



ADMINISTRATIVE PROFESSIONAL (101066)

Associate Degree of Applied Science

Program Application Dates and Campus Locations

Semester	Campus*	Application Available	First day of Processing	Application Deadline	Credentials Deadline
Fall 2012	Madison, Online Program	September 1, 2011	October 17, 2011	August 31, 2012	September 15, 2012
Spring 2013	Madison, Online Program	January 16, 2012	March 19, 2012	January 15, 2013	February 2, 2013

*Select courses may be offered at the following regional campuses: Fort Atkinson, Portage, Reedsburg, Watertown, West Madison, and South Madison (where some courses are offered in the bilingual format of Spanish/English). The remainder of the program courses would be taken either online or at the Truax campus.

If you meet the following Unique Admission Requirements:

UNIQUE ADMISSION REQUIREMENTS

There are no unique admission requirements for this program. However, applicants should review the "Program Information" section for information about minimum COMPASS scores and computer skills required for program courses.

You should then apply:

APPLICATION PROCESS

How to Apply for a Program

Fill out the [Online Application Form](#) and submit the \$35 fee (\$30 one-time application fee and \$5 per application processing fee) payable by credit card, debit card or electronic check by the [application deadline](#).

Paper applications are available by request at any Enrollment Center, or regional or metro campus office. Request a paper application from the Enrollment Center by phone at (608) 246-6210 or (800) 322-6282, Ext. 6210. In addition to the \$30 application fee, there is a \$10 non-refundable processing fee to submit a paper application.

Required Documents for this Program

The following materials must be on file at Madison College in order to have a complete application:

1. Completed Application form
2. One of the following:
 1. Official high school transcript*
 2. Official GED/HSED transcript*
 3. Official college transcript showing an Associate's, Bachelor's or higher degree from an institution other than Madison College*
 4. A completed COMPASS test may be substituted in place of high school or GED/HSED transcripts

If the application packet is incomplete at the time of the application deadline, the application will not be processed and the applicant will need to reapply for a future term. The online application only allows one application per term.

*If high school, GED/HSED and/or college transcripts are on file at Madison College, they do not need to be submitted again. To obtain transcripts, contact the school(s) the student attended or, the GED/HSED Testing Center the student attended. Transcript(s) should be sent directly to:

Madison College Enrollment Center, 3550 Anderson Street, Madison, WI 53704

Contact the Enrollment Center at (608) 246-6210 or (800) 322-6282 Ext. 6210 to verify that transcripts are on file.

**It is the applicant's responsibility to provide official transcripts to document all unique admission requirements (listed above) and/or to have previous courses transferred to meet program requirements.

If you meet the Unique Admission Requirements and complete the application process, your application will progress to the review stage of processing to see if you are a qualified applicant for the indicated program.

Qualified applicants should be aware of the following:

PROGRAM INFORMATION

1. **Assessment Testing (COMPASS/ASSET).** Students that do not meet minimum test scores (COMPASS: Reading 80, Writing 69, E-Write 5, Pre-Algebra 43) should take any required developmental courses their first semester. Advisors can help students understand what developmental courses they need, and whether they are ready to start program courses.
2. **Computer Technology Skills. Typing:** Fast typing speed is important for students in the program. 50 wpm or are required to take keyboard skillbuilding. **Powerpoint:** Students should have beginning skills in PowerPoint, or will be required to take a Beginning Powerpoint course. **Computer Access:** Students will need frequent access to computers to complete homework.

FINANCIAL AID

Students accepted into this program are eligible for financial aid.

Begin the 2011-12 Financial Aid process online by completing the Free Application for Federal Student Aid at the [FAFSA](http://fafsa.gov) website (fafsa.gov). Madison College's School Code is 004007. To get an early estimate of Financial Aid eligibility, visit the [FAFSA Forecaster](#). The [FAFSA Tutorial](#) is available for help with filling out the FAFSA application. The 2012-13 Financial Aid process will be available starting January 1, 2012, and will require the completion of 2011 tax returns.

ASSESS SKILLS FOR PROPER COURSE PLACEMENT

COMPASS (Computer-Adaptive Placement Assessment and Support System)

This is an untimed test which is taken on a computer. The purpose of this test is to assess the student's current academic skills. The test results are used for advising purposes to help students register for the appropriate level courses. See the [COMPASS Information](#) web page for scheduling instructions by location. For assistance, please contact the Assessment Center at (608) 246-5220.

PROGRAM ORIENTATION AND REGISTRATION

Orientation & Registration at Madison College is designed to provide a welcoming and engaging program that prepares the student to feel confident with the registration process, recognize whether any refresher or summer courses are needed, and provide the student with the resources to access more information throughout the months before classes begin.

The student will receive a letter from Madison College providing orientation information, dates, times and next steps.

APPROXIMATE PROGRAM COST

Administrative Professional

Semester	Tuition	Other	Total
1st Semester	\$2070	\$630	\$2700
2nd Semester	\$2195	\$670	\$2865
3 rd Semester	\$1950	\$595	\$2545
4 th Semester	\$1950	\$595	\$2545

Administrative Professional – Online Program

Semester	Tuition	Other	Total
1st Semester	\$2250	\$630	\$2880
2nd Semester	\$2385	\$670	\$3055
3 rd Semester	\$2120	\$595	\$2715
4 th Semester	\$2120	\$595	\$2715



CONTACT INFORMATION:

School of Agriscience & Technologies: (800) 322-6282 Ext. 6800 or (608) 246-6800
AandT@madisoncollege.org