Basic Elements of the myMadisonCollege Student Center

Academics
- The links for class schedule are located here, as well as those links needed for adding and dropping classes.
- View Placement Test Summary to view COMPASS test scores.

Academic History
- View final grades and track progress in a program or certificate.

Other Academics
- Print an unofficial transcript.
- Print an enrollment verification or have it mailed.

Finances
- Track balance, payments, and more.
- The Account Summary box displays the current total amount due.

Financial Aid
- View financial aid awarded.
- Accept or decline loans and work study using the Accept/Decline Awards link.

Personal Information
- Review and update mailing address and phone number.
- Contact information should be kept current at all times.

Search for Classes
- Click this button to browse the catalog or search the schedule of classes.

Holds
- Any holds on the account are listed here.

To Do List
- View documents requested by the school and financial aid.

Enrollment Dates
- Information on when enrollment is allowed for an upcoming term.

Advisor
- View program advisor.

Drop Deadlines
- A class dropped on or before this date will be deleted from your academic record.
- A class dropped on or before this date will be retained on your academic record with a status of dropped.
- A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class.
- Last date to drop. A class dropped on or before this date will appear on your transcript and a severe penalty grade will be assigned to the class.
Add a Class

1. From the Student Center, click the Add a Class link.

**NOTE:** If already enrolled in classes, the current schedule will be displayed on your Student Center.

2. Select the appropriate and choose either the Degree or Non-Degree Career.

**NOTE:** To change the term click **change term** at the top of the next screen.

This is Step 1 of a 3-Step process.

3. Click the Search for Classes button: **search**

**NOTE:** Change from “Search for Classes” to “Browse Catalog” using the drop down menu. The Browse Catalog option allows review of courses offered at Madison College before seeing the details of all sections offered for a specific semester.

4. Select the Course Career and at least one additional field on this search page. **NOTE:** Additional search criteria are available by clicking on the Additional Search criteria section at the bottom of the page. View classes with wait lists by un-checking the “Show Open Classes Only” checkbox.

5. Click **SEARCH**.

6. The first 3 sections of each course that meet the search criteria will be display. Click **View All Sections** to display all available sections of the course.

7. Click **select class** to add a class to the shopping cart.

8. After making a selection, more class details will appear. Click **next** to select additional classes or to complete the registration process.

9. When satisfied with classes selected in the shopping cart click **PROCEED TO STEP 2 OF 3**.

10. Click **FINISH ENROLLING** to complete Step 3. An enrollment status report will display listing confirmations and any errors.

**NOTE:** Enrollment into classes in the shopping cart is not complete until Finish Enrolling is clicked and an Enrollment Request Number (confirmation number) is displayed on the screen. Print and retain this confirmation page and refund policy for your records.

**NOTE:** A green circle indicates a class is open, a yellow triangle indicates that it has a wait list and a blue square indicates it is closed.

25Sep2010