



## MEDICAL ADMINISTRATIVE SPECIALIST (101064)

Associate Degree of Applied Science

### Program Application Dates and Campus Locations

Semester	Campus	Application Available	First Day of Processing	Application & Credentials Deadline
Fall 2012	Madison	September 1, 2011	October 17, 2011	July 1, 2012*

\*Select courses may be offered at the regional campuses, including South Madison (where some courses are offered in bilingual format of Spanish/English). The remainder of the program courses would be taken either at the Truax campus (or online if available).

### If you meet the following Unique Admission Requirements:

#### UNIQUE ADMISSION REQUIREMENTS

There are no unique admission requirements for this program. However, review the "Program Information" section for important information about minimum COMPASS scores required for first semester courses.

This program may develop a waitlist. **Residency:** Per Wisconsin Statute TCS-10, out of state residents may not be placed on a program waitlist. After a waitlist has formed, out of state applicants will be denied. Please check with the Enrollment Center for additional information about program availability or residency information at (608) 246-6210 or (800) 322-6282 Ext. 6210.

### You should then apply:

#### APPLICATION PROCESS

##### Program Application Dates and Campus Locations

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#### How to Apply for a Program

Fill out the [Online Application Form](#) and submit the \$35 fee (\$30 application fee and \$5 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\*

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. **English and Writing Fundamentals:** The first semester Written Communications class has a minimum COMPASS score of Reading 80, Writing 69, E-Write 5. Students are required to have a mastery of English fundamentals – grammar, punctuation, and spelling – to be successful in program courses. Students that do not meet COMPASS score requirements in reading or writing must take developmental courses, and should meet with an advisor to determine if they are ready for program courses.
2. **Typing speed requirements:** Students should have a keyboarding speed of 45 wpm previous to starting classes. This program has a minimum machine shorthand writing speeds required for graduation, as well as an internship of writing time under the supervision of a qualified reporter.
3. Applicants should have access to a computer with internet connection, enjoy working with computers, and be detail oriented.
4. If applicants are placed on the waitlist, they may still take select courses.

### 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. Testing is available at the Commercial Avenue Education Center; no appointments are necessary. Please see the testing schedules. For questions, please call the Assessment Center at (608) 246-5220.

See COMPASS testing information, study guides and schedules at [COMPASS](#) website OR go to [madisoncollege.org](http://madisoncollege.org) and the A-Z index, then click on T for Testing Schedules.

## 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

Semester	Tuition	Other	Total
1 <sup>st</sup> Semester	\$1830	\$555	\$2385
2 <sup>nd</sup> Semester	\$1830	\$555	\$2385
3 <sup>rd</sup> Semester	\$1950	\$595	\$2545
4 <sup>th</sup> Semester	\$2070	\$630	\$2700



### CONTACT INFORMATION:

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

[AandT@madisoncollege.org](mailto:AandT@madisoncollege.org)