



# ENROLLMENT SERVICES

## Advising & Registration Session Checklist

Student Name: \_\_\_\_\_ Date of Session: \_\_\_\_\_

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**Instructions:** To get the most out of your Advising & Registration Session, it is important to come prepared. Complete the items below prior to attending your session.

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### Complete the following items before attending your session:

- Activate your student account at [madisoncollege.edu/student-account-creation](http://madisoncollege.edu/student-account-creation).
- Ensure you have **placement test scores or math and English transfer credit** on file.  
Have placement test scores *within the last two years* on file at Madison College. To learn more about placement testing, or to register to take the test, visit [madisoncollege.edu/course-placement-testing](http://madisoncollege.edu/course-placement-testing).  
When available, placement test scores and/or transfer credit are posted online in your myMadisonCollege Student Account.
- If you have previously taken college-level courses, submit official transcripts to Enrollment Services.  
For instructions on requesting transfer credit, visit [madisoncollege.edu/prior-learning-credit](http://madisoncollege.edu/prior-learning-credit).
- Complete the "Orientation for Online and Accelerated Learning."  
This orientation must be completed before you can register for any online or accelerated courses.  
Learn how to complete the orientation by visiting [madisoncollege.edu/online-accelerated-orientation](http://madisoncollege.edu/online-accelerated-orientation).
- Complete the Madison College ENGAGE for Success online assessment.  
This assessment will help Madison College learn more about you and what you need to do well in college. Visit [engage.act.org/ereg/pr/83/1/register/RIK-396-981](http://engage.act.org/ereg/pr/83/1/register/RIK-396-981) to complete the assessment.
- If you require disability or health-related accommodations, e-mail [FirstYear@madisoncollege.edu](mailto:FirstYear@madisoncollege.edu).  
Please include your session date and requested accommodations.

### Bring the following items with you when you attend your session:

- Your valid photo ID
- Any copies of test scores or high school/college transcripts
- A copy of your work schedule or other scheduled obligations for class scheduling purposes
- Review your Degree Progress Report and bring a list of classes that interest you.  
Your Degree Progress Report can be found in your myMadisonCollege Student Account.  
Directions on how to view your Degree Progress Report can be found by visiting [madisoncollege.edu/before-registration](http://madisoncollege.edu/before-registration).

*Please note: Family and friends are not permitted to join students during the registration portion of the session.*

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**Questions?** For assistance, search FAQs on [askMadisonCollege](http://askMadisonCollege), contact us by phone at (608) 246-6210 or in person at the Enrollment Services office.

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