

Enrollment Center Term Start Notes

Spring 2014

These notes only serve to summarize key information; please refer to primary sources for complete details.

Admissions

Application Deadlines

For programs still accepting applications for spring 2014, the deadline for applications is **Jan. 15, 2014**. The deadline for Online and Accelerated programs is **April 6, 2014**. The deadline for available certificates is **March 1, 2014**.

Credentials (transcripts, test scores, etc.) must be received by **February 2, 2014**. See [Application Deadlines](#).

High demand programs close prior to Jan. 15. Refer to [program/certificate](#) web pages for deadlines.

Late Admissions

The deadline for late applications to open programs or certificates is **Monday, January 27, 2014** (applies to application, fee payment and credentials).

Application form must be submitted with a completed late application checklist and credentials. Incomplete late applications will be returned to the applicant. See [Late Admissions](#).

Financial Aid

Date of Record - 5 p.m., Jan. 27, 2014

Financial aid eligibility is based on enrollment into classes (including Interim and late start classes) as of 5 p.m. on the [Date of Record](#) for each semester.

Waitlisted courses do not count toward eligibility; students must be enrolled off waitlists into classes.

Eligibility

Students must be active in an eligible degree program and enrolled in at least six degree credits. Aid may include grants, loans and/or work study opportunities

FAFSA for 2013-2014 Academic Year

Students may apply for financial aid for the 2013-2014 academic year online using the [Free Application for Federal Student Aid \(FAFSA\)](#). The 2014-2015 FAFSA is available beginning January 1, 2014.

FAFSA and To-Do list assistance is available from the Enrollment Center. See Financial Aid [Application Procedures](#).

Refunds

If applicable, refunds begin the week of Jan. 20 for federal loans and Feb. 3 for all other funding.

Students must be active in classes in order to receive aid for that class. Late start classes will not receive aid until the first date of class.

Standards of Progress

For financial aid and/or veterans benefits, a cumulative GPA of at least 2.0 and cumulative completion rate of at least 67% of classes attempted is required. Students who fail to meet these standards risk loss of continued funding. See [Standards of Progress](#) for more information.

Book Charge

Awarded/qualified students will be able to charge up to \$800 of college books and/or software listed on their class syllabus at the college [Bookstore](#) on campus or online. View eligibility requirements and further process information on the [Financial Aid Book Charge Process](#) web page.

Veterans Benefits

Wisconsin GI Bill - First round of the Wisconsin GI Bill for spring will apply after the spring date of record.

Federal Veterans Benefits certifications started on November 1, 2013. Students with questions about their book stipend money or monthly pay should contact the VA directly at 1-888-442-4551.

Registration

Class Permissions

If you are blocked from registering for a class that you feel you meet the requirements/prerequisites for submit the [Override Request Form](#). This form is not for registration being blocked due to your enrollment date appointment - only prerequisites. Official transcripts showing past credit must be on file.

Advisors, instructors, program directors and staff may also grant class permissions, allowing students to enroll online via their Student Center prior to the last date to enroll.

Auto Enroll from Class Waitlist

Waitlisted students will be automatically enrolled into classes should space become available up to 2 days prior to the class start date.

Students should monitor their class schedule for confirmation of enrollment. If enrolled, students will be responsible for all tuition and fees associated with the class per the [Refund Policy](#).

Waitlists are limited to one per course up to 12 units.

Academic Calendar Dates (a.k.a., Dynamic Dates)

Refer to [FAQ 983](#) on [askMadisonCollege](#) for instructions on how to view the last date that a student is able to drop a class.

Section Change and Class Swap

Prior to the first day of the term, students may add, drop and swap current term courses without penalty or restriction.

After term start, students may add, swap and section change classes via self-service up to the last date to enroll.

For swap instructions, see [Tutorials](#). For complete information and requirements, see [Section Change and Class Swap](#).

Payments

Madison College does not offer payment plans or phone payment services. Students may use a credit card then make payments through that creditor. Students may authorize third parties to access account information/make payments. See [Payment Options](#) and [Payment Due Dates](#). Degree credit billing is done online via the Student Center. Paper invoices are mailed only for non-degree courses.

Diplomas & Honors

Search by keyword “diploma” on [askMadisonCollege](#) for diploma information.

Textbooks

Textbook details and link to the Bookstore is available in Student Center from the “Class Details” link for each class section.

Transcripts

Honors & Graduation Status Available on Transcripts: Mid-January for fall completion - **OR** - Viewable in Student Center when grades are posted by instructors.

Transcript Requests

Students should confirm final grades in their Student Center prior to ordering an official transcript online through Credentials from the [Transcript Requests](#) web page.

Resources

Student News

Refer students to the [Student News](#) page for term start information and deadlines.

myAnswers

myAnswers, found at askMadisonCollege or Madison College Student Center, provides student access to over 1,300 public FAQ's, the ability to submit new questions, as well as follow-up regarding previous meetings or staff interactions.

myScheduler

Found in the Madison College Student Center, automatically produces multiple class schedule options based upon criteria entered by the student. Courses can be imported from the Student Center Planner into myScheduler to generate class scheduling options.

Madison College Email

The Madison College student email is the official address and form of college business communication to all students. For help activating and accessing your email, visit [madisoncollege.edu/email](#).