



For Students & Parents

The **eligible student** (and counselor) needs 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 their school and only taking our courses to repeat or get ahead in credits in addition to the classes they are taking at their school. The Wisconsin Technical College System prohibits us from working 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 they are pursuing a diploma from their regular school, they qualify. Those students 18 and older who have been too long out of school, or cannot otherwise continue at their 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 under 18 or pursuing a diploma at another school. The letter should state whether the school or the student is paying. We are happy to bill the 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
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 _____
- 01 (1st Grade) _____ 02 Employed Part Time _____
- 02 (2nd Grade) _____ 03 Underemployed _____
- 03 (3rd Grade) _____ 04 Unemployed, Seeking _____
- 04 (4th Grade) _____ 05 Not in Labor Market _____
- 05 (5th Grade) _____ 06 Dislocated Worker _____
- 06 (6th Grade) _____ 07 (7th Grade) _____
- 07 (7th Grade) _____ 08 (8th Grade) _____
- 08 (8th Grade) _____ 09 (9th Grade) _____
- 09 (9th Grade) _____ 10 (10th Grade) _____
- 10 (10th Grade) _____ 11 (11th Grade) _____
- 11 (11th Grade) _____ 12 (12th Grade) _____
- 12 (12th Grade) _____ 13 (13th Grade) _____
- 13 (13th Grade) _____ 14 (14th Grade) _____
- 14 (14th Grade) _____ 15 (15th Grade) _____
- 15 (15th Grade) _____ 16 (16th Grade) _____
- 16 (16th Grade) _____ 17 (17th Grade and above) _____

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. _____

98 Foreign Student Equivalent Grade Not Available
 12 GED/HSED _____ Year Received

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

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

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

1. Convenience of location or time of classes
2. Inexpensive coursework here
3. Financial support for classes
4. Class schedule for the term
5. MATC Catalog with programs and courses
6. Teacher, recruiter or counselor
7. Family member or friend
8. TV, radio or print advertising
9. MATC website

