For Counselors and school Administrators

Here it is in a nut shell: For your eligible student you need to use INFOnline 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.mtc.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 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
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<th>Year Received:</th>
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<td>98 9th Grade and above</td>
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**Single Parent:** (check one)

- [ ] 1. Yes

- [ ] 2. No

**Disabled:** (check one)

- [ ] 1. Yes

- [ ] 2. No

**Gender:** (please check one)

- [ ] Male

- [ ] Female

**Race:** (please check one)

- [ ] Asian/Pacific Islander

- [ ] Native Hawaiian/Pacific Islander

- [ ] Black (African-American)

- [ ] Hispanic

- [ ] White

**Parental Language:**

- [ ] English

- [ ] Spanish

- [ ] Other

**Education Background**

- [ ] Graduated High School

- [ ] GED

- [ ] Home School

- [ ] Other

**Permanent Address**

- [ ] Street Address

- [ ] City

- [ ] State

- [ ] Zip Code

- [ ] Country

- [ ] Foreign Country

- [ ] None

**Mailing Address**

- [ ] Street Address

- [ ] City

- [ ] State

- [ ] Zip Code

- [ ] Country

- [ ] Foreign Country

- [ ] None
**Enrollment Status**

0-5 Credits = Less than half time  
6-11 Credits = Half time  
12+ Credits = Full time

Program Code _______________________________

TouchTone Registration: 414-297-7462 or 1-800-496-3727  E-mail Address: register@matc.edu

MATC is an Affirmative Action/Equal Opportunity institution and complies with all requirements of the Americans With Disabilities Act.