

Q&A FOR HIGH SCHOOL COUNSELORS

APPLICATION FORM INFORMATION

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How do I locate the online application?

From the MATC homepage (matcmadison.edu) click on the “A to Z Index” link and find the “Apply Online” link in the index or “Apply Online” or “Apply Now” from our homepage. (www.matcmadison.edu)

What are the benefits of applying with the online application?

There are many benefits to using the online application!

- **Faster** processing time than the paper application.
- Returning students who want to apply for another program can do so with their saved application.
- Convenience! Students can apply within minutes from the comfort of their home, or wherever they may be.
- Enhanced communication via email. Students are immediately notified that their application has been received, and in a few days will be informed of the next steps they need to take.
- Immediate knowledge of what programs are available or closed by location. The online system will not allow you to apply for a closed program. If a paper application is received for a closed program, that student may not hear for a few weeks and will then have to submit a new application.

What form of payment can be use with the online application form?

You may use VISA, Mastercard, American Express, Discover, or an ‘Electronic’ Check (US banks only – by entering your routing number and account number).

How do I change my program choice?

If you are changing the program for the same semester that your original application was for, you can do a transfer of application:

- Applicant can send a letter to the Enrollment Center informing us of their new program choice. Include the semester and applicant’s signature, student ID number or social security number, and date of birth.
 - Mail the letter to: MATC Enrollment Center, 3550 Anderson St., Madison WI 53704 or fax to (608) 243-4353.

Is there a PDF form of the online application form?

No, there is not a PDF form of the online application. An applicant may request a paper copy by contacting the Enrollment Center at 246-6210 or via “AskMATC.”

Is there a Counselors Transcript form?

Yes, the applicant will automatically receive this form with their acknowledgement e-mail once the online application is submitted. The form is also available on our website under “A-Z Index, “C”, Counselors Form or under “A-Z Index”, “A”, “admissions”, Step 2 Transcripts.

PROCESSING TIMES, PROCEDURES AND DEADLINES

How long is the application process?

For non-wait list programs an applicant should hear within 2-4 weeks of the first day of processing or when the application form is submitted. For programs with a waiting list, the applicant should hear within 2 to 3 months of the first day of processing. You may view program information under “AskMATC” to verify program response time.

Are you still using the completed packets for specific programs?

No, we discontinued this process in the fall of 2006.

What is the deadline for an admission application?

For Fall Semester: Applications must be received by [August 31](#) to be considered for the fall semester, and supporting documentation (transcripts, test scores, etc.) must be received by September 15th. (ex: Applying for Fall 09. application is due Aug. 31, 2009 and credentials are due September 15, 2009.)

For Spring Semester: Applications must be received by [January 15](#) to be considered for the spring semester, and supporting documentation (transcripts, test scores, etc.) must be received by February 2nd.

Please note:

If the Application deadline falls on a Saturday/Sunday, all applications and supporting documentation must be turned in by the last business day prior to the deadline. Application materials postmarked with the deadline date will not be considered. Also note that students who do not meet these deadlines will not be admitted into their program and are ineligible for financial aid.

Do I need to be a resident of the MATC district?

Yes, for certain high demand programs that have a wait list you must be a resident of MATC district. You may verify this information under the specific program admissions requirements on our website. For more information about residency, select Residency from the A-Z Index.

TESTING

Where can I take the COMPASS test?

The main Assessment Center is located at:

Commercial Avenue Campus (608)246-5220
2125 Commercial Avenue - 2nd floor, Room 215

Please refer to our website, www.matcmadison.edu, click on ‘A-Z index’, click on ‘COMPASS Testing’ and see test schedules and study guides; scheduled start times are posted - no appointment is needed at Commercial Avenue for test sessions.

Placement testing also occurs at the Truax campus by appointment only.

**MATC Truax Test Center (608)246-6721
3550 Anderson Street – Room 232

**Testing is available during summer breaks at the Truax campus. See website for test schedules and start times. No appointment is needed for these test sessions. Testing is available on a first come, first serve basis during peak times.

Regional and Downtown campuses - Fort Atkinson, Watertown, Portage, Reedsburg and Downtown also offer COMPASS testing. Times and dates vary from campus to campus. Please call the specific campus for test schedule information and to make an appointment.

MATC Ft. Atkinson (920)568-7200

MATC Watertown (920)206-8000

MATC Portage (608)745-3100 ext 0

MATC Reedsburg (608)524-7800 ext 0

MATC Downtown (608)259-2979

How can I prepare for the COMPASS test?

Go to the MATC homepage, www.matcmadison.edu, under 'A-Z index', click on 'COMPASS Testing'. Find links to the Math and English study guides along with sample questions.

How long does the COMPASS test take?

COMPASS is an untimed test. The average testing time for all four sections is 2½ - 3 hours.

What's on the COMPASS test?

The COMPASS test consists of 4 sections-Writing, Reading, Math and E-write (an online essay). It is completed on the computer and is multiple choice with the exception of the essay.

How long does it take to get my test scores once I have completed testing?

You receive your score report immediately after you are done testing. You will be advised as to what English, Math, History or Psychology courses to begin with at MATC.

Why do I need to take COMPASS placement test?

COMPASS is required for placement into English, Math, History, General Chemistry, Nursing Assistant, Survey of Astronomy or Intro to Psychology courses at MATC. However, if you have successfully completed college level English, Math, History or Intro to Psychology courses (C or better) and provide MATC with a transcript confirming this, you will not be required to test for that course. COMPASS is also required for admissions into some programs.

Do I have to take COMPASS even though I have taken the ACT?

Yes, ACT may be used to for admissions into some programs, but not for placement into classes. You will need to take COMPASS to find out your English, Math, History or Intro to Psychology course placement.

What do I do if I need testing accommodations?

If you have a documented disability and need specific testing accommodations, please call (608)246-6721 for assistance and to schedule a test date and time.

What should I bring?

1) You need a photo ID (e.g., school ID, driver's license, WI ID card, etc.). 2) You will need either your MATC student ID number or your social security number to log into the COMPASS test. 3) You may use your own scientific calculator or one will be provided.