



# 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.edu/student-account](http://madisoncollege.edu/student-account), or by completing a [New Student Account Creation Form](#) (PDF, 805 KB) in-person with photo ID at the Enrollment Center, Truax, Room A1000, 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 your completed form in **one** of the following ways:
  - In-person (preferred):** Enrollment Center, Truax Campus, Rm. A1000, or any regional or metro campus
  - Fax:** (608) 243-4353
  - Mail:** Enrollment Center, Madison College, 1701 Wright St., Madison, WI 53704

You can register 24/7 online via your myMadisonCollege Student Center - no form required.

**Requests received prior to a student's registration date or open registration will be considered void.** See [madisoncollege.edu/registration-calendar](http://madisoncollege.edu/registration-calendar) 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.edu/tuition](http://madisoncollege.edu/tuition).

**REFUNDS:** Students are responsible for dropping their classes. **Classes must be dropped at least one day before the class start date for a full refund.** Dropped classes are recorded on the date they are processed; delays due to registration by mail or fax may impact available refund. Non-attendance does not constitute dropping a class nor will students be eligible for a refund. **Prior to dropping classes, see the refund policy at [madisoncollege.edu/tuition-refunds](http://madisoncollege.edu/tuition-refunds).**

**INTENT TO TRANSFER:** Any classes taken with the intent to transfer credits to another institution are subject to the transfer policies of that institution. For information on and requirements for transferring credit to Madison College, see [madisoncollege.edu/prior-learning-credit](http://madisoncollege.edu/prior-learning-credit).

**AUDITING COURSES:** Intent to audit must be declared: 1) at time of initial registration request, 2) prior to class start date. Use the "Audit Only" checkbox to designate which class(es) you are requesting to audit. For more information on auditing, see [madisoncollege.edu/add-drop-classes](http://madisoncollege.edu/add-drop-classes).

**PARKING:** Permits are required for use of the Truax and Commercial Avenue campus lots. See complete parking information at [madisoncollege.edu/transportation](http://madisoncollege.edu/transportation).

**FINANCIAL AID:** Financial aid recipients who withdraw from some or all classes should review the Enrollment Status information at [madisoncollege.edu/enrollment-status](http://madisoncollege.edu/enrollment-status). Classes added after the Date of Record will not be counted towards financial aid eligibility; read more at [madisoncollege.edu/date-record](http://madisoncollege.edu/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. For assistance with understanding the effect of adding/dropping classes on financial aid eligibility, contact Financial Aid by email at [financialaid@madisoncollege.edu](mailto:financialaid@madisoncollege.edu) or by phone at (608) 246-6170.

**VETERANS 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.edu](mailto:veterans@madisoncollege.edu) or by phone at (608) 246-6038.

**CLASS AVAILABILITY:** Individuals who use online or in-person registration requests are processed at the point of service and may fill a class prior to the processing of mailed or faxed 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.edu/register](http://madisoncollege.edu/register).

**Questions?** For assistance, contact the Enrollment Center at (608) 246-6210.

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.edu/ferpa](http://madisoncollege.edu/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 below. Search for classes and check class availability at [sta.swcportal.org/app/catalog/classSearch](http://sta.swcportal.org/app/catalog/classSearch). **Important: This form cannot be used prior to a student's registration date or open registration.** Add requests received prior to a student's registration date or open registration will be considered void.

**Waitlists are limited to 1 per course up to 12 units.** As space becomes available, auto-enrollment occurs up until two days prior to the 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 class selection by priority. Review selections carefully to prevent scheduling conflicts.

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

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

Degree (D) or Nondegree (ND)	Class Number (5 digits)	Catalog Number (8 digits)	Class Title
<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			
<input type="checkbox"/> D <input type="checkbox"/> ND			
<input type="checkbox"/> D <input type="checkbox"/> ND			

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

**ACCOUNT BALANCE INFORMATION** is available online. Sign on to your [myMadisonCollege](http://myMadisonCollege) 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. For complete payment options and due dates, go to [madisoncollege.edu/pay-tuition](http://madisoncollege.edu/pay-tuition).

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

**Administrative Use Only:**  
 Staff Name \_\_\_\_\_ Staff Title \_\_\_\_\_ Date Processed \_\_\_\_\_ Confirmation No. \_\_\_\_\_