



MADISON COLLEGE VETERANS SERVICES

Guest School Course Request

For Madison College students taking classes at another school

INSTRUCTIONS - This form is to be submitted by a student working towards a degree at Madison College who is taking classes at another school to fulfill degree requirements at Madison College. This form should be completed and submitted prior to the start of the term. Students obtaining a degree from another school and taking classes at Madison College should contact the certifying official at their degree-awarding school.

Prior to certification, the student must submit the courses to a Madison College program advisor/counselor to receive approval that the courses will be accepted for transfer credit toward completion of a program at Madison College. To have courses reviewed, contact the Student Development Center (Liberal Arts students only) or your program advisor (all other program students).

STUDENT INFORMATION

Student Name _____ Student ID or Social Security Number _____

GUEST SCHOOL INFORMATION

Name of School _____

Address _____ City _____ State _____ Zip Code _____

Certifying Official Name _____ Telephone _____

Fax _____ Email Address _____

COURSE INFORMATION - Include only courses you will be taking at the guest school (*not* Madison College).

Catalog Number	Course Title	Term	Number of Credits

ADVISOR/COUNSELOR APPROVAL:

By signing, I certify that the above courses will transfer into the student's program of study.

Advisor/Counselor Name (print) _____ Phone _____

Advisor/Counselor Signature _____ Date _____

SUBMISSION INSTRUCTIONS

Please submit completed and signed request in-person to the Truax Enrollment Center - Room A1000, Downtown Enrollment Information Center - Room D117, or any regional or metro campus office; or submit by mail or fax to:

Address: Veterans Services
Madison College
1701 Wright Street
Madison, WI 53704

Fax: (608) 243-4353

Please allow up to 15 business days to process a Guest School Course Request Form. Requests are processed in order they are received.

Questions? For assistance with this form, contact Madison College Veterans Services in person at Room A1000, Truax, or by phone at (608) 246-6038 or (800) 322-6282, Ext. 6038.

Veterans Services Use Only:
Staff Name _____ Staff Title _____ Date Processed _____