



Madison College

Student Center Training Guide

Student Self Service Center

BPG Owner: Enrollment Center

Date Last Revised: 09/13/2011

Version: 1.1

Table of Contents

Overview	3
Student Center	5
Academics	7
Finances	17
Personal Information	27
Message Center.....	29
Additional Sections.....	31

Overview

The Student Center provides students with access to information and self service in many aspects of their student record and account. This includes the following:

- Class Schedule(s) and Enrollment Dates
- Search, Add, Drop Classes
- View Grades
- Holds and Service indicators
- To Do Lists
- Account and Financial Aid Information
- Personal Information such as Addresses, Phone Numbers and Emergency Contact
- Transfer Credit
- Academic Planner
- Message Center

Access your Student Center through **myMadisonCollege**.

The screenshot shows the myMadisonCollege website header with navigation links like 'home', 'libraries', 'faculty/staff', 'directories', and 'a-z index'. Below the header, there's a 'Welcome to Madison College' banner with a photo of graduates. To the right is a 'Sign On' section with 'Username:' and 'Password:' input fields, a 'Sign On' button, and links for 'New Student? Set Up Access Now', 'New Employee? Set up Access Now', and 'Forgot Password? Sign On Help'. A red arrow points to the Username input field.

Click on the **Student Center** link.

This screenshot shows the myMadisonCollege website with a grid of service tiles. The 'Student Center Services' tile is highlighted with a red arrow pointing to the 'Student Center' link. Other tiles include 'The Yahara Journal', 'Student Bulletin', 'OneCard Benefits', 'Prepare for Summer', 'Student Achievement Center', and 'Fitness, Health and Recreation'. The 'Student Center Services' tile contains a large 'Go to my Student Center' button and a list of services such as 'Register for classes', 'View your Grades & Class Schedule', and 'Pay your tuition'. It also includes sections for 'STOP, SWAP, OR DROP?', 'Registration Information', and 'Auto enroll from class waitlists'.

Student Center

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#)

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Placement Test Summary](#)



You are not enrolled in classes.

[enrollment shopping cart ▶](#)

other academic... ▶▶

Finances

My Account

[Account Inquiry](#)
[Order a Parking Permit](#)

Financial Aid

[View Financial Aid](#)
[Accept/Decline Awards](#)
[Fin Aid from Other Sources](#)

other financial... ▶▶

Account Summary

You owe 1,527.30.

- Due Now 1,527.30
- Future Due 0.00

**** You have a past due balance of 1,527.30. ****

Currency used is US Dollar.

Personal Information

Emergency Contact

other personal... ▶▶

Contact Information

[Address](#) [Address 2](#)

[Phone](#) [Email Address](#)

[SEARCH FOR CLASSES](#)

Message Center

No Messages.

Holds

TekCollect Tuition Collection	1,527.300
Tuition & Fees Hold/Obligation	1,483.300

Currency used is US Dollar.

[view all ▶](#)

To Do List

10-11 Chg in Par Marital Stat
 10-11 Dependent Verf Form
 2009 Parent's Tax Return
 2009 Student's Tax Return
 Info on Standards of Progress

[view all ▶](#)

Enrollment Dates

[view enrollme](#)

Advisor

Program Advisor

None Assigned

Helpful Links

[Federal Student Aid](#)
[Transfer Information System](#)
[FERPA Guidance for Students](#)

The Student Center Page is divided into several separate sections including Academics, Finances, Personal Information, Message Center, Holds, etc. Click on the various links to access different screens and information.

Several drop down menus are also available for navigation.

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Placement Test Summary](#)

You are not enrolled in classes.

[enrollment shopping cart ▶](#)

other academic... ▶▶

- Academic Planner
- Academic Requirement
- Apply for Graduation
- Class Schedule
- Enrollment Verification
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Swap
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- other academic...

[Fin Aid from Other Sources](#)

Account Summary

You owe 303.10.

■ Due Now	0.00
■ Future Due	303.10

Currency used is US Dollar.

Under **Academics**

Finances

My Account
[Account Inquiry](#)
[Order a Parking Permit](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Fin Aid from Other Sources](#)

Account Summary

You owe 303.10.

■ Due Now	0.00
■ Future Due	303.10

Currency used is US Dollar.

other financial... ▶▶

- Account Activity
- Charges Due
- Payments
- View 1098-T
- View Student Permission
- other financial...
- [Emergency Contact](#)

Contact Information

[Address](#) [Address 2](#)

[Phone](#) [Email Address](#)

Under **Finances**

Personal Information

[Demographic Data](#)
[Emergency Contact](#)

other personal... ▶▶

- Addresses
- Email Addresses
- Extracurricular Activities
- Honors and Awards
- Phone Numbers
- other personal...

Contact Information

[Address](#) [Address 2](#)

3550 Anderson St
 Madison, WI 53704-2599

[Phone](#) [Email Address](#)

608/246-6100

Under **Personal Information**

Academics

▼ Academics

[Search](#)

[Plan](#)

[Enroll](#)

[My Academics](#)

[Placement Test Summary](#)

i **You are not enrolled in classes.**

[enrollment shopping cart ▶](#)

other academic... ▼ ▶▶

Search

Click on **Search** to view courses available.

Search
search for classes

Plan

Enroll

My Academics

[Search for Classes](#)

[browse course catalog](#)

Search for Classes

Enter Search Criteria

Institution

Term

Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Keyword Search

Course Subject

Course Number

Course Career leave blank to include all careers

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

CLEAR CRITERIA

SEARCH

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[Search For Classes](#) [Browse Course Catalog](#)

go to ... ▼ ▶▶

Search for classes by entering specific class search criteria or click on **browse course catalog**.

▼ Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Placement Test Summary](#)

i You are not enrolled in classes.

[enrollment shopping cart ▶](#)

other academic... ▼ >>

Plan

Click on **Plan** to go to the course planner.

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)
[my planner](#) [shopping cart](#)

My Planner

Select Institution / Career Madison Area Technical College > Degree ▼ [change](#)

Add courses to Planner using: [BROWSE COURSE CATALOG](#) [PLAN BY MY REQUIREMENTS](#)

i Your planner is empty. Use Plan by My Requirements or Search Catalog to add courses to your planner.

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)
[My Planner](#) [Shopping Cart](#)

go to ... ▼ >>

My Planner allows students to create a “wish list” of courses to take for a particular term, several terms or future terms. In addition, it allows students to select needed courses from the Academic Advisement Degree Process report. When students are done adding courses to the planner, they can choose to add classes to their Shopping Cart and enroll/add classes when enrollment is available (view Enrollment Dates).

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Placement Test Summary](#)

You are not enrolled in classes.

[enrollment shopping cart ▶](#)

other academic... ▶▶

Enroll

Click on **Enroll** to facilitate course enrollment. Note there are also several other tabs available under **Enroll**.

Under the add tab, choose the term and degree or non-degree career to enroll in and then click **CONTINUE**.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)
[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [term information](#)

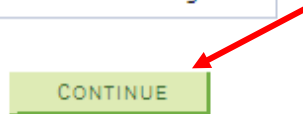
Add Classes



Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Spring 2010-2011	Degree Career	Madison Area Technical College
<input type="radio"/>	Spring 2010-2011	Non-Degree Career	Madison Area Technical College
<input checked="" type="radio"/>	Summer 2011-2012	Degree Career	Madison Area Technical College
<input type="radio"/>	Summer 2011-2012	Non-Degree Career	Madison Area Technical College
<input type="radio"/>	Fall 2011-2012	Degree Career	Madison Area Technical College
<input type="radio"/>	Fall 2011-2012	Non-Degree Career	Madison Area Technical College



[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

go to ... ▶▶

Enrolling in a class is a three step process. Search for and/or enter the class(es) and add to the Shopping Cart. When you have finished adding the classes click **PROCEED TO STEP 2 OF 3**.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)
[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [term information](#)

Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Summer 2011-2012 | Degree Career | Madison Area Technical College [change term](#)

Open
 Closed
 Wait List

Summer 2011-2012 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	103 10103133-0452 (10424)	Su 1:00PM - 3:30PM	S Mad Ed Ctr Rm SM110		1.00	<input checked="" type="radio"/>

Add to Cart:
 Enter Class Nbr: [enter](#)
Find Classes:
 Class Search
 My Requirements
 My Planner
[search](#)



[PROCEED TO STEP 2 OF 3](#)

▼ My Summer 2011-2012 Class Schedule
 You are not registered for classes in this term.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

go to ... [»](#)

Click **FINSH ENROLLING** to process the request.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)
[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [term information](#)

Add Classes



2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Summer 2011-2012 | Degree Career | Madison Area Technical College

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
103 10103133-0452 (10424)	Excel - Beginning (Lecture)	Su 1:00PM - 3:30PM	S Mad Ed Ctr Rm SM110		1.00	<input checked="" type="radio"/>

[CANCEL](#) | [PREVIOUS](#) | [FINISH ENROLLING](#)

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

go to ...

If there is a problem enrolling in a class (due to waitlist, prerequisites or time conflicts) an error message displays indicated by **X**.

Add Classes



3. View results

Scroll down the page to review all enrollment confirmations and errors!

★ **Enrollment Request ID** **0005509185** ★

★ Retain number above and print page for your records. Check details of actions for accuracy and completion.

Refund/Reduction Policy:
 Nonattendance and/or registration in a class after it has started does not reduce fees owed.

Student Request Date.....Percent of Refund/Reduction

Prior to class start date.....100%
 Prior to 11% of class completed..... 80%
 From 11% through 20% of class completed*.....60%
 After 20% of class completed**.....No Refund

* This is the last period in which a student may drop a degree credit class without receiving an official status of "W" (withdrawn) on their record.
 ** Dropping a degree credit class during this time will result in a "W" (withdrawn) on a student's record. A student may drop a class prior to it being 90% completed.

Financial Aid/Veteran Benefits Recipients: Dropping classes may affect receipt of aid and require repayment of funds received.

Summer 2011-2012 | Degree Career | Madison Area Technical College

✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
103 10103133	Error: Department Consent Required. If Instructor Consent required, obtain permission from instructor and resubmit enrollment request; if Department Consent required, contact the Center Office for this class.	✘

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

Classes successfully enrolled will be indicated by ✔. Retain the Enrollment Request ID number as the record of confirmation. Always verify enrollment by viewing the appropriate term and degree or non-degree career class schedule.

✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
807 20807230	Success: This class has been added to your schedule.	✔
101 10101106	Success: This class has been added to your schedule.	✔
815 20815200	Success: This class has been added to your schedule.	✔
807 20807210	Success: This class has been added to your schedule.	✔

[MAKE A PAYMENT](#) [MY CLASS SCHEDULE](#)

Additional tabs under Enroll

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			term information

My Class Schedule

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Spring 2010-2011	Degree Career	Madison Area Technical College
<input type="radio"/>	Spring 2010-2011	Non-Degree Career	Madison Area Technical College
<input type="radio"/>	Summer 2011-2012	Degree Career	Madison Area Technical College
<input type="radio"/>	Summer 2011-2012	Non-Degree Career	Madison Area Technical College
<input checked="" type="radio"/>	Fall 2011-2012	Degree Career	Madison Area Technical College
<input type="radio"/>	Fall 2011-2012	Non-Degree Career	Madison Area Technical College

CONTINUE

Search Plan Enroll My Academics
 My Class Schedule Add Drop Swap Term Information

go to ...

My Class Schedule

Select the term to view and click **CONTINUE**.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			term information

My Class Schedule

Select Display Option List View Weekly Calendar View

[View Textbook Summary](#)

Fall 2011-2012 | Degree Career | Madison Area Technical College [change term](#)

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

For textbook information visit: www.madisoncollegebookstore.com

103 10103133 - Excel - Beginning						
Status	Waitlist Position	Units	Grading	Grade	Deadlines	
Waiting	1	1.00	Graded			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
30901	0001	Lecture	MoWe 11:00AM - 12:15PM	Truax Rm 355	Staff	08/29/2011 - 10/19/2011

[Printer Friendly Page](#)

Search Plan Enroll My Academics
 My Class Schedule Add Drop Swap Term Information

go to ...

View the class schedule in a **List View** or **Weekly Calendar View**.

Drop

Select the classes to drop, complete the 3 step process and record confirmation number and verify in class schedule. Only classes eligible to be dropped will be displayed.

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
term information

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Fall 2011-2012 | Degree Career | Madison Area Technical College change term

✔ Enrolled
✘ Dropped
⚠ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	103 10103101- 0251 (30891)	Computers- Beginning/Slow Paced (Lecture)	We 5:30PM - 8:00PM	Matc Portage Rm 105		1.00	✔
<input type="checkbox"/>	807 20807221- 0001 (34305)	Basketball Cond (Laboratory)	TuTh 12:30PM - 2:20PM	Truax Rm 110A		1.00	✔

DROP SELECTED CLASSES

▶ My Fall 2011-2012 Class Schedule

Search
Plan
Enroll
My Academics

My Class Schedule
Add
Drop
Swap
Term Information

go to ...

Swap

This option is not currently available. Watch for these additional self-service options targeted for delivery shortly before the start of the fall 2011 semester.

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
term information

Term Information

Term Information

View enrollment dates and grades from this tab.

Enrollment Dates [View my enrollment dates](#)
Grades [View my grades](#)

Search
Plan
Enroll
My Academics

My Class Schedule
Add
Drop
Swap
Term Information

go to ...

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Placement Test Summary](#)

You are not enrolled in classes.

[enrollment shopping cart ▶](#)

other academic... ▶▶

My Academics

The My Academics tab provides program information as well as links to the following:

- View my advisement report
- View my advisors
- View my transfer credit report
- View my unofficial transcript
- Request enrollment verification
- Apply for graduation

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

My Academics

<p>Academic Requirements View my advisement report</p> <p>Advisors View my advisors</p>	<p>My Program:</p> <ul style="list-style-type: none"> ... Institution - Madison Area Technical College ... Career - Degree Career ... Program - Undeclared Degree Credit ... Preparation - Undeclared Degree Credit ... Program - Criminal Justice - Law Enforce ... Major - Criminal Justice - Law Enforce ... Program - Liberal Arts Transfer ... Major - Liberal Arts Transfer ... Track - Liberal Arts Transfer ... Career - Non-Degree Career ... Program - Nondegree ... Preparation - Nondegree
<p>Transfer Credit View my transfer credit report</p>	
<p>Transcript View my unofficial transcript</p>	
<p>Enrollment Verification Request enrollment verification</p>	
<p>Graduation Apply for graduation</p>	

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

go to ... ▶▶

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Placement Test Summary](#)

i You are not enrolled in classes.

enrollment shopping cart ▶

other academic... ▶▶

Placement Test Summary

This is an example of Compass test information. If no tests that are used for registration purposes are available, then a message indicating **No Tests Found** will be displayed.

Placement Test Summary

For registration, test scores are valid for two years. Only applicable tests are displayed.

Filter data by	Operator	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="filter"/>	<input type="button" value="show all"/>	

Placement Test Summary		Customize	First	1-4 of 4	Last
Test ID	Test Component	Test Score	Test Date		
COMPASS	E-WRITE	5.00	07/06/2010		
COMPASS	Pre-Algebra	37.00	07/06/2010		
COMPASS	Reading	75.00	07/06/2010		
COMPASS	Writing	55.00	07/06/2010		

go to ... ▶▶

Finances

▼ Finances

My Account

[Account Inquiry](#)

[Order a Parking Permit](#)

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

[Fin Aid from Other Sources](#)

»»

Account Summary

You owe 1,527.30.

- Due Now 1,527.30
- Future Due 0.00

**** You have a past due balance of 1,527.30. ****

Currency used is US Dollar.

Account Inquiry

The Account Inquiry tab includes several other pages which can be accessed by clicking each tab to view and/or sort data. The tabs include the following:

- summary** - this is a view of the student's account balance
- activity** - provides a detailed list of transaction activity
- charges due** - running totals by due date of the charges and payments owed
- payments** - displays payment history; make a payment, print an invoice, authorize third party and more through TouchNet

Account Inquiry

Account Services

[summary](#)

[activity](#)

[charges due](#)

[payments](#)

Account Summary

You owe 1,527.30. For the breakdown, access [Charges Due](#)

- Due Now 1,527.30
- Future Due 0.00

**** You have a past due balance of 1,527.30. ****

What I Owe		
Term	Outstanding Charges & Deposits	Total Due
Spring 2010-2011	1,527.30	1,527.30
Total	1,527.30	1,527.30

Currency used is US Dollar.

[Remittance Addresses](#)

[Financial Aid](#)

[Account Inquiry](#) [Account Services](#)

[Summary](#) [Activity](#) [Charges Due](#) [Payments](#)

go to ... »»

Account Services

1098-T

If the student wishes to grant consent to receive the 1098-T form via online access they must click on **GRANT CONSENT**.

Account Inquiry	Account Services
1098t tax form	student permission

View 1098-T

i You have not consented to receive your 1098-T via on-line access. Click the Grant Consent push button to allow on-line receipt.

GRANT CONSENT

[Account Inquiry](#) [Account Services](#)
[1098t Tax Form](#) [Student Permission](#)

go to ...

The student should click on the **Yes, I have read the agreement** checkbox and click the **SUBMIT** button.

1098-T Consent 1

1. 1098-T Consent Agreement

I agree to receive my 1098-T Tax form electronically through on-line access. Clicking the 'Yes, I have read the agreement ' checkbox means you will no longer receive the 1098-T form via US mail. Click the Submit push button to always access your 1098-T on-line. Click the Cancel push button to return to the 1098-T Year selection.

The agreement is dated: 05/25/2011 **Yes, I have read the agreement**


CANCEL **SUBMIT**

You will receive a message indicating the consent accepted. To view the 1098-T click on **VIEW 1098-T SELECTION**.

1098-T Consent



2. 1098-T Consent Confirmation

 You have elected to receive your 1098-T electronically instead of through the US mail. Click the View 1098-T Selection button to continue viewing your 1098-T.


VIEW 1098-T SELECTION

student permissions

If the student wishes to grant permissions to apply qualified financial aid to their account balance after tuition and fees are paid, then they must click on the **Grant Permissions** tab/link.

Account Inquiry	Account Services
1098t tax form	student permission

Student Permissions

 No student permission information on file.

GRANT PERMISSIONS

[Account Inquiry](#) [Account Services](#)
[1098t Tax Form](#) [Student Permission](#)

go to ... 

The student should review, authorize and click **NEXT**.

Student Permissions 1 2 3

1. Select Permission Form

IF YOU ARE RECEIVING FINANCIAL AID PLEASE READ AND TAKE APPROPRIATE ACTION. NO ACTION IS REQUIRED IF YOU ARE NOT A FINANCIAL AID RECIPIENT.

The Department of Education has implemented federal regulations that authorize this University to administer Title IV financial aid funds. Title IV funds are financial aid you may receive in your financial aid package from the University and include:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Education Loan Program
- Stafford Loan Program - Subsidized and Unsubsidized

Select a permission form and click next to continue with the agreement process or click cancel.

Permission Form	Description
<input checked="" type="radio"/> TITLE_IV	I authorize Madison College to apply any Title IV funds I receive toward payment of any charges billed by Madison College. In addition, I authorize Madison College to pay prior year charges of no more than \$200 with Title IV Funds.

CANCEL **NEXT**

go to ... »

The student should click on the **Yes, I have read the agreement** checkbox and click the **SUBMIT** button.

Student Permissions 1 2 3

2. Permission Form Agreement

I authorize the university to retain in my account any excess Title IV financial aid funds and apply them toward any charges that may appear on my account for the academic year.

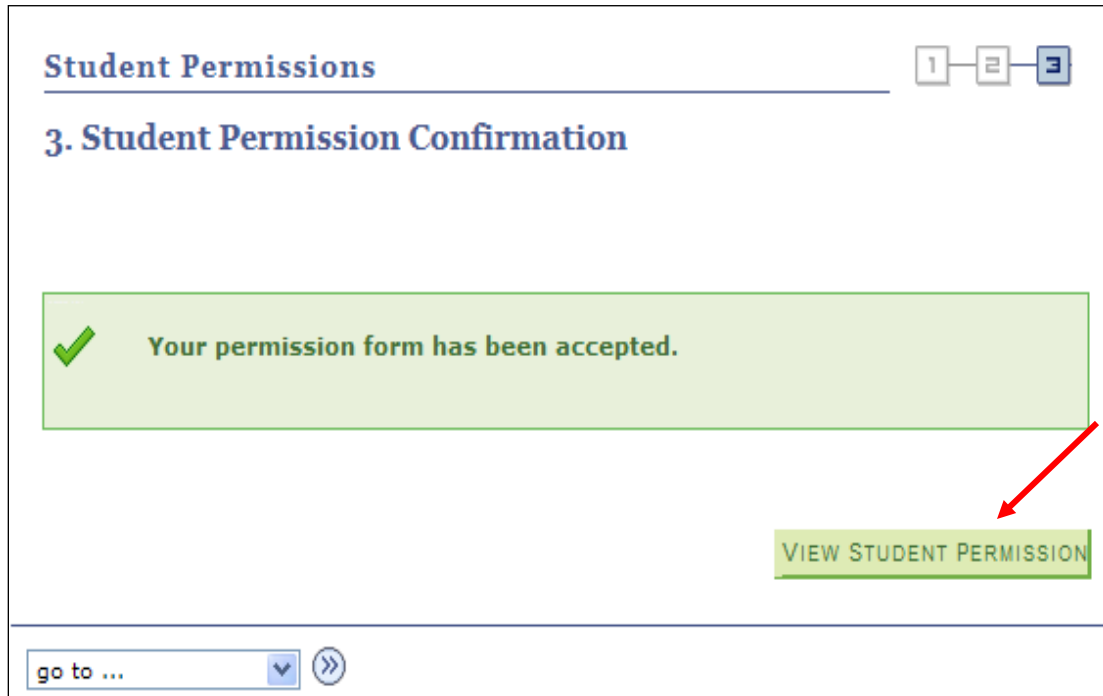
I authorize Madison College to apply any Title IV funds I receive toward payment of any charges billed by Madison College. In addition, I authorize Madison College to pay prior year charges of no more than \$200 with Title IV Funds.

The agreement is dated: 05/24/2011 **Yes, I have read the agreement**

CANCEL **PREVIOUS** **SUBMIT**

go to ... »

The student will receive a message indicating the permission was accepted. To view the permission click on **VIEW STUDENT PERMISSION**.



The screenshot displays a web interface for "Student Permissions". At the top right, there are three numbered tabs: 1, 2, and 3, with tab 3 being the active one. Below the tabs is the section header "3. Student Permission Confirmation". A large green message box contains a checkmark icon and the text "Your permission form has been accepted." To the right of this message box is a green button labeled "VIEW STUDENT PERMISSION", with a red arrow pointing to it. At the bottom of the interface is a "go to ..." search bar with a dropdown arrow and a double-right arrow icon.

▼ **Finances**

My Account

[Account Inquiry](#)

[Order a Parking Permit](#)

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

[Fin Aid from Other Sources](#)

other financial... ▶▶

Account Summary

You owe 1,527.30.

- Due Now 1,527.30
- Future Due 0.00

**** You have a past due balance of 1,527.30. ****

Currency used is US Dollar.

Order a Parking Permit

Student Parking

Request Parking Permit

Student parking at the Truax and Commercial Avenue campuses requires a valid permit. The cost is \$25.00 per semester. If you elect to receive a parking permit, your account will be charged and the parking permit mailed to you.

After the page is saved you will not be able to change the request online. Visit the Public Safety Services office, Room 117, at the Truax campus or call 608-246-6031.

By requesting a permit now I agree that if I am eligible for financial aid, I give permission to use my financial aid to cover the costs of the parking permit.

(If you do not want this fee covered by Financial Aid you must pay the Parking Fee in person prior to receiving a permit.)

Select Term and check the Parking Permit checkbox.

Term: Fall 2011-2012 ▼

Parking Permit - MATC

Process Order

Complete request!

Parking History	View All First 1-2 of 2 Last
Term	Parking Permit
Spring 2010-2011	Y
Fall 2010-2011	Y

go to ... ▶▶

Students at the Truax and Commercial Avenue campuses require a valid parking permit for each semester. Indicate the **Term** using the drop down menu and check **Parking Permit – MATC**. Click on **Process Order**.

Finances

My Account
[Account Inquiry](#)
[Order a Parking Permit](#)

Financial Aid
[View Financial Aid](#)
[Accept/Denine Awards](#)
[Fin Aid from Other Sources](#)

other financial...

Account Summary

You owe 1,527.30.

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Currency used is US Dollar.

[View Financial Aid](#)

Click on the **View Financial Aid** link. Select the **Aid Year** to display award summary information.

Financial Aid

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
2011	Madison Area Technical College	Federal Aid Year 2010-2011

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

go to ...

Award summary information is displayed based on terms and broken down into award descriptions showing amounts, offered and accepted.

More detailed information can be reviewed by clicking on **Estimated Financial Aid Budget**.

Financial Aid

Award Summary

Federal Aid Year 2010-2011

Select the term hyperlinks below to see more detailed information.

Aid Year			
Award Description	Category	Offered	Accepted
Federal DL Sub Stafford Loan01	Loan	860.00	0.00
Federal DL Unsub Stafford Ln01	Loan	4,640.00	0.00
Aid Year Totals		5,500.00	0.00

Currency used is US Dollar.

[Estimated Financial Aid Budget](#)

Terms

Fall 2010-2011

Award Description	Category	Offered	Accepted
Federal DL Sub Stafford Loan01	Loan	430.00	0.00
Federal DL Unsub Stafford Ln01	Loan	2,320.00	0.00
Term Totals		2,750.00	0.00

Spring 2010-2011

Award Description	Category	Offered	Accepted
Federal DL Sub Stafford Loan01	Loan	430.00	0.00
Federal DL Unsub Stafford Ln01	Loan	2,320.00	0.00
Term Totals		2,750.00	0.00

Currency used is US Dollar.

Your financial aid award is determined from the information provided in your application. If there is no financial aid displayed your application may be in progress. Please check back.

[Estimated Financial Aid Budget](#)

[Return to Aid Year Selection](#)

go to ...

Finances

My Account
[Account Inquiry](#)
[Order a Parking Permit](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Fin Aid from Other Resources](#)

other financial... >>

Account Summary

You owe 1,527.30.

- Due Now 1,527.30
- Future Due 0.00

**** You have a past due balance of 1,527.30. ****

Currency used is US Dollar.

[Accept/Decline Awards](#)

Financial Aid

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
2011	Madison Area Technical College	Federal Aid Year 2010-2011

Click on **Accept/Decline Awards**. Click on the **Aid Year**.

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

go to ... >>

Indicate what you will **Accept** and/or **Decline** by checking the appropriate box or click on **accept all** or **decline all** if applicable. Students can also **clear all** and **update totals**. Click on **SUBMIT**.

Financial Aid

Award Package

Federal Aid Year 2010-2011

Your acknowledgement and/or changes were successfully processed. Please review the awards for correctness. Remember to 'Submit' your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

Last Updated: 01/12/2011 4:39:52PM Status: Successful

Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Pell Grant 1	Grant	Degree Career	2,775.00	2,775.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal DL Sub Stafford Loan01	Loan	Degree Career	1,750.00	1,750.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal DL Sub Stafford Loan02	Loan	Degree Career	1,750.00	1,750.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal DL Unsub Stafford Ln01	Loan	Degree Career	2,452.00	2,452.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal DL Unsub Stafford Ln02	Loan	Degree Career	3,000.00	3,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			11,727.00	11,727.00		

Currency used is US Dollar.

[Account Inquiry](#)

[Return to Aid Year Selection](#)

[Entrance Interview Information](#)

[Previous Transactions](#)

go to ... >>

▼ **Finances**

My Account

[Account Inquiry](#)

[Order a Parking Permit](#)

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

[Fin Aid from Other Sources](#)

Account Summary

You owe 1,527.30.

- Due Now 1,527.30
- Future Due 0.00

**** You have a past due balance of 1,527.30. ****

Currency used is US Dollar.

▶▶

[Fin Aid from Other Sources](#)

Click on **Fin Aid from Other Sources**. Click on the **Aid Year** to view detail on awards from alternate financial aid sources. For example: scholarships.

Financial Aid

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
2011	Madison Area Technical College	Award access not available.

Aid years listed indicate your access to information regarding your Financial Aid.

 ▶▶

Personal Information

In the **Personal Information** section, students may view, update/add:

- addresses
- email addresses (view only)
- phone numbers
- emergency contacts

Addresses

View, add, change or delete an address.

Address Type	Address	
Mail	3550 Anderson St Madison, WI 53704-2599	edit

[ADD A NEW ADDRESS](#)

Click on the **My Involvement** tab to view the following:

- extracurricular activities
- academic honors and awards



Extracurricular Activities

Below is a list of your extracurricular activities. If the list is incorrect or you wish to add an activity, please contact the appropriate administrative office.

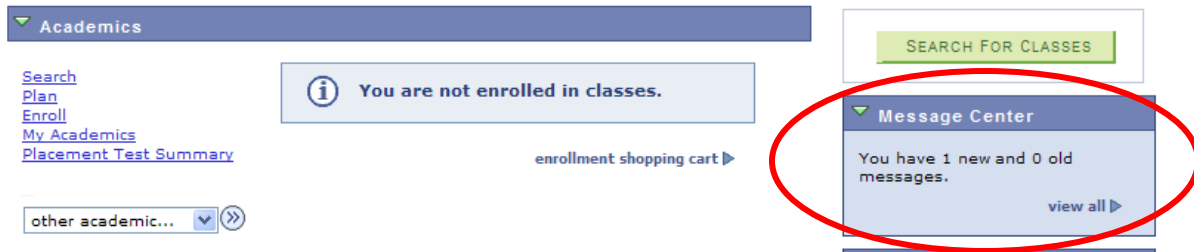
No current extracurricular activities information found.

[Personal Information](#) [My Involvement](#)

[Extracurricular Activities](#) [Academic Honors And Awards](#)

go to ...

Message Center



The **Message Center** is a link to time sensitive and confidential communications that may have a deadline or an action required by the student. Students may be notified by email when a communication has been posted to their **Message Center**. Click on the **view all** link to retrieve the detail and additional communications not displayed.

Wolfie Wolfpack

go to ...

Message Center Communications

Your **Message Center** communications are listed below. Select the **Description** link to view a communication. After viewing, you may hide a communication by selecting the window shade.

List of Communications					
Communication Function	Description	Sent Date	End Date	Viewed	
1 Financial Aid	Complete your MPN for Financial Aid	06/27/2011	06/29/2011	N	

go to ...


The student will see the message(s) in the **Message Center Communications** area. Click on the **Description** link to view the communication detail.

Wolfie Wolfpack

go to ... 

Message Center Communications

Your Message Center communications are listed below. Select the Description link to view a communication. After viewing, you may hide a communication by selecting the window shade.

List of Communications						
Communication Function	Description	Sent Date	End Date	Viewed	Hide?	
1 Financial Aid	Complete your MPN for Financial Aid	06/27/2011	06/29/2011	Y		

[Close this Communication](#)

Information Links and Messages		
Communication Item ID	2	Communication Item Type Message Center Communication
Link	http://studentloans.gov	
Message Text		
Dear Wolfie,		
You have been awarded Federal Student Loans from Madison College; however, our records indicate that you have not yet completed a Master Promissory Note (MPN) .		
To receive your loan funds, you must first complete an MPN online from the Student Loans website at studentloans.gov.		
If you have recently completed your MPN, please disregard this notice.		
For additional assistance, contact Madison College Financial Aid at (608) 246-6170 or (800) 322-6282, ext. 6170.		
Thank you,		
Madison College Financial Aid		

Additional Sections

Search for Classes	This opens the class search page. Search course/class offerings or browse the catalog.
Message Center	See Message Center detailed previously in this document.
Holds	A hold placed on a student account will display here. If there are multiple holds, a view all button will display. Click the button to view details of the hold(s).
To Do List	The To Do List is a view of a checklist that has been assigned indicating items that need to be resolved. Clicking on the view all link will display the individual items and information including how to resolve. Some To Do items may also have a form or other document pdf link.
Enrollment Dates	Information regarding enrollment dates will appear here. Once open enrollment begins, the Open Enroll Dates link will display instead of an assigned appointment date for the current term(s).
Advisor	Displays program advisor information if assigned.
Helpful Links	These links provide access to external online resources.

SEARCH FOR CLASSES

▼ Message Center

No Messages.

▼ Holds

TekCollect Tuition Collection	1,527.300
Tuition & Fees Hold/Obligation	1,483.300

Currency used is US Dollar.

[view all ▶](#)

▼ To Do List

10-11 Chg in Par Marital Stat
10-11 Dependent Verf Form
2009 Parent's Tax Return
2009 Student's Tax Return
Info on Standards of Progress

[view all ▶](#)

▼ Enrollment Dates

[view enrollment appointments](#)

▼ Advisor

Program Advisor

None Assigned

▼ Helpful Links

[Federal Student Aid](#)
[Transfer Information System](#)
[FERPA Guidance for Students](#)