



WELCOME

From: James H. Cook, Apprenticeship Manager
To: All Active Apprentices attending related instruction at Madison College
cc: Apprenticeship Local Committee Coordinators and Training Directors

Welcome to apprenticeship related instruction for the 2012-13 academic year at Madison College! The faculty and staff here hope this coming year is a successful one for you, and we look forward to assisting you in meeting your educational goals.

We wish to call your attention to a few, important items regarding your instructional schedule and the method of payment for tuition and fees.

1. Please be informed that Madison College all students (**including apprentices**) are provided access to their personal course schedules, tuition/fees owed to the college, and final grade reports for coursework **solely via their individualized account on the Madison College website: <https://mymadisoncollege.swcportal.org>**

If you have not yet set up your student account on the college website, please do so as soon as possible. Enclosed, you will find instructions on how to set up and access your account. If you require further assistance, please call the college's computer helpline at: 608-246-6666. Your registration here automatically provides you with a Madison College email address/account. *We encourage you to use your college email address, and to check it often for important messages from the college.*

2. Please be mindful of the deadlines for payment of tuition and (September 30 for the fall semester and February 15 for the spring semester.) Failure to remit payment of the full amount of tuition/fees due by those dates will result in a **hold being placed on your academic record/activity** and your account being turned over to a private agency for collection (which involves levying of additional fees.) **NOTE: the college will not issue any reminders to you in regards to payment of tuition—you are expected to remit payment on your own cognizance.** If you fail to pay on time, the next correspondence you receive will be from a collection agency. Please find enclosed, for your reference, a sheet explaining payment options.

We look forward to your enrollment at Madison College, and to helping you get the most out of the classroom portion of your apprenticeship training. If you ever have any problems, questions, concerns, or comments related to your experience at the college, don't hesitate to contact me directly. Have a great year!

Jim Cook, Apprenticeship Manager
(phone: 608-246-5299) email: jhcook@madisoncollege.edu

Access to your Madison College Account Online

Your Madison College student computer account gives you access to **check the classes you are currently enrolled in, pay your tuition, provide you with a receipt and a copy of your grades for your reimbursement.** Below are directions for activating/resetting password for your account.

You will be assigned a Madison College User ID (username) that is unique to each person and you will be able to choose or reset your own password.

To create your account or reset your password:

1. You will need to start by either following the "off campus" or "on campus" directions. Go to the "**myMadisonCollege**" web page using one of these methods:

OFF CAMPUS

From the MATC homepage <http://madisoncollege.edu>,
Select "**myMadisonCollege**" located near the top left of the home page.

ON CAMPUS

You will need to log in temporarily:

From any Madison College computer workstation, at the Novell login screen,
Type **newuser** in the Username field,
Type **newuser** in the password field,
Click **OK**, and follow the onscreen directions.

2. The "**myMadisonCollege**" web page will open.
Under **Sign On**, Select "**Student Initial Login or Forgot Your Password**".
3. You will be directed to Step 1 of the process. Read the agreement and acknowledge your acceptance by clicking the "*I agree*" button at the bottom of the page. Follow the on-screen directions to continue the process. Be ready to type in your One Card / Student ID number *or* your Social Security number to verify your identity.
4. Be sure to make a note of your Madison College User ID (username) and password.
To reset your password, you will need to remember the exact answer to your secret question. Prevent unauthorized use of your personal information! Be sure to always log off before leaving a computer and don't share your username and password.

Help or Questions?

For questions regarding the use of the Student Center functionality, or to change your student information, please contact the **Enrollment Center** at (608) 246-6210 or visit the **Ask MadisonCollege** web page.

For help resolving technical issues, please contact the **Help Desk** at (608) 246-6666 OR visit the Student Computer Help Desk which is located in the Truax Library Computer Lab resources.

Payment Options

For all payment options, you will need your student ID or Social Security Number. Some methods may also require the use of a PIN (personal identification number) or a password.

Online

You may pay **online** by credit card or check 24 hours a day. To access our online service, go to myMadisonCollege on the top of the Madison College website (www.madisoncollege.edu). Please note: New students are required to activate your account the first time by clicking **Initial Login/Reset Password** and following the directions.

- Log in to myMadisonCollege
- Go to **Student Center**
- Under the **Finances** heading you will see a listing of any outstanding charges. Under **My Account**, go to **Account Activity/Make Payment**.

Past due fee holds will automatically lift when online payments are processed. Students should contact Financial Resources at (608) 259-2940 after payment is made for assistance with updating other holds, such as COLLECTIONS, NSF, FAO, etc.

In Person

Deliver your payment to Student Account Services at the *Truax Welcome Center*, room 129, or the *Downtown Enrollment Center*. Payments will be processed Monday - Friday 8:00 a.m.-4:00 p.m. You may deliver your payment for next business day processing Monday - Thursday 4:00 p.m.-6:00 p.m. and Saturday 9:00 a.m. - 1:00 p.m. (except holidays).

Payments are accepted at the *South Campus* Monday - Thursday 8:00 a.m. - 8:00 p.m., Friday 8:00 a.m. - 4:00 p.m., Saturday 8:00 a.m. - 4:30 p.m., and Sunday 10:00 a.m. - 4:30 p.m..

Payments are also accepted at the *West Campus* Monday - Thursday 7:30 a.m. - 5:45 p.m., Friday 7:30 a.m. - 2:45 p.m., and Saturday 8:15 a.m. - 12:45 p.m.

Payments are accepted at these campuses during the following hours:

- *Fort Atkinson*: Monday – Thursday 7:30-7:00 p.m., Friday 7:30-4:00 p.m., Saturday 8:30-11:30 a.m.
- *Portage*: Monday – Thursday 7:30-7:00 p.m., Friday 7:30-4:00 p.m.
- *Reedsburg*: Monday – Thursday 7:30-7:00 p.m., Friday 8:00-4:00 p.m.
- *Watertown*: Monday – Thursday 7:30-7:00 p.m., Friday 7:30-3:45 p.m., Saturday 8:30-11:30 a.m.

Mail

- You may mail your check or money order to: Madison College Student Account Services, PO Box 7906, Madison, WI 53707-7906.