

Frequently Asked Questions

What are Continuing Education “mini-courses”?

Mini-courses are designed to assist a student in getting the information he or she needs, in the shortest amount of time. Most classes are two hours in length and meet one to four weeks.

Depending on your educational needs, mini-courses can be for fun and leisure like our “Sew So Easy Basics” or “Jewelry and Beading” classes. Other mini-courses are designed to enhance your knowledge and build your skills like “How to Write a Business Plan” or “Retirement Planning Today®”.

Who can enroll in Continuing Education & Professional Studies classes?

Anyone who wants to learn! Students range in age from 18-70.

Do I have to be admitted to Madonna University to enroll in a Continuing Education mini-course?

You do not have to be formally admitted to the University to take a Continuing Education mini-course nor, do you have to pay any admissions fee. Your only cost is the tuition for the class. (If there is an additional fee for materials, you will see it listed.)

How do I find out about mini-courses offered through the Office of Continuing Education & Professional Studies?

Visit www.madonna.edu/pages/officecontinuinged.cfm or call (734) 432-5804.

Will a Continuing Education mini-course be on my academic record?

No. Taking a mini-course means you are registering for the class as noncredit. Thus, it will not be placed on your academic record.

Is there financial aid available for Continuing Education

noncredit courses?

No. Since mini-courses are noncredit, they don't meet the federal guidelines to receive funding.

When do I have to pay for my Continuing Education course?

At the time you register for the class.

How do I drop a Continuing Education course?

Provide a written request and send via

- fax (734) 432-5405
- email registrar@madonna.edu
- in person to the Registrar's Office

Include your name and the course you'd like dropped. Courses must be dropped before the mini-course begins, in order to receive a refund.

How late can I register for a mini-course?

Continuing Education & Professional Studies mini-courses are cancelled the DAY BEFORE CLASS, so registration is possible until this cutoff point. To verify if the class is still admitting students, call the Registrar's Office (734) 432-5400.

Cancellation of classes

Madonna University has the right to cancel any class if enrollment is low or for any valid reason. Students will be contacted and may choose another class section or receive a refund. Refunds will be made via credit card or refund check. Refund checks can take up to 14 business days to receive.

Easy Registration Tips

Below are the three ways to register for a Continuing Education “mini-course,” which is a noncredit course.

1. By Mail:

- Complete the Noncredit Registration Form on the last page
- Mail form with check or money order (payable to Madonna University) to:
Madonna University, Student Accounts
36600 Schoolcraft Rd.
Livonia, MI 48150-1173

2. Online: Register by e-check or credit card. (No credit card payment is accepted at the Student Accounts Office). Madonna University accepts MasterCard, American Express and Discover. The VISA card is not accepted.

- Go to www.madonna.edu

- On the right side of the page is **Quick Links** (which is a dropdown menu), select **Continuing Education & Professional Studies**
- On the left side, click on the **Registration** link
- Go to **Online Registration Form for Noncredit Courses**, which is the online registration form
- **If you experience difficulty with online registration, WE WANT TO HELP!** Call the Student Accounts Office at (734) 432-5600 and we will assist you over the telephone.

3. In-person:

- Visit www.madonna.edu/pages/inforeg.cfm for Registrar's Hours
 - Complete the Noncredit Registration Form on the last page
 - Visit the Student Accounts Window on the Livonia campus
 - Submit Noncredit Registration Form and payment of check or money order
- To remit a Company Authorization/Voucher, call Student Accounts at (734) 432-5433.