



## For Counselors and school Administrators

Here it is in a nut shell: For your **eligible student** you need to use **INFOonline** to pick appropriate classes, complete the enclosed **registration form** and include a **letter of permission**. The letter must state how **payment** is to be made, i.e., either it states that the school district agrees to be billed or that the student is paying. If the student is paying, then a credit card number should be included on the registration form. Most importantly, all of this is **faxed simultaneously** to Kevin Mulvenna at 414-297-8154.

But please let me explain each step and its importance.

### 1. Is your student eligible?

If the student is under 18 years of age, they must be full-time within your school and taking our courses to repeat or get ahead in credits in addition to the classes they are taking at your school. The Wisconsin Technical College System dictates that we not work with homebound, home-schooled or students under sixteen years of age. Students who have been expelled can contact Associate Dean Pat Kappel (414-297-7849) and apply for admission.

If the student is 18 or older and you have agreed to allow them to pursue your diploma, they qualify. Those students 18 and older who have been too long out of school, or cannot otherwise continue in your school (for reasons other than expulsion), please refer them to the Adult High School page of this site.

### 2. To see what on-line courses are available - do the following:

- a. Navigate to <http://infonline.matc.edu/>
- b. Click on "search for available classes" (no log-in required)
- c. Pull down the term you are interested in searching
- d. Just to the right, click in the box "on-line course search"
- e. Scroll down and pull down "Adult High School" from the academic level box
- f. Click "submit"

g. You can click on the course title to retrieve a description, the cost, etc.

### **3. Letter of Permission & Payment**

We require a letter of permission on school letterhead for each student you are registering. The letter should state whether the school or the student is paying. We are happy to bill your school and do not need (nor want) a purchase order. If the student or parent/guardian is paying, it's best to include a credit card number on the registration form. Having checks "follow" a faxed registration causes delays. In fact, if checks must be sent, it is best that they be mailed with the permission letter and registration form together (though classes fill while mail travels). Send these to:

Kevin Mulvenna  
C/O MATC  
700 W. State Street  
Milwaukee, WI 53233

### **4. Faxing and Submitting**

Everything must be faxed together to 414-297-8154. Please understand that, as an Instructional Chair, I am also a full-time faculty member and that administrating this program is exactly 30% of my position. There isn't any one on this end sorting through faxes to see what has or has not been submitted. (But then again let's be honest, these courses are incredibly reasonable in cost compared to other, much more expensive options.)

### **5. Once the Student is Registered**

The student will receive their program (at the address listed on the registration form) on which they will find their seven-digit MATC ID# needed for logging into both their student e-mail and our Blackboard course management system. Links for both can be found at [www.matc.edu](http://www.matc.edu) If the student has not received a program or otherwise cannot determine their ID#, please write or call me and I'll gladly assist.

There are other frequently asked questions on the web page, but feel free to call or write if I can answer or explain anything – thank you!

Kevin Mulvenna

[mulvennk@matc.edu](mailto:mulvennk@matc.edu)  
414-297-7987

SOCIAL SECURITY NUMBER \_\_\_\_\_ STUDENT ID NO. \_\_\_\_\_ LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_ FORMER NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

**Mailing Address**

STREET AND ADDRESS \_\_\_\_\_ APARTMENT NO. \_\_\_\_\_ CITY/TOWNSHIP/VILLAGE \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 TELEPHONE (HOME) ( ) \_\_\_\_\_ TELEPHONE (WORK) ( ) \_\_\_\_\_ CELL PHONE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

**Permanent Address**

STREET AND ADDRESS \_\_\_\_\_ APARTMENT NO. \_\_\_\_\_ CITY/TOWNSHIP/VILLAGE \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ FOREIGN COUNTRY \_\_\_\_\_

**Education Background**

LAST HIGH SCHOOL ATTENDED \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ MONTH AND YEAR GRADUATED \_\_\_\_\_

**Ethnic Origins (please check one):**

\_\_\_\_\_ American Indian/Alaskan Native \_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_ Native Hawaiian/Pacific Islander  
 \_\_\_\_\_ Black (African-American) \_\_\_\_\_ Hispanic \_\_\_\_\_ White \_\_\_\_\_ Gender (Please check one): \_\_\_\_\_ Male \_\_\_\_\_ Female

**Highest Grade Completed at Entry: (check one)** \_\_\_\_\_ **Work Status at Enrollment: (check one)** \_\_\_\_\_ **Disability: (check one)** \_\_\_\_\_

00 Did Not Attend \_\_\_\_\_ 01 Employed Full Time \_\_\_\_\_ ND Not Disabled \_\_\_\_\_  
 01 (1st Grade) \_\_\_\_\_ 02 Employed Part Time \_\_\_\_\_ DI Disabled (Primary Disability Not Identified) \_\_\_\_\_  
 02 (2nd Grade) \_\_\_\_\_ 03 Underemployed \_\_\_\_\_ AU Autistic \_\_\_\_\_  
 03 (3rd Grade) \_\_\_\_\_ 04 Unemployed, Seeking \_\_\_\_\_ BI Traumatic Brain Injury \_\_\_\_\_  
 04 (4th Grade) \_\_\_\_\_ 05 Not in Labor Market \_\_\_\_\_ DB Deaf – Blind \_\_\_\_\_  
 05 (5th Grade) \_\_\_\_\_ 06 Dislocated Worker \_\_\_\_\_ DF Deaf \_\_\_\_\_  
 06 (6th Grade) \_\_\_\_\_ \_\_\_\_\_ ED Emotional Disability \_\_\_\_\_  
 07 (7th Grade) \_\_\_\_\_ \_\_\_\_\_ HH Hard of Hearing \_\_\_\_\_  
 08 (8th Grade) \_\_\_\_\_ \_\_\_\_\_ LD Specific Learning Disability \_\_\_\_\_  
 09 (9th Grade) \_\_\_\_\_ \_\_\_\_\_ MH Multi Disabled \_\_\_\_\_  
 10 (10th Grade) \_\_\_\_\_ \_\_\_\_\_ MI Mentally Handicapped \_\_\_\_\_  
 11 (11th Grade) \_\_\_\_\_ \_\_\_\_\_ MU Speech or Language Impaired \_\_\_\_\_  
 12 (12th Grade) \_\_\_\_\_ \_\_\_\_\_ OT Other Health Impaired \_\_\_\_\_  
 13 (13th Grade) \_\_\_\_\_ \_\_\_\_\_ VI Visually Impaired \_\_\_\_\_

**Single Parent: (check one)** \_\_\_\_\_  
 You are unmarried or legally separated, and you have custody of one or more minor children or you are pregnant. \_\_\_\_\_ Yes \_\_\_\_\_ No

**Displaced Homemaker: (check one)** \_\_\_\_\_  
 • You are an adult and have worked at home without pay to care for your family and you are no longer supported by a relative's income, OR  
 • Your youngest dependent child will become ineligible for TANF (AFDC) assistance within two years, and you are unemployed or underemployed. \_\_\_\_\_ Yes \_\_\_\_\_ No

**If you are not a U.S. Citizen, please provide:**  
 Visa Type \_\_\_\_\_  
 Visa No. \_\_\_\_\_

**What motivated you the most to register for class this semester? (Circle the most appropriate number.)**

- Interest in the course subject
- Desire to complete my associate, diploma or apprenticeship program
- Want to get a job (or a better job)
- Interest in a certificate
- Need to expand my job skills
- Wish to improve language, reading or math skills
- Work on my GED or high school diploma
- Transfer credits to a 4-year college
- Transfer credits to a 2-year college

**Which of these influenced you to register this semester? (Circle all numbers that apply.)**

- Convenience of location or time of classes
- Inexpensive coursework here
- Financial support for classes
- Class schedule for the term
- MATC Catalog with programs and courses
- Teacher, recruiter or counselor
- Family member or friend
- TV, radio or print advertising
- MATC website

