



# MADISON COLLEGE

## New Student Account Creation Form

**INSTRUCTIONS** - Complete this form to establish an account if you have never previously taken classes or applied to a program/certificate at Madison College. This form must be presented in-person with photo ID at the Truax Enrollment Center; Downtown Enrollment Information Center, D117; or any regional or metro campus office.

### STEP 1: PERSONAL Information

All fields with an asterisk (\*) must be completed. **Disclosing your Social Security Number** - Social Security Numbers are used for record keeping and statistical purposes and are kept in strict confidence. See page 2 for complete information and Privacy Statement.

First Name\* \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name\* \_\_\_\_\_ Suffix (e.g., Jr., III) \_\_\_\_\_  
 Former Name(s) \_\_\_\_\_  
 Social Security Number (#####) \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_

### STEP 2: CONTACT Information

Email \_\_\_\_\_ Phone Number (#####) \_\_\_\_\_ Extension \_\_\_\_\_  
 Mailing Address\* (Street, Apt #, PO Box) \_\_\_\_\_  
 City\* \_\_\_\_\_ State \_\_\_\_\_ Zip Code\* \_\_\_\_\_ Country (if not U.S.) \_\_\_\_\_

### STEP 3: IDENTITY Information

Madison College appreciates your cooperation in completing the following information, which is necessary to meet State and Federal reporting requirements and is in compliance with the Family Education Rights & Privacy Act of 1974 (Buckley Amendment). These items remain confidential. Madison College and the Wisconsin Technical College System use the information for statistical reporting in an effort to better serve our educational community. Please see reverse for Statistical State Definitions. Accurate data is needed to meet State and Federal reporting requirements, and allows Madison College to obtain state and federal funding.

**Gender:**  Male  Female  Refuse to provide **Do you have a disability?**  Yes  No  Refuse to provide

**Are you Hispanic or Latino (that is, a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race)?**  Yes  No  Refuse to provide

**Select one or more from the following that best describes your race:**  American Indian or Alaska Native  Asian  
 Black or African American  Native Hawaiian or other Pacific Islander  White  Other  Refuse to provide  
 Southeast Asian (a person admitted to the U.S. after December 31, 1975, and either you are or an ancestor is or was a former citizen of Laos, Vietnam or Cambodia)  
 Select one or more of the following:  Cambodian  Hmong  Laotian  Vietnamese  Not Listed

**Marital Status:**  Divorced  Separated  Legally Separated  Married  Single  Widowed  Refuse to provide

### STEP 4: RESIDENCY Information

Legal State of Residence\* \_\_\_\_\_ Country (if not U.S.)\* \_\_\_\_\_  
**Wisconsin Residents Only - Please complete your residency information:** County \_\_\_\_\_  
 Municipality:  City  Village, or  Town of \_\_\_\_\_ School District \_\_\_\_\_

### STEP 5: CERTIFICATION

I certify this information is true and complete to the best of my knowledge. By signing and submitting this form, I acknowledge that I am establishing an account with Madison College.

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

### IN-PERSON SERVICE ONLY - PHOTO ID Verification - ADMINISTRATIVE STAFF USE ONLY - Verify ID and mark type.

The following require ID only (no supporting documentation):  Drivers License  State-Issued ID  U.S. Military ID  Native American Tribal ID  
 U.S. Passport  Foreign Government-Issued Passport  Permanent Resident Card  
 The following require ID and supporting documentation (see page 2 and mark type):  Employer ID (excluding business card)  High School, University or College ID

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

Staff Name \_\_\_\_\_ Staff Title \_\_\_\_\_ Date Processed \_\_\_\_\_ Student ID No. \_\_\_\_\_

**STEP 6: STUDENT BACKGROUND - Optional**

Madison College appreciates your cooperation in completing the following information. See page 1, Step 3, for complete privacy information.

<b>Work Status:</b> <input type="checkbox"/> Employed, full-time <input type="checkbox"/> Unemployed, seeking employment <input type="checkbox"/> Employed, part-time <input type="checkbox"/> Underemployed <input type="checkbox"/> Not in labor market <input type="checkbox"/> Refuse to provide <input type="checkbox"/> Dislocated Worker	<b>Highest Grade Completed:</b> <input type="checkbox"/> 1st grade <input type="checkbox"/> 6th grade <input type="checkbox"/> 11th grade <input type="checkbox"/> 2nd grade <input type="checkbox"/> 7th grade <input type="checkbox"/> 12th grade <input type="checkbox"/> 3rd grade <input type="checkbox"/> 8th grade <input type="checkbox"/> Above 12th grade <input type="checkbox"/> 4th grade <input type="checkbox"/> 9th grade <input type="checkbox"/> No equivalent grade level available <input type="checkbox"/> 5th grade <input type="checkbox"/> 10th grade <input type="checkbox"/> Did not attend school <input type="checkbox"/> <input type="checkbox"/> Refuse to provide	<b>High School Attended:</b> Name _____ City/State _____ Graduation Date _____			
<b>Highest Credential Received:</b> <input type="checkbox"/> High School Diploma <input type="checkbox"/> 2-Year Diploma <input type="checkbox"/> Baccalaureate plus Post-Baccalaureate Certificate <input type="checkbox"/> No credential <input type="checkbox"/> Some college (post-secondary credit) <input type="checkbox"/> Associate Degree <input type="checkbox"/> GED <input type="checkbox"/> Short-term Diploma <input type="checkbox"/> Associate Degree plus additional credential <input type="checkbox"/> Masters/PhD/Professional Degree <input type="checkbox"/> HSED <input type="checkbox"/> 1-Year Diploma <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Refuse to provide					
<b>Displaced Homemaker:</b> <input type="checkbox"/> Yes <input type="checkbox"/> Refuse to provide <input type="checkbox"/> No	<b>Single Parent:</b> <input type="checkbox"/> Yes <input type="checkbox"/> Refuse to provide <input type="checkbox"/> No	<b>Limited English Proficiency:</b> <input type="checkbox"/> Yes <input type="checkbox"/> Refuse to provide <input type="checkbox"/> No	<b>Academically Disadvantaged:</b> <input type="checkbox"/> Yes <input type="checkbox"/> Refuse to provide <input type="checkbox"/> No	<b>Economically Disadvantaged:</b> <input type="checkbox"/> Yes <input type="checkbox"/> Refuse to provide <input type="checkbox"/> No	<b>Either parent completed a 4-year degree:</b> <input type="checkbox"/> Yes <input type="checkbox"/> Refuse to provide <input type="checkbox"/> No
<b>Current Military Status:</b> <input type="checkbox"/> Active Duty <input type="checkbox"/> None <input type="checkbox"/> Reservist <input type="checkbox"/> Veteran <input type="checkbox"/> Refuse to provide					

**STATISTICAL STATE DEFINITIONS**

**Displaced Homemaker** - A person who has worked for a substantial number of years providing unpaid household services for family member, is not gainfully employed, including unemployed or underemployed and has had or would have difficulty in securing employment, **and**:

- a. has been dependent on the income of another household member but is no longer supported by such income; **or**
- b. has been dependent on public assistance but is no longer eligible for such assistance or who may be terminated from such assistance; **or**
- c. is the parent of a minor child who is supported by public assistance or child support but whose children are within two years of termination from such support.

**Single Parent** - A person who is unmarried or legally separated and has custody or joint custody of one or more minor children or who is pregnant.

**Academically Disadvantage** - A person who has:

- a. reading or mathematics test scores which indicate placement at a grade level below 9; **or**
- b. a high school GPA of below 2.0 on a 4.0 scale; **or**
- c. a cumulative GPA from a previous post-secondary academic experience of less than 1.50 on a 4.0 scale.

**Economically Disadvantaged** - Any individual or member of a family who receives need-based financial assistance, or whose income is at or below the poverty level as defined by the [U.S. Department of Health and Human Services \(HHS\)](#).

2016 HHS Poverty Guidelines (Annual Income) - Effective 01/27/2016			
Size of Family Unit	48 Contiguous States & D.C.	Alaska	Hawaii
1	\$11,880	\$14,840	\$13,670
2	16,020	20,020	18,430
3	20,160	25,200	23,190
4	24,300	30,380	27,950
5	28,440	35,560	32,710
6	32,580	40,720	37,470
7	36,730	45,920	42,230
8	40,890	51,120	47,010
For each additional person, add	4,160	5,200	4,780

**Work Status**

**Underemployed** - Employed full-time or part-time but the job duties are materially below his/her qualifications.

**Unemployed** - Without a job and seeking employment (excluding dislocated workers).

**Not in Labor Market** - Without a job and not seeking employment (excluding dislocated workers).

**Dislocated Worker** - A person who has 1) been terminated or laid off or received notification of termination or layoff and 2) is eligible or has exhausted entitlement to unemployment compensation and 3) is unlikely to return to his/her previous industry/occupation; **or** been terminated or has received notice of termination due to 1) permanent closure of a plant, facility or enterprise or 2) a substantial layoff at a plant, facility or enterprise.

**Race/Ethnicity**

**American Indian/Alaska Native** - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community region.

**Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent. This areas includes, for example, China, India, Japan and Korea.

**Black, not of Hispanic Origin** - A person having origins in any of the black racial groups of Africa.

**Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**White** - A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Native Hawaiian/Pacific Islander** - A person having origins in any of the original peoples of Hawaii, the Philippine Islands, Guam, Samoa and other Pacific Islands.

**Southeast Asian** - A person admitted to the U.S. after December 31, 1975, having origins in any of the original peoples of Laos, Vietnam, or Cambodia.

**PRIVACY Information**

**Disclosing Your Social Security Number:** The Wisconsin Technical College System may request and use your social security number for record keeping and statistical purposes related to auditing, enforcing and evaluating Federally-supported education programs (Federal law 20 U.S. C. § 1232g (1998)). You are required to provide your social security number if you are, or will be, applying for financial aid. If you will not be applying for financial aid, then providing your social security number is optional. However, there may be a delay associated with processing your application while an alternate number is assigned.

**Privacy Statement:** The Wisconsin Technical College System is committed to respecting and maintaining the privacy of all users. Madison College does not disclose, give, sell or transfer any personal information about our students to third parties except as required by law and in compliance with the Family Education Rights & Privacy Act of 1974 (Buckley Amendment).

*ADMINISTRATIVE STAFF - Any one of the forms of identification below is acceptable when presented with Employer, High School, University or College Photo ID. Verify supporting documentation for identification purposes and mark type provided:*

- Real estate tax bill or receipt
- Residential lease effective for previous year
- Utility bill or statement
- Employment paycheck stub
- Check or other document issued by a government agency or office
- Bank/financial institution account statement

Staff Name \_\_\_\_\_ Staff Title \_\_\_\_\_ Date Processed \_\_\_\_\_ Student ID No. \_\_\_\_\_