



# Auto Collision Repair and Refinish (31-405-1)

## Supplemental Admission Information

### WAIT LIST INFORMATION

- A waitlist often forms for this program, so the earlier you apply the better.
- Even if you are initially placed on a waitlist, you will likely be able to take the spot of someone who decides not to attend.
- Last year, almost all students that were initially placed on the waitlist were offered a spot for the fall (spaces become available as admitted students decide not to attend.)
- If you have already completed an application and want to know what number you are on the waitlist, call advisor Kimbrin Cornelius at 243-2483 or email [kcornelius@matcmadison.edu](mailto:kcornelius@matcmadison.edu)

### APPLICATION PROCESS

Applications will be accepted only during the following time periods. All required items (see checklist on following page) must be received by the application deadline for an application to be complete.

Campus - Term	Applications Accepted
Truax – Fall semester only	MATC starts accepting applications for the next year's Fall term on Sept 1, and application processing (for the next year's Fall term) begins on the 3rd Monday in November.

### ADMISSIONS REQUIREMENTS

- 1) High School graduation or GED/HSED completion.
- 2) Assessment Testing (One of the following)

Test	Minimum Test Scores
COMPASS	COMPASS or ASSET scores are not used with admissions decisions, however you still need to take it for course placement (Unless you have taken credit English <b>and</b> Math courses at MATC or another college)
ASSET	COMPASS or ASSET scores are not used with admissions decisions, however you still need to take it for course placement (Unless you have taken credit English <b>and</b> Math courses at MATC or another college)

- 3) Residency: Per Wisconsin TCS-10 statute, out of state students are not permitted to be placed on a waiting list for a program. It is the applicant's responsibility for proving his/her residency status. **(does this apply to your program?) NO.**

#### 4) Prerequisite Course Requirements

All of the following requirements for admissions must be previously completed or you must be currently enrolled in the courses when the application is submitted.

**Courses: (please list all courses that are prerequisites and exactly how a student can meet the requirement)**

**No required course pre-requisites. If the COMPASS or ASSET places you into developmental reading, writing or math courses, we recommend that you start taking that coursework the summer prior to your start if possible.**

### ONCE YOU ARE PLACE ON THE WAITING LIST

- 1) Pay your \$50 waiting list deposit to remain on the list

**(Please list any other rules – recommendations for students on the waiting list)**

**Most students on the waitlist are able to start the semester for which they applied because someone before them decides not to attend.**

**If you are on the waitlist, you can take general education courses that meet your graduation requirements (go to Programs of Study, click on Auto Collision Repair and Refinish to find a list of required classes.)**

**You can also take other courses that do not meet graduation requirements, but still might be useful such as: evening welding courses, Metals I, small business courses, computer courses such as Windows, Excel, or Word, or other courses that you think would help you reach your career goals.**

Call 1-800-322-6282, ext. 6102 or 608-246-6102



# Application Checklist

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### CHECKLIST OF ITEMS FOR A COMPLETE APPLICATION

\_\_\_\_\_ **Completed Application online or on paper.** The online application is available on MATC's home page. Campus **location** and semester must be selected, and must be one for which applications are currently being accepted.

\_\_\_\_\_ **One-time application fee of \$30.00.** Exception: If you have previously paid this fee for an MATC program, you have already fulfilled the fee requirement. **There is an additional \$5.00 fee for each online application.**

\_\_\_\_\_ **Official high school or GED/HSED transcripts. \***

\_\_\_\_\_ **Official college transcripts from all colleges previously attended. \***

**\* If high school, GED/HSED and/or college transcripts are **currently** on file at MATC, they do not need to be submitted again. You **must** contact the Enrollment Center at (608) 246-6210 or (800) 322-6282 ext. 6210 to verify that your transcripts are on file. To obtain your transcripts, contact your High School, GED/HSED Testing Center, and all Post-secondary Institutions you have attended and request an official transcript be sent directly MATC.**

**The application materials may be submitted in person to any Regional Campus, Downtown Education Center, the Truax Campus Enrollment Center, Room 159 or via mail.**

**Application materials may be mailed to:** Enrollment Center  
Madison Area Technical College  
3550 Anderson Street  
Madison, WI 53704