



IT and Biotech Certificates

Please Read Completely! Important Enrollment Information

Date:

Dear Student:

Thank you for your interest in an Information Technology (IT) or Biotech certificate. In order to be considered for enrollment in the certificate, please complete the following steps:

- 1) Review the pre-admission skills and admission requirements outlined on the enclosed curriculum sheet.
- 2) If you meet these requirements:
 - complete the enclosed application AND
 - provide the appropriate information by filling out side two (2) of the application or by providing a detailed letter outlining your required experience.

There is no application fee; do not send any money.

APPLICATIONS THAT ARE INCOMPLETE OR LACKING SUFFICIENT DOCUMENTATION WILL NOT BE CONSIDERED. ACCEPTANCE IS BASED ON MEETING QUALIFICATIONS AND SPACE AVAILABILITY AT THE TIME OF APPLICATION.

- 3) Return your completed application in person to the Center for Agriscience and Technologies, Room 173, at the Truax Campus.

Or by mail to: Center for Agriscience and Technologies
Madison Area Technical College
3550 Anderson Street
Madison WI 53704

Or by fax to: (608) 246-6806

Or electronic submission to: aneuberger@matcmadison.edu

You will be notified in writing of your acceptance, or if you are not qualified. **Registration for these classes generally occurs just before the Open Registration period.** Your registration date can be found through your "Inside MATC" account: https://mportal1.swcportal.org/psp/pamatc/EMPLOYEE/EMPL/h/tab=PAPP_GUEST. The required courses for these certificates are reserved, for the most part, only for participants in the certificate.

Once you are accepted into the certificate program, you must take any degree level MATC class each semester (excluding summer) to remain a continuing student. If you do not take a class (or withdraw from all classes) in any semester, you may be discontinued or dropped from the certificate. In order to resume pursuit of the certificate, you would need to re-submit an application.

We appreciate your interest in our certificate and look forward to working with you. Please call me at (608) 246-6232 or e-mail me at aneuberger@matcmadison.edu if you have any questions.

Sincerely,

Annie Neuberger
Learning Programs Academic Advisor
Center for Agriscience and Technologies

