



MADISON COLLEGE

Checklist for Late Admissions Applications

INSTRUCTIONS - To request late admission to a program accepting late applications, students must complete and submit this form and all checklist items below by **November 15 for fall** and **April 15 for spring**. See the [Late Admissions](#) web page for program listings.

Students seeking financial aid must submit the [Free Application for Federal Student Aid \(FAFSA\)](#). To be considered for financial aid, students must have been enrolled in all classes by the [Date of Record](#) (madisoncollege.edu/date-record). Classes added after the date of record will not count towards financial aid.

STUDENT INFORMATION

Student Name: Last _____ First _____ Middle Initial _____

Student ID _____

LATE APPLICATION CHECKLIST ITEMS: All items must be completed prior to or at time of submission.

- Print and attach current class schedule from your [myMadisonCollege](#) Student Center.
- Provide class information on reverse and obtain each instructor's signature certifying your active participation in each class. For online classes, request an email from the instructor (must be sent from his/her Madison College faculty email to your Madison College student email) certifying your active participation. Print and attach each email.
- Complete, sign and attach a paper Application for Admissions to an open program. Applications are available at the Truax Enrollment Center - Room A1000, or any Regional or Metro Campus office.*
- Obtain and attach all supporting documents required for admission to the program (e.g., transcripts, test scores) that are not yet submitted.
- Meet with an academic advisor or counselor for approval and to obtain signature. See the [Advising & Counseling](#) web page for contact information at madisoncollege.edu/advising.
- Attach the \$30 non-refundable Application Fee in the form of **check or money order**. Please make checks and money orders payable to Madison College. Cash payments are *not* accepted.

** If you have already submitted an application and application fee for the current term, you may not need to re-submit these items. Talk to an academic advisor about submitting a [Transfer of Application form](#) instead.*

STUDENT SIGNATURE & AGREEMENT

By signing, I certify that I am ready for admission into the program; financially prepared for tuition, fees, books and other associated costs; and that I have adequate access to course materials.

Student/Applicant Signature _____ Date _____

ADVISOR/COUNSELOR APPROVAL

By signing, I certify that I have met with the above student and can verify that they are ready for admission into the program.

Advisor/Counselor Name (print) _____ Phone _____

Advisor/Counselor Signature _____ Date _____

Continued on reverse.

COURSE INFORMATION & INSTRUCTOR CERTIFICATION

Provide class information below and obtain each instructor's signature certifying your active participation in each class. For online classes, request an email from the instructor (must be sent from his/her Madison College faculty email to your Madison College student email) certifying your active participation. Print and attach each email.

Class 1: Class Title _____ **Class Number (5-digits)** _____

By signing, I certify that the student is actively participating in the above specified class.

Instructor Name (print) _____ Phone _____

Instructor Signature _____ **Date** _____

Class 2: Class Title _____ **Class Number (5-digits)** _____

By signing, I certify that the student is actively participating in the above specified class.

Instructor Name (print) _____ Phone _____

Instructor Signature _____ **Date** _____

Class 3: Class Title _____ **Class Number (5-digits)** _____

By signing, I certify that the student is actively participating in the above specified class.

Instructor Name (print) _____ Phone _____

Instructor Signature _____ **Date** _____

Class 4: Class Title _____ **Class Number (5-digits)** _____

By signing, I certify that the student is actively participating in the above specified class.

Instructor Name (print) _____ Phone _____

Instructor Signature _____ **Date** _____

Class 5: Class Title _____ **Class Number (5-digits)** _____

By signing, I certify that the student is actively participating in the above specified class.

Instructor Name (print) _____ Phone _____

Instructor Signature _____ **Date** _____

SUBMISSION INSTRUCTIONS

Submit the above required documents, along with your \$30 non-refundable Application Fee in **one** of the following ways:

In-person (preferred): Enrollment Center, Truax Campus, Rm. A1000 or any Regional or Metro Campus

Mail: Enrollment Center, Madison College, 1701 Wright St. Madison, WI 53704

Please make all checks and money orders payable to Madison College. Cash payments are not accepted.

Allow up to four weeks for processing of Admissions Application as well as Financial Aid. You will receive a determination by mail at the address you listed on your student account. Please keep contact information current in your [myMadisonCollege](#) Student Center at all times.

Questions? For assistance with this form visit the Enrollment Center or call (608) 246-6210.

Regional & Metro Campus Staff - Date stamp and send via inter-office mail to the Enrollment Center.

Print Staff Name _____ Date _____