This Instructor’s Guide is intended as a supplement to the complete student tutorial we provide to high school students applying for dual credit courses at Madison College. This guide will concentrate on the initial steps of the process: applying to the college in order to register for classes and how to register for a class. We will cover how to navigate to the application and some tips on tricky areas where students may get confused. The student tutorial is much more in-depth, featuring step-by-step screen-captures and thorough instructions that walk students through the application and class registration process. A link to the student tutorial is available at the end of this document.

**What is the registration process?**
There is a definite sequence of steps students must complete in order to enroll into a Madison College class.

1. Create an ApplyWeb account *online* through our website and apply as a new student.
2. Wait 72 hours for the application to be processed.
3. Set up new student account.
4. Log into the Student Center.
5. Register for class.

**What is ApplyWeb?**
ApplyWeb is a generic account activation that all students must complete in order to proceed through the college application process. ApplyWeb is not an application to Madison College, but merely an account creation which notifies our software system there is a new person interested in becoming a Madison College student. Students should write down and remember their username and password to this account.

**Go ahead and try it!**
We encourage you to create your own account and try it out! You can fill out the ApplyWeb form all the way to the end and cancel at the “submit” screen. It does not cost any money (as long as you do not enter in your payment option and click submit!) and you will experience exactly what your students must complete. You may find it helpful to follow the step-by-step tutorial we provide high school students and keep this guide by your side to make notes on areas your students may find difficult or confusing.

**Family Educational Rights and Privacy Act**
The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the confidentiality of a student’s education record. The law governs the release of student records and access to those records. What this means is that once a student registers for a college credit class, information cannot be provided to his/her parents or guardians. This can be a difficult concept for parents to understand, but educational information about their child cannot be shared with them. This information is reinforced on the student contract we ask the parent/guardian to sign.
Applying through ApplyWeb

From our homepage: www.madisoncollege.edu, click the orange “Apply/Register” button.

Under the green “General Admissions” section, click the first link: “apply for admission.”

On the Admissions Process page, click the link at the top of the page for the “online application.”

You will reach the Application menu. Click the first link “Create Your Account.”
Fill in the required blanks to create an account.

The email address entered in will be your Username.

Students should write the username and password down; they may need to use it again in the future.

Within minutes after submitting this form, you will receive a confirmation code either through the email address you entered or on your cellphone. (You are given a choice at the bottom of the page.)

Once you enter the confirmation code, you will be taken to an account validation screen.

This is the account validation screen. To continue applying, click the grey button “Go to Log In” or wait 10 seconds, the website will redirect you.

Using your email address and password you just created, log in to your ApplyWeb account. Click the grey button “Log In.”

(Your Username is your email address.)

After you press “Log In,” you will return to the Application Menu.

On the Application Menu, students will have two choices to apply online: program or certificate. Choose the certificate application.

- If you have seniors who have already applied to Madison College, they can go into their previously created application and change the information to reflect the steps in this guide.

- If you have students who completed this application for a dual credit class in a previous semester, they can go into that same application form and select the new term.
Target Population Code

After you click on “Online Certificate Application” from the application menu, you will reach this page.

You will need to provide your students with the Target Population code.

*This code must be entered exactly as it shows in the box below for the correct options to show up.*

**Target population code:**

DUALCRED917

We require students to enter in their social security number for this account creation. If a student is unwilling to provide their SSN, they cannot participate in dual credit. If the student does not have a SSN, please contact us at (608) 243-4650.

After the target population code is entered, select the program choice: “High School Youth Program.” Students must choose a term based on when the class starts – either fall (September-December start dates) or spring (January-June start dates).

High school students do not have to pay the $15 application fee. Unfortunately, the line will remain at the top of these six pages, but the application will not require students to pay.

Have students select “New” as student type, even if they have already taken a dual credit class.

Entering the class name here is *NOT* the same thing as registering for the class! The student will not be automatically added into the class.

Students do not have to upload any documents in this field.
When entering High School Information, click “Select School Code” button, then under “School Search,” simply fill in the City box – it’s the quickest way to get your school information.

Once you have selected your high school, you will be returned to the High School Information page but many of the form fields will have been automatically filled in based on the high school name you selected.

*Please tell your students that the “Graduation Date” is a required field.* Have them answer with their projected date of graduation. This helps prevents error reports from the state board which we have to go back into and manually fix.

**Timeliness of application processing**

After the application is submitted, it generally takes about 72 hours to be processed by the college. If your students apply on a Monday, they can activate their account and register for their class usually by Thursday. We encourage students to apply Monday – Thursday, or the time lapse could be even longer than 72 hours.

Once the application has been processed students are able to move to the next step which consists of logging into the Student Center and registering for class.

Unfortunately, there is no email notification sent once the application has been processed. Students should be aware of when they submitted their application and should continue following the tutorial after 72 hours has passed. If they are unable to proceed with the steps on the next page, they will have to wait longer for their application to be processed.
**Logging in for the first time**

Begin by going to myMadisonCollege. This can be accessed from the Madison College homepage (www.madisoncollege.edu) or from subsequent pages within the Madison College website; it will always be on that top navigation bar.

Click on “New Student? Set Up Access Now.”

The next page will bring up the seven steps necessary to activate the student account. The process is very easy and should take just a few minutes to complete. If the account activation fails, contact the Enrollment Center at (608) 246-6100.

This will be the completion screen students will reach after following the seven steps. It is where they will learn what their school username and email address will be.

Your students may want to print this page for their reference.

*If your students have already registered for and taken a Madison College class in the past, they do not need to set up their account again.*
The Student Center

Now that your students have set up their account, they are able to access their student center. Navigate there by clicking on myMadisonCollege.

Log in using their student username.

They are now at the myMadisonCollege home page. Click on the Student Center link.

This is the Student Center!

It is divided up into several sections, such as Academics, Finances, Personal Information, Message Center, and more.

Students will be able to enroll into their class(es) from this starting page.
Step-By-Step: How to register for a class

**STEP 1:** Under the Academics section of the Student Center, click **Enroll**.

![Enroll Screen](image1)

**STEP 2:** The next screen is where students select the term they would like to schedule. They will not be able to continue without selecting a term.

Be sure students choose the **Degree Career**, not the Non-Degree. This simply means the class is for college credit and not a life-enrichment class with no college credit given.

![Term Selection Screen](image2)

**STEP 3:** We are now at the Enroll – Add screen. Here your students should enter the class number you will find in your Faculty Center; the class number will change every year.

![Add Class Screen](image3)

**STEP 4:** After students add their course number and press “Enter,” they will arrive at the class’s information page. Here it will display the class details. If this is the correct class they need to enroll into, hit “Next.” If the days and times shown are not correct but the course title is correct, continue on with the registration steps.

![Class Information Screen](image4)
**STEP 5:** After students hit the “Next” button, they will receive confirmation that the class has been added to their enrollment “shopping cart.” They are now back at Step 3’s screen, but with the course now listed in the shopping cart area.

If a student is taking multiple dual credit classes, they should follow this same process to register for all classes at once by going back to Step 3 and adding the necessary classes to their “shopping cart.”

**STEP 6:** At this point, students are still not registered in the course. To finish registering, they must hit the “Proceed to Step 2 of 3” button. There must be at least one class in their shopping cart in order to “Proceed to Step 2 of 3.”

**STEP 7:** Last step: “Finish Enrolling!”

Once students click “Finish Enrolling” they will receive a confirmation screen.

They will either see a green checkmark or a red x.

If they receive the green checkmark, they are now successfully enrolled into the course!

If they get a red x, please contact D’Ann Zickert at (608) 243-4650.

When students have successfully enrolled in a course, their Student Center homepage will change to display their updated school schedule and class information.
The entire class enrollment procedure is three basic steps:

1) Find the class they would like to add (either by class number or by a class search) and select the class so that it is added into the enrollment shopping cart.
2) After the class is in the shopping cart, hit the “Proceed to Step 2 of 3” button.
3) Confirm the class and hit the “Finish Enrolling” button.

It is a good idea for students to check their class schedule after enrolling in the class - this way they can verify immediately whether they are in the correct class. They are able to check their class schedule right from the Enroll section in the Student Center.

Select the correct term (Degree Career) and they will be taken to their class schedule.

**Have questions? Need help?**
If you have any questions about the enrollment process, please don’t hesitate to contact us!

Feel free to send an email with your question to D’Ann Zickert by email at dzickert@madisoncollege.edu or at (608) 243-4650.

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Resources are available online for high school teachers at: http://madisoncollege.edu/tech-prep/resources-educators
Resources are available online for high school students at: http://madisoncollege.edu/resources-students-parents
The student tutorial for class registration is available online at:

http://madisoncollege.edu/files/users/Kubala/Student_DualCredit_Tutorial.pdf