



Steps to Your 1st Semester

This checklist contains the steps Madison College students should complete to be successful in their first term at the college

If you are seeking career guidance, program descriptions, or general information consider:

- Academic Information Session** - One hour overview of Madison College for prospective students
- Career Planning Workshop** - Choose a career according to your interests, skills, and values

Begin by doing the following:

- Create and/or activate your myMadisonCollege student account and email**
 - Go to madisoncollege.edu/student-account to create your student account
 - Note your username, password and ID number to access your Student Center and student email
- Apply Online to a Program or Certificate**
 - Review admission requirements for your preferred program prior to applying
 - Access the admissions application from the Madison College homepage "Apply for Admissions"
- Transcripts & Test Scores**
 - Submit official transcripts and test scores needed for admissions and/or course prerequisites
 - Sent to: Madison College Enrollment Center, 1701 Wright Street, Madison WI 53704
- Transfer Credit Evaluation Request (if required)**
 - Get Credit for prior high school and college coursework, AP, experiential credit, military credit, etc
 - Review details on madisoncollege.edu/prior-learning-credit
- Apply for Financial Aid**
 - You become eligible for financial aid once you are admitted to a qualified program
 - Submit the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov; School Code: 004007
- Take Placement Exam (if required)**
 - Required to register for most classes. If you have transfer credits, check with an advisor prior to testing
 - Previous scores are valid for two years for class registration purposes
 - For more information, including scheduling an exam, visit madisoncollege.edu/course-placement-testing

Once the steps above are completed, you should:

- Register for Classes (after acceptance into your program)**
 - Program students: watch your email for an invite to Advising & Registration/Program Orientation event(s)
 - Enroll in classes through your myMadisonCollege Student Center: madisoncollege.edu/register
- Textbooks**
 - Required textbooks are listed in your myMadisonCollege Student Center
 - Books & supplies may be purchased in person or online at madisoncollegebookstore.com
- OneCard (Madison College Student ID)**
 - For identification purposes, access to the library, as well as a debit card for campus services
 - Fill out the application and have your picture taken in the Student Life office
- Parking Permit/Bus Pass**
 - Pick up your parking permit at Truax Public Safety office. Bus passes are available at Student Life office
- Attend WolfPack Welcome**
 - Watch for an invite to Madison College's orientation for all new students

Names and numbers of staff you worked with:

(Name)	(Phone)	(Room Number)
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(Name)	(Phone)	(Room Number)
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NOTES:

Students-Don't miss important info from the college:

myMadisonCollege Student Center:

- **To Do List** - Check for any missing required financial aid and/or admissions items

Email:

- **Activate and check your student email** - Student email is the official form of communication at the college
- **Personal email** - Invitations to orientation/advising & registration may be sent to the email account on file

Additional Resources for Students

- Career & Employment: careerandemployment@madisoncollege.edu or (608) 243-4273
- Center for International Education: IntlAdmission@madisoncollege.edu or (608) 246-6201
- Counseling & Retention Services: counselingservices@madisoncollege.edu or (608) 246-6076
- Disability Resource Services: drs@madisoncollege.edu or (608) 246-6716
- Madison College Libraries: <http://libguides.madisoncollege.edu/library> or (608) 246-6640
- Student Achievement Center: (608) 246-6125
- Student Life: studentlife@madisoncollege.edu or (608) 246-6224
- TRIO: trioss@madisoncollege.edu or (608) 246-6636
- Turning Point: turningpoint@madisoncollege.edu or (608) 243-4286
- Veterans Services: veterans@madisoncollege.edu or (608) 246-6038
- View frequently asked questions or submit a new question at askMadisonCollege