



# MADISON COLLEGE

## Registration & Add/Drop Request Form

**Students with an existing student account at Madison College may submit this form to request registration into Degree and Nondegree classes.**

Those who do not have an established Madison College student account must create one prior to registration, either online from [madisoncollege.org/registration-process](http://madisoncollege.org/registration-process); or by completing a [New Student Account Creation Form](#) in-person with photo ID at the Enrollment Center, Truax, Room 159, or Downtown, Room D117; or at any regional or metro campus office.

### INSTRUCTIONS

1. Complete the registration form using the 5-digit class number and 8-digit catalog number listed before the class title. Please use blue or black ink. Students are encouraged to make a copy of the submitted form for their records.

2. **Submit completed form:**

**By mail:** Enrollment Center  
Attn: Mail Registration  
3550 Anderson Street  
Madison, WI 53704

**By fax:** (608) 243-4353

**In-person:** Enrollment Center -  
Truax, Room 159 or  
Downtown, Room D117  
**OR**  
Any regional or metro  
campus office.

**Requests received prior to a student's registration date or open registration will be considered void.** See [madisoncollege.org/registration-resources](http://madisoncollege.org/registration-resources) for registration dates by term.

**Please allow 14 business days to process Registration Request.** Requests are reviewed in order they are received. Students may view their class schedules by signing on to the myMadisonCollege Student Center.

### REGISTRATION INFORMATION

**By registering for classes at Madison College, individuals enter into a legally-binding contract to pay all tuition and fees.** See rates at [madisoncollege.org/tuition-fees](http://madisoncollege.org/tuition-fees).

**REFUNDS:** Prior to dropping classes, see the refund policy at [madisoncollege.org/refunds](http://madisoncollege.org/refunds). Students will be billed and required to pay a percentage or all tuition and fees unless the classes are officially dropped prior to the class start date. Drops are recorded on the date they are processed; delays due to registration by mail or fax may impact available refund.

**INTENT TO TRANSFER:** Any classes taken with the intent to transfer credits to another institution are subject to the transfer policies of that institution.

**PARKING: Fees apply** for use of the Truax lots. See complete parking information at [madisoncollege.org/parking-and-parking-permits](http://madisoncollege.org/parking-and-parking-permits).

**FINANCIAL AID:** Financial aid recipients who withdraw from some or all classes should review the Enrollment Status information at [madisoncollege.org/financial-aid-enrollment-status](http://madisoncollege.org/financial-aid-enrollment-status). Classes added after the Date of Record will not be counted towards financial aid eligibility; read more at [madisoncollege.org/date-record](http://madisoncollege.org/date-record). Registration will be recorded on the date the enrollment is processed; delays due to registration by mail or fax may impact financial aid eligibility. Contact Madison College Financial Aid at (800) 322-6282, Ext. 6170, or (608) 246-6170 for assistance with understanding the consequences of adding or dropping a class and its effect on financial aid eligibility.

**VETERAN BENEFITS:** For assistance with understanding the consequences of dropping a class or all classes and its effect on veterans benefits, contact Madison College Veterans Services by email at [veterans@madisoncollege.org](mailto:veterans@madisoncollege.org) or by phone at (800) 322-6282, Ext. 6038, or (608) 246-6038.

**CLASS AVAILABILITY:** Individuals who use online or in-person registration service will receive confirmation of registration and may fill a class prior to the processing of mail or fax registrations. Space in courses may be limited and individuals concerned about the availability of a class are encouraged to register online or in person. To register online or in person, see [madisoncollege.org/four-ways-register](http://madisoncollege.org/four-ways-register).

**Questions?** For assistance, contact the Enrollment Center at (608) 246-6240 or (800) 322-6282, Ext. 6240.

See reverse for registration form.

**Part 1 - STUDENT INFORMATION:**

All fields with an asterisk (\*) must be completed. Social Security Numbers are used for record keeping and statistical purposes and are kept in strict confidence. Privacy information is available at [madisoncollege.org/ferpa](http://madisoncollege.org/ferpa).

First Name\* \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name\* \_\_\_\_\_  
 Student ID or Social Security Number \_\_\_\_\_ Former Name(s) \_\_\_\_\_  
 Date of Birth\* (mm/dd/yyyy) \_\_\_\_\_ Phone (#####) \_\_\_\_\_  
 Mailing Address\* (Street) \_\_\_\_\_ Apartment \_\_\_\_\_  
 P.O. Box \_\_\_\_\_ City\* \_\_\_\_\_ State\* \_\_\_\_\_ Zip Code\* \_\_\_\_\_  
 Enrollment Status\*  New Student  Continuing Student

**Part 2 - REGISTRATION**

Add and/or drop classes using the fields to the right. In case any first choices are filled/closed, include second-choice class options. Check class availability at [programs.matcmadison.edu/allcourses.php](http://programs.matcmadison.edu/allcourses.php). **Important: This form cannot be used to add classes after the class start date, or prior to a student's registration date or open registration.** Add requests received after the class start date or prior to a student's registration date or open registration will be considered void. For information on enrollment into classes that have started, search for "Authorization for Enrollment" on [askmadisoncollege.custhelp.com](http://askmadisoncollege.custhelp.com).

**Waitlists are limited to 1 per course up to 12 units.** Auto-enrollment occurs as space becomes available, up to two days prior to class start date. If enrolled, students will be responsible for all tuition and fees. Monitor your class schedule to confirm enrollment.

Academic Year\* \_\_\_\_\_ Term\*  Fall  Spring/Interim  Summer

**ADD** - Enter first and second choices to request to add classes. Review selections carefully to prevent scheduling conflicts.

First Choices:	Degree (D) or Nondegree (ND)	Class Number (5 digits)	Catalog Number (8 digits)	Class Title	Campus/Location	Add to waitlist if full?
	<input type="checkbox"/> D <input type="checkbox"/> ND					<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> D <input type="checkbox"/> ND					<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> D <input type="checkbox"/> ND					<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> D <input type="checkbox"/> ND					<input type="checkbox"/> Yes <input type="checkbox"/> No
Second Choices:	Degree (D) or Nondegree (ND)	Class Number (5 digits)	Catalog Number (8 digits)	Class Title	Campus/Location	Add to waitlist if full?
	<input type="checkbox"/> D <input type="checkbox"/> ND					<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> D <input type="checkbox"/> ND					<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> D <input type="checkbox"/> ND					<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> D <input type="checkbox"/> ND					<input type="checkbox"/> Yes <input type="checkbox"/> No

**DROP** - Drop individual classes by completing the following information requested for each class OR  Check to drop all classes

	Drop #1	Drop #2	Drop #3	Drop #4
Degree (D) or Nondegree (ND)	<input type="checkbox"/> D <input type="checkbox"/> ND	<input type="checkbox"/> D <input type="checkbox"/> ND	<input type="checkbox"/> D <input type="checkbox"/> ND	<input type="checkbox"/> D <input type="checkbox"/> ND
Class Number (5 digits)				
Catalog Number (8 digits)				
Class Title				

**Part 3 - TUITION & FEES - Invoice/Payment**

**ACCOUNT BALANCE INFORMATION** is available online. Visit [madisoncollege.org](http://madisoncollege.org) and sign on to your Student Center. Degree credit courses are billed electronically using students' Madison College email accounts. Nondegree courses are billed by mail.

**PAYMENT** of tuition/fees is due in full by the due date: **September 30** for fall, **February 15** for spring/interim and **June 30** for summer. For classes added after the due date, payment is due immediately. **Payment for nondegree classes ONLY may be submitted with this form.** For complete payment options and due dates, go to [madisoncollege.org/tuition-fees](http://madisoncollege.org/tuition-fees).

**DROPS** are not effective until processed as received; as this may impact possible refunds, online self-service drops are encouraged. Please see: [madisoncollege.org/refunds](http://madisoncollege.org/refunds).

**Part 4 - SIGNATURE & AGREEMENT**

By signing and submitting this form, I certify that I agree to Madison College's payment policies related to the registration above. In the event that I fail to timely comply with the payment obligations of Madison College, I agree to pay all collection costs incurred by Madison College. I understand Madison College may certify any past due balance I incur to the Wisconsin Department of Revenue (WDR) and make a claim for the total due against refunds, overpayments or lottery winnings owed to me by the WDR.

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

*Regional & Metro Campus Staff - Date stamp at intake. After processing, scan and email to [records@madisoncollege.org](mailto:records@madisoncollege.org).*

**Administrative Use Only:**

Staff Name \_\_\_\_\_ Staff Title \_\_\_\_\_ Date Processed \_\_\_\_\_ Confirmation No. \_\_\_\_\_