



MADISON COLLEGE

Military Service Priority Registration Request

In compliance with Wisconsin Assembly Bill 201, active-duty military service members and veterans may request assignment of priority registration/enrollment dates within their designated registration group.

Common Definition of AB 201:

- Applies to service members who have served or who are serving on active duty under honorable conditions in the U.S. Armed Forces
- Applies only to the service member
- Service member does not have to be using veteran benefits
- Veterans utilizing veterans benefits also will follow the process outlined below
- Once a service member is deemed eligible for priority registration, he/she will always be eligible

Required Documentation:

One of the following documents must be submitted with this completed form. Original documents are preferred; however, photocopies will be accepted.

- DD214 - Member 4
- DD215
- NGB22/22A - National Guard report of separation and record of service
- Reserve Credit Report and "Discharge Order & Point Summary"
- Commander's Letter
- Current Orders
- Letter from County Veteran Service Office

STEP 1: Personal Information

Student ID _____ Date of Birth* _____

Name: First* _____ Middle Initial _____ Last* _____

Former Name (if applicable) _____

Mailing Address* _____ Apartment _____ P.O. Box _____

City* _____ State* _____ Zip Code* _____ Telephone _____

Update my Madison College record to reflect this address.

STEP 2: Authorization & Signature

Signature* _____ Date* _____

STEP 3: Submission of Request

Please allow 3 business days for processing; requests are processed in the order received. Students should monitor their myMadisonCollege Student Center for the updated Enrollment Date.

Submit completed form and documentation in-person to the Enrollment Center - Truax, or Enrollment Center - Downtown Campus, Room D117; or submit by mail or fax to:

Address: Enrollment Center
 Madison College
 1701 Wright Street
 Madison, WI 53704

Fax: (608) 243-4353

Regional & Metro Campus Staff - Date stamp, scan and email to intake@madisoncollege.edu.

Staff Name _____ Staff Title _____ Date Processed _____