Madison College

Student Center

Training Guide

Student Self Service Center

BPG Owner: Enrollment Center

Date Last Revised: 11/04/2014

Version: 1.5
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Overview

The Student Center provides students with access to information and self-service in many aspects of their student record and account. This includes the following:

- Class Schedule(s) and Enrollment Dates
- Search, Add, Drop Classes
- View Grades
- Holds and Service indicators
- To Do Lists
- Account and Financial Aid Information
- Personal Information such as Addresses, Phone Numbers and Emergency Contact
- Transfer Credit
- Academic Planner
- Message Center
- Viewing a Unofficial transcript
- Ordering an Official transcript
Access your Student Center through **myMadisonCollege**.

Click on the **Student Center** link.
The Student Center Page is divided into several separate sections including Academics, Finances, Personal Information, Message Center, Holds, etc. Click on the various links to access different screens and information.

Several drop-down menus are also available for navigation.
Academics

Search

Click on **Search** to view courses available.

Search for classes by entering specific class search criteria or click on **browse course catalog**.
Plan

My Planner allows students to create a “wish list” of courses to take for a particular term, several terms or future terms. In addition, it allows students to select needed courses from the Academic Advisement report. When students are done adding courses to the planner, they can choose to add classes to their Shopping Cart and enroll/add classes when enrollment is available (view Enrollment Dates).
myScheduler

You are not enrolled in classes.

Click on myScheduler to automatically create potential class schedules from the courses you select. (see next page for screen shot)
myScheduler

myScheduler allows students to plan their class schedule for a particular term. Once an ideal schedule is selected, students import a schedule into their enrollment shopping cart. Once classes are in the shopping cart, they can choose to add classes to their Shopping Cart and enroll/add classes when enrollment is available (view Enrollment Dates).
Click on **Enroll** to facilitate course enrollment. Note there are several tabs available under **Enroll**.

Under the add tab, choose the term and degree or non-degree career to enroll in and click **CONTINUE**.
Enrolling in a class is a three step process. Search for and/or enter the class(es) and add to the Shopping Cart. When you have finished adding the classes click PROCEED TO STEP 2 OF 3.
Once per term, you will be prompted to read and accept the Terms and Conditions before you can proceed to Step 3 of 3 and FINISH ENROLLING.

If you do not read the Terms and Conditions first before clicking on FINISH ENROLLING, you will receive an error message as displayed here:
Once you have moved beyond the Terms and Conditions, click **FINISH ENROLLING** to process the request.

---

**Add Classes**

2. **Confirm classes**

Click **Finish Enrolling** to process your request for the classes listed below. To exit without adding these classes, click **Cancel**.

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>103 10103133-0452 (10424)</td>
<td>Excel - Beginning (Lecture)</td>
<td>Su 1:00PM - 3:30PM</td>
<td>S Mad Ed Ctr Rm SM110</td>
<td>1.00</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

---

**Search**  **Plan**  **Enroll**  **My Academics**

**My Class Schedule**  **Add**  **Drop**  **Swap**  **Term Information**

**go to ...**
If there is a problem enrolling in a class (due to waitlist, unmet prerequisites or time conflicts) an error message displays indicated by ✗. Follow message to resolve error or add another class.

3. View results

Scroll down the page to review all enrollment confirmations and errors!

** Enrollment Request ID 0005509185 **

Retain number above and print page for your records. Check details of actions for accuracy and completion.

Refund/Reduction Policy: Nonattendance and/or registration in a class after it has started does not reduce fees owed.

Student Request Date

<table>
<thead>
<tr>
<th>Prior to class start date</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 11% of class completed</td>
<td>80%</td>
</tr>
<tr>
<td>From 11% through 20% of class completed</td>
<td>0%</td>
</tr>
<tr>
<td>After 20% of class completed</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

* This is the last period in which a student may drop a degree credit class without receiving an official status of "W" (withdrawn) on their record.
** Dropping a degree credit class during this time will result in a "W" (withdrawn) on a student's record. A student may drop a class prior to it being 20% completed.

Financial Aid/Veteran Benefits Recipients: Dropping classes may affect receipt of aid and require repayment of funds received.

Class Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>103 10105133</td>
<td>Error: Department Consent Required. If Instructor Consent required, obtain permission from instructor and resubmit enrollment request; if Department Consent required, contact the Center Office for this class.</td>
<td>✗</td>
</tr>
</tbody>
</table>

Classes successfully enrolled will be indicated by ✔. Retain the Enrollment Request ID number as the record of confirmation. Always verify enrollment by viewing the appropriate term and degree or non-degree career class schedule.
Additional tabs under Enroll

My Class Schedule

Select a term then click Continue.

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014-2015</td>
<td>Degree Career</td>
<td>Madison Area Technical College</td>
</tr>
<tr>
<td>Fall 2014-2015</td>
<td>Non-Degree Career</td>
<td>Madison Area Technical College</td>
</tr>
<tr>
<td>Spring 2014-2015</td>
<td>Degree Career</td>
<td>Madison Area Technical College</td>
</tr>
<tr>
<td>Spring 2014-2015</td>
<td>Non-Degree Career</td>
<td>Madison Area Technical College</td>
</tr>
</tbody>
</table>

Select the term to view and click CONTINUE.
View the class schedule in a **List View** or **Weekly Calendar View**.

To view needed text books, click on **View Textbook Summary**. This can only be done with **List View** selected.

**Drop**

Select the classes to drop, complete the 3 step process and record confirmation number and verify in class schedule. Only classes eligible to be dropped will be displayed.
To swap classes, choose the **Swap** tab. To swap a class, you must select a different class section for the same course. Select the class that you would like to swap from your schedule. You can search for a class to swap to by using **class search**, **my planner**, **my requirements** or by entering the class number. Complete the 3 step process, record confirmation number and verify in class schedule.
Term Information

Within Term Information view enrollment dates, exam schedule and grades.

My Academics

The My Academics tab provides program information as well as links to the following:

- View my advisement report
- View my advisors
- View my transfer credit report
- View my unofficial transcript and/or Order official transcript
- Request enrollment verification
- Apply for graduation
Below is an example of COMPASS test information. If no tests used for registration purposes are available, then a message indicating **No Tests Found** will be displayed.
Order Official Transcripts

The Order Official Transcripts link will take you to an order form where you may request official transcripts to be sent to you, another individual and/or another institution. After clicking on the link, follow the directions for placing an order.
Madison Area Technical College offers two transcript processing options. Regular Requests will be processed within 3 business days. Priority Requests will be processed within 24 business hours. Processing times do not include delivery times. Please consider this when submitting your transcript request.

Please check your Student Center prior to placing your order to be sure your grades and/or completion status are posted as degrees do not appear immediately after graduation.

The Office of the Registrar takes responsibility for handling transcript requests in a prompt and efficient manner. We are not responsible for the delivery of transcripts from a third party. Replacement copies will require the normal transcript fee.

CredentialsSolutions is pleased to provide you with Transcript Order Processing Services on behalf of Madison Area Technical College. All of the actual transcript records are maintained by the institution and in most circumstances, the
Finances

The Make Payment/Account Inquiry tab includes several other pages which can be accessed by clicking each tab to view and/or sort data. The tabs include the following:

- **summary** - this is a view of the student’s account balance
- **activity** – provides a detailed list of transaction activity
- **charges due** – running totals by due date of the charges and payments owed
- **payments** – displays payment history; make a payment, print an invoice, authorize third party and more through TouchNet

### Account Summary

You owe 1,854.50.

- **Due Now**: 0.00
- **Future Due**: 1,854.50

Currency used is US Dollar.

### What I Owe

<table>
<thead>
<tr>
<th>Term</th>
<th>Outstanding Charges &amp; Deposits</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2010-2011</td>
<td>1,854.50</td>
<td>1,854.50</td>
</tr>
<tr>
<td>Total</td>
<td>1,854.50</td>
<td>1,854.50</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.
Account Services

1098-T

If the student wishes to grant consent to receive the 1098-T tax form via online access they must click on **GRANT CONSENT**.

The student should click on the **Yes, I have read the agreement** checkbox and click the **SUBMIT** button.
You will receive a message indicating the consent accepted. To view the 1098-T click on **VIEW 1098-T SELECTION**.

**Student Permissions**

If the student wishes to grant permissions to apply qualified financial aid to their account balance after tuition and fees are paid, then they must click on the **Grant Permissions** tab/link.

The student should review, authorize and click **NEXT**.
The student should click on the **Yes, I have read the agreement** checkbox and click the **SUBMIT** button.
The student will receive a message indicating the permission was accepted. To view the permission click on **VIEW STUDENT PERMISSION**.

![Image of Student Permissions](image)

**View Financial Aid**

- **Finances**
  - **My Account**
    - Make Payment/Account Inquiry
  - **Financial Aid**
    - View Financial Aid
    - Accept/Delay Awards
    - Fin Aid from Other Sources

You have no outstanding charges at this time.

Click on the View Financial Aid link. Select the Aid Year to display award summary information.
Award summary information is displayed based on terms and broken down into award descriptions showing amounts, offered and accepted.

More detailed information can be reviewed by clicking on Estimated Financial Aid Budget (see screenshot below).
Financial Aid

Award Summary

Federal Aid Year 2010-2011

Select the term hyperlinks below to see more detailed information.

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>Award Description</th>
<th>Category</th>
<th>Offered</th>
<th>Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Federal DL Sub Stafford</td>
<td>Loan</td>
<td>850.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Loan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal DL Unsub Stafford</td>
<td>Loan</td>
<td>4,440.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Ln01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aid Year Totals</td>
<td></td>
<td>5,500.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

Estimated Financial Aid Budget

Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Award Description</th>
<th>Category</th>
<th>Offered</th>
<th>Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2010-2011</td>
<td>Federal DL Sub Stafford</td>
<td>Loan</td>
<td>450.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Loan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal DL Unsub Stafford</td>
<td>Loan</td>
<td>2,320.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Ln01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Term Totals</td>
<td></td>
<td>2,750.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

Spring 2010-2011

<table>
<thead>
<tr>
<th>Term</th>
<th>Award Description</th>
<th>Category</th>
<th>Offered</th>
<th>Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Federal DL Sub Stafford</td>
<td>Loan</td>
<td>450.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Loan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal DL Unsub Stafford</td>
<td>Loan</td>
<td>2,320.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Ln01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Term Totals</td>
<td></td>
<td>2,750.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

Your financial aid award is determined from the information provided in your application. If there is no financial aid displayed your application may be in progress. Please check back.

Estimated Financial Aid Budget

Return to Aid Year Selection

go to ...
Accept/Decline Awards

Click on Accept/Decline Awards. Then click on the Aid Year.
Indicate what you will Accept and/or Decline by checking the appropriate box or click on accept all or decline all if applicable. Students can also clear all and update totals. Click on SUBMIT.

Financial Aid
Award Package
Federal Aid Year 2010-2011

Your acknowledgement and/or changes were successfully processed. Please review the awards for correctness. Remember to 'Submit' your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

Last Updated: 01/12/2011 4:59:22PM

<table>
<thead>
<tr>
<th>Award</th>
<th>Category</th>
<th>Career</th>
<th>Offered</th>
<th>Accepted</th>
<th>Accept</th>
<th>Decline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell</td>
<td>Grant</td>
<td>Degree</td>
<td>2,775.00</td>
<td>2,775.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Loan</td>
<td>Loan</td>
<td>Degree</td>
<td>1,750.00</td>
<td>1,750.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Sub</td>
<td>Loan</td>
<td>Degree</td>
<td>1,750.00</td>
<td>1,750.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell</td>
<td>Grant</td>
<td>Career</td>
<td>2,775.00</td>
<td>2,775.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Loan</td>
<td>Loan</td>
<td>Career</td>
<td>1,750.00</td>
<td>1,750.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Sub</td>
<td>Loan</td>
<td>Career</td>
<td>1,750.00</td>
<td>1,750.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>11,727.00</td>
<td>11,727.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar: accept all | decline all | clear all | update totals

Account Inquiry
Return to Aid Year Selection
Entrance Interview Information

Fin Aid from Other Sources

Finances
My Account
Make Payment/Account Inquiry

You have no outstanding charges at this time.

Financial Aid
View Financial Aid
Accept/Decline Awards
Fin Aid from Other Sources

Click on Fin Aid from Other Sources. Click on the Aid Year to view detail on awards from alternate financial aid sources. For example: scholarships.

Financial Aid
Select Aid Year to View

Click the aid year you wish to view

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>Institution</th>
<th>Aid Year Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>Madison Area Technical College</td>
<td>Award access not available.</td>
</tr>
</tbody>
</table>

Aid years listed indicate your access to information regarding your Financial Aid.
In the **Personal Information** section, students may view, update/add:

- addresses
- email addresses
- phone numbers
- emergency contacts (optional)

**Addresses**

View, add, change or delete an address.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
<th>edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail</td>
<td>3550 Anderson St, Madison, WI 53704-2599</td>
<td></td>
</tr>
</tbody>
</table>

[ADD A NEW ADDRESS]
### Email Addresses

Your official school email address is displayed below. You may add or edit one additional email address.

<table>
<thead>
<tr>
<th>Email Type</th>
<th>Email Address</th>
<th>Preferred</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madison College</td>
<td><a href="mailto:WWOLFPACK@madisoncollege.edu">WWOLFPACK@madisoncollege.edu</a></td>
<td>✔</td>
<td>delete</td>
</tr>
<tr>
<td>Other</td>
<td><a href="mailto:wolfpaw@gmail.com">wolfpaw@gmail.com</a></td>
<td></td>
<td>delete</td>
</tr>
</tbody>
</table>

* Required Field

---

### Personal Information

**Addresses**

### My Involvement

**Phone Numbers**

**Emergency Contacts**
### Personal Information

<table>
<thead>
<tr>
<th>My Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>addresses</td>
</tr>
<tr>
<td>email addresses</td>
</tr>
<tr>
<td>phone numbers</td>
</tr>
<tr>
<td>demographic information</td>
</tr>
<tr>
<td>emergency contacts</td>
</tr>
</tbody>
</table>

## Demographic Information

**ID**

- **Gender**: Male
- **Date of Birth**: 07/04/1976
- **Birth Country**: Not indicated
- **Birth State**: Not indicated
- **Marital Status**: Single
- **Military Status**: Not indicated

### National Identification Number

- **Country**: United States
- **National ID Type**: SSN
- **National ID**: Not indicated

### Citizenship Information

- **Description**: Country

### Driver’s License

- **License #**: Country
- **State**: State

### Visa or Permit Data

- **Type**: Not indicated
- **Country**: Not indicated

*If any of the information above is wrong, contact your administrative office.*
Click on the My Involvement tab to view the following:

- extracurricular activities
- academic honors and awards

**Extracurricular Activities**

Below is a list of your extracurricular activities. If the list is incorrect or you wish to add an activity, please contact the appropriate administrative office.

No current extracurricular activities information found.
The **Message Center** is a link to time sensitive and confidential communications that may have a deadline or an action required by the student. Students may be notified by email when a communication has been posted to their **Message Center**. The **Message Center** contains **myAlerts** and **myAnswers**.

**myAlerts**

**myAlerts** contain time sensitive and confidential communications that typically have a deadline or an action required by the student. To view, click on **view myAlerts**.
The student will see the message(s) in the **Message Center Communications** area. Click on the **Description** link to view the communication detail.

---

**Message Center Communications**

Your Message Center communications are listed below. Select the Description link to view a communication. After viewing, you may hide a communication by selecting the window shade.

---

**Information Links and Messages**

- **Communication Item ID**: 2
- **Communication Item Type**: Message Center Communication
- **Link**: [http://studentloans.gov](http://studentloans.gov)
- **Message Text**:

  Dear Wolfie,

  You have been awarded Federal Student Loans from Madison College; however, our records indicate that you have not yet completed a Master Promissory Note (MPN).

  To receive your loan funds, you must first complete an MPN online from the Student Loans website at studentloans.gov.

  If you have recently completed your MPN, please disregard this notice.

  For additional assistance, contact Madison College Financial Aid at (800) 248-8170 or (800) 322-6282, ext. 6170.

  Thank you,

  Madison College Financial Aid
myAnswers contains communications in response to a request made by the student or a log of an interaction students had with Madison College staff. To view, click view myAnswers.
## Additional Sections

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search for Classes</strong></td>
<td>This opens the class search page. Search course/class offerings or browse the catalog.</td>
</tr>
<tr>
<td><strong>Message Center</strong></td>
<td>See Message Center detailed previously in this document.</td>
</tr>
<tr>
<td><strong>Holds</strong></td>
<td>A hold placed on a student account will display here. If there are multiple holds, a <strong>view all</strong> button will display. Click the button to view details of the hold(s).</td>
</tr>
<tr>
<td><strong>To Do List</strong></td>
<td>The To Do List is a view of a checklist that has been assigned indicating items that need to be resolved. Clicking on the <strong>view all</strong> link will display the individual items and information including how to resolve. Some To Do items may also have a form or other document pdf link.</td>
</tr>
<tr>
<td><strong>Enrollment Dates</strong></td>
<td>Information regarding enrollment dates will appear here. Once open enrollment begins, the Open Enroll Dates link will display instead of an assigned appointment date for the current term(s).</td>
</tr>
<tr>
<td><strong>Advisor</strong></td>
<td>Displays program advisor information if assigned.</td>
</tr>
<tr>
<td><strong>Helpful Links</strong></td>
<td>These links provide access to external online resources.</td>
</tr>
</tbody>
</table>