

ed2go | Madonna University Student FAQs

Q. What is the Madonna University Graduate Credit for Professional Development?

Madonna University's Professional Development Program for Educators provides graduate credit required for the renewal of education certificates and for salary increases. This graduate credit is valid in all states.

Q. How does the program work?

The first step is to enroll and pay for a Teacher Professional Development course at an ed2go site near you. After doing this, you'll receive an email with an invitation to enroll with Madonna University.

The second step is to register with Madonna University, via an online registration form or online, within two weeks of beginning your online course. Payment for the graduate credit must go directly to Madonna University. This payment is separate and in addition to the price of your online course.

Last, once you have successfully completed the ed2go Teacher Professional Development course, you'll submit your Certificate of Completion along with your final paper to Madonna University.

Madonna University will grade your paper and issue the Graduate Credit.

You will earn one hour of graduate credit for every 15 clock hours. Each ed2go online course is worth 24 hours. The additional nine hours can be applied to the next graduate credit. Each Graduate Credit fee is \$150.

Q. Do I have to complete additional assignments?

Yes, you are required to submit an essay on how you plan to implement the knowledge gained in the course to your job. You will be provided guiding questions on an assignment template. For each Graduate Credit, you should submit a paper that is 3-5 pages in length.

In addition to the essay, you are also required to record your hours and briefly summarize the content of the course.

Q. How do I register?

You can register in one of two ways:

To register online, visit

https://ww4.madonna.edu/mucfweb/ssl_forms/ProDevelopment/clients/MainForm.cfm

Or, download a PDF registration form and mail with your payment to Madonna University:

<http://omega.ed2go.com/marketing/wb/media/TOOLKIT/madonna/Registration%20Form.pdf>

Q. What courses are approved for Graduate Credit?

- A to Z Grant Writing
- An Introduction to Teaching ESL/EFL

- Creating K-12 Learning Materials
- Creating a Classroom Web Site
- Creating the Inclusive Classroom: Strategies for Success
- Creating Web Pages
- Differentiated Instruction in the Classroom
- Easy Classroom Podcasting
- Enhancing Language Development in Childhood
- Get Assertive!
- Guided Reading and Writing: Strategies for Maximum Student Achievement
- Guided Reading: Strategies for the Differentiated Classroom
- Guiding Kids on the Internet
- Integrating Technology in the Classroom
- Leadership
- Microsoft Excel 2003 in the Classroom
- Microsoft Excel 2007 in the Classroom
- Microsoft PowerPoint 2003 in the Classroom
- Microsoft PowerPoint 2007 in the Classroom
- Microsoft Word 2003 in the Classroom
- Microsoft Word 2007 in the Classroom
- Practical Ideas for the Adult ESL/EFL Classroom
- Ready, Set, Read!
- Response to Intervention: Reading Strategies That Work
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Speed Spanish I
- Speed Spanish II
- Speed Spanish III
- Survival Kit for New Teachers (US)
- Teaching Math: Grades 4-6
- Teaching Science: Grades 4-6
- Teaching Students with Autism: Strategies for Success
- Teaching Writing: Grades 4-6
- The Classroom Computer
- The Creative Classroom
- Understanding Adolescents
- Using the Internet in the Classroom
- Working Successfully With Learning Disabled Students

Q. Will this Graduate Credit count towards a Graduate Degree?

No, students going through the Madonna University Teacher Professional Graduate Credit program are issued non-degree credit which cannot be transferred to a degree program.

Q. Who is eligible to receive Graduate Level credit?

Educators with a professional (permanent) certificate, practicing administrators, school psychologists, and support personnel may participate in this program.

Q. Will I receive a letter grade?

No, the courses are recorded as pass/fail. They are not part of a planned program of graduate work. *If your school district or state requires a letter grade, you must notify Madonna University Program Director in writing prior to registration and submitting your assignment.*

Q. How do I get a User ID and PIN for online payments?

Once you register with Madonna University, your ID and PIN will be created and sent to you via U.S. Mail. If you don't receive this information, please contact the Madonna University registrar's office at 734.432.5400.

Q. Can I withdraw and receive a refund?

If it is necessary, you can withdraw from the Madonna University Graduate Credit program. However, the Graduate Credit fee is non-refundable. Before withdrawing, please contact us to discuss your options.

Q. Where do I submit my completed assignments?

Send all materials to:

The Graduate School
Madonna University
36600 Schoolcraft Road
Livonia, MI 48150

Q. When is my assignment due?

All work, as a complete package, must be submitted within two weeks after the final exam due date. If you need an extension, you may be granted up to two additional weeks. To apply for this extension, please contact ed2go.teachers@cengage.com.

Q. How soon after I submit my assignment will I receive a grade?

Please allow four weeks for the processing and grading of all papers before inquiring about the status of your grade. You will not receive a grade report in the mail. All grades can be viewed online.

Q. How do I request an expedited grade for certificate renewal or employer deadlines?

Contact Anne Morris, Program Director, at pdp@madonna.edu to request an expedited grading of your work.

Q. How do I view or print out my unofficial transcripts?

Go to <https://register.madonna.edu/campusweb/login.asp> and login with your Madonna University ID number and PIN.

Q. Where do I get my Madonna University ID number and PIN?

You should have received a letter in the mail from Madonna University giving you an ID number and PIN. These numbers allow you to access your information from our website at <https://register.madonna.edu/campusweb/login.asp>. If you do not have your student ID and PIN, please contact the Madonna University Registrar's Office at 734-432-5400. You will be sent those numbers along with instructions for obtaining your grades online.

Q. How do I request my official transcript?

Go to <http://www.madonna.edu/pages/regtran.cfm> and follow the directions provided.

Q. How do I change my address, e-mail address, phone number, etc. . . .

Using your Madonna University ID number and PIN, you can make changes to your Personal Profile online at <http://www.madonna.edu/pages/studentaccounts.cfm>. Please allow two days for the changes to appear on your account.

Q. How do I make payment online after leaving the registration site?

To make a payment after you leave the registration site, please contact Lori Gatt at 734-432-5697.