your tuition and fees is due two weeks before the term starts. The remaining half of your balance is due the third week of the second month of the term.
• Spring/Summer 2011: Due date for at least the first 50 percent: April 22; final due date for Spring/Summer 2011: June 17.

Three-Payment Plan | ($20 Delinquent Fee applies; available only to students registered for nine or more semester hours.) Spring/Summer students who register by April 10 may choose this plan.
• Monthly payments begin April 10 and end June 10.

Four-Payment Plan | ($20 Delinquent Fee applies; available only to students registered for nine or more semester hours.) Spring/Summer 2011 students who register by March 10 may choose this plan.
• Monthly payments begin March 10 and end June 10.

If you register within three weeks prior to the start of the term or make adjustments to an existing registration, you should be prepared to pay all tuition and fees at the time of registration. Please refer to the Course Schedule. Contact Student Accounts for all other arrangements at [phone number].
The MY Finances section enables a student to view his/her real-time account information.
Accounts Receivable

Find your Accounts Receivable information here.

Student Accounts

My Finances > Accounts Receivable

Accounts Receivable

Student Acc/Receiveable  $0.00 Due

Official Statement

ONLINE PAYMENT

ONLINE PAYMENT

Credit Card Payments will be charged a service fee.
2.90% for payment from $0.01 to $3,000.00
2.50% for payment $3,000.01 and over
Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS, or DINER'S CLUB. Please Note: Due to restrictions imposed by VISA, we cannot accept
VISA cards as a payment option.
No Service Fee for E-Check Payment.
Official Statement

Review and print your current official Student Accounts statement.

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>TERM</th>
<th>YEAR</th>
<th>CHARGES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/21/2011</td>
<td>STUDENT PAYMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

.student accounts

student accounts

36000 schoolcraft road
livonia, mi 48150
(734)432-5600
Calendar of Events

The Calendar of Events section details upcoming payment deadlines.
Financial Aid to Student Accounts

It is important for students to understand how the rules and regulations of the Financial Aid Office work so that tuition and fees are paid by the student in a timely manner.
General Information

Information regarding office hours, registration fees, and tuition payment options is available within the General Information section.
Important

It is important to note that statements are no longer mailed to students. Payment reminders are sent to a student’s my.madonna.edu e-mail account which serves as the official communication medium between Madonna University and the student.
Payment Plans

A variety of payment plans options are available to Madonna University students.

Madonna University Payment Plans

Planning Ahead
Madonna University Payment Plans for Spring/Summer 2011

One-Payment Plan | Full payment of tuition and fees is due two weeks before the term starts. If full payment is not made by this date, you are placed on the Two-Payment plan.
- Spring/Summer 2011: Due date for at least the first 50 percent: April 22, balance due June 17.

Two-Payment Plan | ($20 Deferred Fee applies) The first of two equal payments of your tuition and fees is due two weeks before the term starts. The remaining half of your balance is due the third week of the second month of the term.
- Spring/Summer 2011: Due date for at least the first 50 percent: April 22,
- Final due date for Spring/Summer 2011: June 17.

Three-Payment Plan | ($20 Deferred Fee applies; available only to students registered for nine or more semester hours.) Spring/Summer students who register by April 10 may choose this plan.
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Four-Payment Plan | ($20 Deferred Fee applies; available only to students registered for nine or more semester hours.) Spring/Summer 2011 students who register by March 10 may choose this plan.
- Monthly payments begin March 10 and end June 10.

If you register within three weeks prior to the start of the term or make adjustments to an existing registration, you should be prepared to pay all tuition and fees at the time of registration. Please refer to the Course Schedule. Contact Student Accounts for other arrangements at 734-432-5600 or at studentaccounts@madonna.edu.
1098-T Tax Statement

Review and print a student 1098-T statement.
1098-T Sample Statement

Tuition Statement

Copy B For Student

This is important tax information and is being furnished to the Internal Revenue Service.

Form 1098-T Instructions for Student

An eligible educational institution, such as a college or university in which you are enrolled, and an insurer who makes reimbursements or refunds of qualified tuition and related expenses to you must furnish this statement to you. You, or the person who can claim you as a dependent, may be able to claim an education credit on Form 1040 or 1040A for the qualified tuition and related expenses that were actually paid in 2010. Institutions may report either payments received in box 1 or amounts billed in box 2. The amount shown in box 1 or amounts billed in box 2 may represent an amount other than the amount actually paid in 2010. Your institution must include its name, address, and information contact telephone number on this statement. It may also include contact information for a service provider. Although the service provider may be able to answer certain questions about the statement, do not contact them or the filer for explanations of the requirements for (and how to figure) any education credits.

Box 4. Shows any adjustment made for a prior year for qualified tuition and related expenses that were reported on a prior year Form 1098-T. This amount may reduce any allowable education credit you claimed for the prior year. See “Recapture” in the index to Pub. 970 to report a reduction in your educational credit or tuition and fees deduction.

Box 5. Shows the total of all scholarships or grants administered and processed by the eligible educational institution. The amount of scholarships or grants for the calendar year (including those not reported by the institution) may reduce the amount of the education credit you claim for the year.

Box 6. Shows adjustments to scholarships or grants for a prior year. The amount may affect the amount of any allowable tuition and fees deduction or education credit you may claimed for the prior year. You may have to file an amended income tax return to reflect the education credit.

Form 1098-T for 2010

File the return for 2010 on or before April 15, 2011, unless you file an extension.
Student Lingo

The Office of Student Life offers workshops to help students achieve their academic goals.
Graduation Activities

A student can register for participation in Graduation Activities here.
My Pages

The third tab for students is called My Pages. Click on Next Step to configure your page views within MY Portal. The purpose of this feature is to allow a person to customize their view of the portal. Up to 10 portlets may be put on a page. So I could put those features that I access frequently on one page.
My Pages Setup

A user has the ability to add, edit or delete pages and to designate a default page.
Portlet Setup

Portlets are content areas of a page. You have the power to manage which portlets will be seen on a page. You may add up to 10 portlets per page or delete portlets and create shortcuts to existing portlets as well.
Portlet Setup

Once you have read the instructions, you may design your pages to match your individual preferences.
The default setup contains 4 portlets: My Bookmarks, My Calendar, Announcements and My Groups.
The user has the ability to add additional pages by clicking on *Add a Page*.
My Bookmarks

You can add a bookmark.
Manage Bookmark View

When adding a bookmark, you create a label for it, input the web address, you may include a description and set starting and ending display times. When this has been completed, you may save and move on or save and add another bookmark.
Customize A Portlet

Click on the wrench to customize a portlet.
Get Help

Click on the question mark icon to get help with making changes to a portlet.
My Bookmarks - Preferences

You make decisions which determine how your bookmarks and sets appear on the page.
You can track the number of times you click on a bookmark and use the display indicator to set when and how long a new bookmark is active.
My Calendar

Let’s review the My Calendar portlet.
My Calendar

This is the full size calendar view. A calendar can be displayed by day, week, month, year or event list.

<table>
<thead>
<tr>
<th>Day</th>
<th>Week</th>
<th>Month</th>
<th>Year</th>
<th>Event List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, 12 June</td>
<td>Monday, 13 June</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, 14 June</td>
<td>Wednesday, 15 June</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, 16 June</td>
<td>Friday, 17 June</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday, 18 June</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Add an Event

You may add an event to any calendar you have.
My Calendar

You can add a calendar.
My Calendar

You can browse shared calendars or subscribe to a calendar.
My Calendar

You can manage calendars.
My Calendar - Preferences

You can customize your calendar preferences.

Day Click Action:
- Open the daily view
- Add an event

Choose one of the options for what happens when you click on a day name/date in one of the calendar views.

Default Maximized Calendar View:
- Week
  - Choose the calendar view you’d like to see by default when opening the calendar.

Week Start Day:
- Sunday
  - Choose the day on which to start the week.

Day Start Time:
- 8:00 AM
  - Choose the hour at which to start the display for the daily calendar view. Hours between Midnight and the selected time will be displayed on the previous day.

Save

Exit
My Calendar - Settings

You can customize your calendar settings.
You can customize your calendar permissions.

- Permissions for: Members of Personal
- Permissions for: Global User Roles

Here is a table showing different roles and their permissions for various operations such as managing calendars, administering events, and subscribing to calendars.
Let's review the Announcements portlet.
Announcements

Announcements are listed inside this portlet. You may remove an announcement by selecting it and clicking on the Remove Selected link.
Customize Announcements Preferences

Here you can sort your announcements by the title, author or date sent. You can decide whether or not to show all announcements.
Customize Announcements Settings

You can modify the settings for your Announcements portlet.

Portlet Type:
- General
- Context-Based
  Choose whether the portlet shows all of the current user's announcements, or those specific to the current context.

Allow Anonymous Posting:
- Allow Anonymous Posting
  Check to allow users to anonymously post announcements.

Save
Customize Announcements Permissions

You can modify the permissions for your Announcements portlet. You may also add a user role and determine the permissions for it.
My Groups

The final default portlet is My Groups.
Coming Soon: Browse or Create a New Group

You will soon have the capability to browse groups and create a new group.
My Groups

You may view groups you have belonged to or join a group if you have been invited to do so. For My Groups, there are no preferences, settings or permissions.
Exiting MY Portal

When you wish to leave MY Portal, please click on Logout.
The End

This concludes our tour of

MY Portal

where you can enjoy accessing valuable Madonna University student information online.