



# MADISON COLLEGE

## New Student Account Creation Form

**INSTRUCTIONS** - Complete this form to establish an account if you have never previously taken classes or applied to a program/certificate at Madison College. This form must be presented in-person with photo ID at the Truax Enrollment Center, Room 159; Downtown Enrollment Information Center, D117; or any Regional or Metro Campus office.

### STEP 1: PERSONAL Information

All fields with an asterisk (\*) must be completed. **Disclosing your Social Security Number** - Social Security Numbers are used for record keeping and statistical purposes and are kept in strict confidence. See page 2 for complete information and Privacy Statement.

First Name\* \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name\* \_\_\_\_\_ Suffix (e.g., Jr., III) \_\_\_\_\_  
 Social Security Number (999-99-9999) \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_

### STEP 2: CONTACT Information

Email \_\_\_\_\_ Phone Number (#####) \_\_\_\_\_ Extension \_\_\_\_\_

Mailing Address\* (Street, Apt #, PO Box) \_\_\_\_\_

City\* \_\_\_\_\_ State \_\_\_\_\_ Zip Code\* \_\_\_\_\_ Country (if not U.S.) \_\_\_\_\_

### STEP 3: IDENTITY Information

Madison College appreciates your cooperation in completing the following information, which is necessary to meet State and Federal reporting requirements and is in compliance with the Family Education Rights & Privacy Act of 1974 (Buckley Amendment). These items remain confidential. Madison College and the Wisconsin Technical College System use the information for statistical reporting in an effort to better serve our educational community. Please see reverse for Statistical State Definitions. Accurate data is needed to meet State and Federal reporting requirements, and allows Madison College to obtain state and federal funding.

Gender:  Male  Female  Refuse to provide Do you have a disability?  Yes  No  Refuse to provide

Are you Hispanic or Latino (that is, a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race)?  Yes  No  Refuse to provide

Select one or more from the following that best describes your race:  American Indian or Alaska Native  Asian  
 Black or African American  Native Hawaiian or other Pacific Islander  White  Other  Refuse to provide  
 Southeast Asian (a person admitted to the U.S. after December 31, 1975, and either you are or an ancestor is or was a former citizen of Laos, Vietnam or Cambodia)  
 Select one or more of the following:  Cambodian  Hmong  Laotian  Vietnamese  Not Listed

Marital Status:  Divorced  Separated  Legally Separated  Married  Single  Widowed  Refuse to provide

### STEP 4: RESIDENCY Information

Legal State of Residence\* \_\_\_\_\_ Country (if not U.S.)\* \_\_\_\_\_

Wisconsin Residents Only - Please complete your residency information: County \_\_\_\_\_

Municipality:  City  Village, or  Town of \_\_\_\_\_ School District \_\_\_\_\_

### STEP 5: CERTIFICATION

I certify this information is true and complete to the best of my knowledge. By signing and submitting this form, I acknowledge that I am establishing an account with Madison College.

Signature\* \_\_\_\_\_ Date\* \_\_\_\_\_

### IN-PERSON SERVICE ONLY - PHOTO ID Verification - ADMINISTRATIVE STAFF USE ONLY - Verify ID and mark type.

The following require ID only (no supporting documentation):  Drivers License  State-Issued ID  U.S. Military ID  Native American Tribal ID  
 U.S. Passport  Foreign Government-Issued Passport  Permanent Resident Card

The following require ID and supporting documentation (see page 2 and mark type):  Employer ID (excluding business card)  High School, University or College ID

Processed by \_\_\_\_\_ Date \_\_\_\_\_ Student ID Number \_\_\_\_\_

**STEP 6: STUDENT BACKGROUND - Optional**

Madison College appreciates your cooperation in completing the following information. See page 1, Step 3, for complete privacy information.

**Work Status:**  Employed, full-time  Employed, part-time  Underemployed  Unemployed, seeking employment  
 Not in labor market  Dislocated Worker  Refuse to provide

**Highest Grade Completed:**  Did not attend school  1  2  3  4  5  6  7  8  9  10  11  12  
 13  14  15  16  17 or higher  HSED, in progress  GED, in progress  No equivalent grade level  Refuse to provide

**Displaced Homemaker:**  Yes  No  Refuse to provide **Single Parent:**  Yes  No  Refuse to provide

**Economically Disadvantaged:**  Yes  No  Refuse to provide **Limited English Proficiency:**  Yes  No  Refuse to provide

**Either parent completed a four-year degree:**  Yes  No  Refuse to provide

**STATISTICAL STATE DEFINITIONS**

**Displaced Homemaker** - A person who has worked for a substantial number of years providing unpaid household services for family member, is not gainfully employed, including unemployed or underemployed and has had or would have difficulty in securing employment, **and:**

- a. has been dependent on the income of another household member but is no longer supported by such income; **or**
- b. has been dependent on public assistance but is no longer eligible for such assistance or who may be terminated from such assistance; **or**
- c. is the parent of a minor child who is supported by public assistance or child support but whose children are within two years of termination from such support.

**Single Parent** - A person who is unmarried or legally separated and has custody or joint custody of one or more minor children or who is pregnant.

**Economically Disadvantaged** - Any individual or member of a family who receives need-based financial assistance, or whose income is at or below the poverty level as defined by the U.S. Department of Health and Human Services (HHS).

2010 HHS Poverty Guidelines (Annual Income) - Effective 08/03/2010*			
Size of Family Unit	48 Contiguous States & D.C.	Alaska	Hawaii
1	\$10,830	\$13,530	\$12,460
2	14,570	18,210	16,760
3	18,310	22,890	21,060
4	22,050	27,570	25,360
5	25,790	32,250	29,660
6	29,530	36,930	33,960
7	33,270	41,610	38,260
8	37,010	46,290	42,560
For each additional person, add	3,740	4,680	4,300

\*Changes to the Poverty Guideline amounts are effective immediately upon promulgation by the HHS.

**Work Status**

**Underemployed** - Employed full-time or part-time but the job duties are materially below his/her qualifications.

**Unemployed** - Without a job and seeking employment (excluding dislocated workers).

**Not in Labor Market** - Without a job and not seeking employment (excluding dislocated workers).

**Dislocated Worker** - A person who has 1) been terminated or laid off or received notification of termination or layoff and 2) is eligible or has exhausted entitlement to unemployment compensation and 3) is unlikely to return to his/her previous industry/occupation; **or** been terminated or has received notice of termination due to 1) permanent closure of a plant, facility or enterprise or 2) a substantial layoff at a plant, facility or enterprise.

**Race/Ethnicity**

**American Indian/Alaska Native** - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community region.

**Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent. This areas includes, for example, China, India, Japan and Korea.

**Black, not of Hispanic Origin** - A person having origins in any of the black racial groups of Africa.

**Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**White** - A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Native Hawaiian/Pacific Islander** - A person having origins in any of the original peoples of Hawaii, the Philippine Islands, Guam, Samoa and other Pacific Islands.

**Southeast Asian** - A person admitted to the U.S. after December 31, 1975, having origins in any of the original peoples of Laos, Vietnam, or Cambodia.

**PRIVACY Information**

**Disclosing Your Social Security Number:** The Wisconsin Technical College System may request and use your social security number for record keeping and statistical purposes related to auditing, enforcing and evaluating Federally-supported education programs (Federal law 20 U.S. C. § 1232g (1998)). You are required to provide your social security number if you are, or will be, applying for financial aid. If you will not be applying for financial aid, then providing your social security number is optional. However, there may be a delay associated with processing your application while an alternate number is assigned.

**Privacy Statement:** The Wisconsin Technical College System is committed to respecting and maintaining the privacy of all users. Madison College does not disclose, give, sell or transfer any personal information about our students to third parties except as required by law and in compliance with the Family Education Rights & Privacy Act of 1974 (Buckley Amendment).

**ADMINISTRATIVE STAFF** - Any one of the forms of identification below is acceptable when presented with Employer, High School, University or College Photo ID. Verify supporting documentation for identification purposes and mark type provided:

- Real estate tax bill or receipt
- Residential lease effective for previous year
- Utility bill or statement
- Bank/financial institution account statement
- Employment paycheck stub
- Check or other document issued by a government agency or office