# SMALL BUSINESS ENTREPRENEURSHIP (311451)

One-Year Technical Diploma

## Program Application Dates and Campus Locations

| Semester | Campus | Application Available | First day of Processing | Application Deadline | Credentials Deadline |
|---|---|---|---|---|---|
| Fall 2012 | All Campuses | September 1, 2011 | October 17, 2011 | August 31, 2012 | September 15, 2012 |
| Spring 2013 | All Campuses | January 16, 2012 | March 19, 2012 | January 15, 2013 | February 2, 2013 |

## If you meet the following Unique Admission Requirements:

### UNIQUE ADMISSION REQUIREMENTS

**In order to be determined as a qualified applicant, the following qualifications must be completed prior to submitting an application or the applicant must be currently attending the courses when the application is submitted.**

**GPA of 2.00:**

- Minimum of 1.50 GPA is required to be accepted on a probationary status.
- College GPA is also considered.
- If high school GPA is lower than 2.00, but college (minimum of 12 credits) is higher, the applicant is eligible for admittance.
- If the applicant has been denied for either high school or college GPA being lower than 1.50, establishing a "new" GPA with 12 college credits of 2.00 or higher will allow admittance in a subsequent semester.

## You should then apply:

### APPLICATION PROCESS

**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:
   a. Official high school transcript*
   b. Official GED/HSED transcript*
   c. 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:

## FINANCIAL AID

**Students accepted into this program are eligible for financial aid.**

Begin the 2012-13 Financial Aid process online by completing the Free Application for Federal Student Aid at the FAFSA 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 2013-14 Financial Aid process will be available starting January 1, 2013, and will require the completion of 2012 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 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 |
|---|---|---|---|
| 1st Semester | $2,094 | $450 | $2,544 |
| 2nd Semester | $1,988 | $400 | $2,388 |

**CONTACT INFORMATION:**
**School of Business & Applied Arts: (800) 322-6282 Ext. 6003 or (608) 246-6003**
**CBAA@madisoncollege.org**