## Transition To Trainer

### Spring Semester 2014-15

#### Registration Information

<table>
<thead>
<tr>
<th>Transition To Trainer</th>
<th>Code</th>
<th>Dates</th>
<th>Time</th>
<th>Cost</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transition To Trainer</td>
<td>63768</td>
<td>2/5/15 - 2/12/15</td>
<td>5:00PM – 9:00PM P</td>
<td>$29.67</td>
<td>Commercial Avenue Room 241</td>
</tr>
<tr>
<td>Transition To Trainer</td>
<td>63767</td>
<td>3/3/15 - 3/5/15</td>
<td>5:00PM – 9:00PM TR</td>
<td>$29.67</td>
<td>Commercial Avenue Room 241</td>
</tr>
<tr>
<td>Transition To Trainer</td>
<td>64022</td>
<td>4/6/15 – 4/8/15</td>
<td>5:00PM – 9:00PM MW</td>
<td>$29.67</td>
<td>Commercial Avenue Room 241</td>
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<tr>
<td>Transition To Trainer</td>
<td>64021</td>
<td>5/2/15</td>
<td>8:00AM – 4:30PM S</td>
<td>$29.67</td>
<td>Commercial Avenue Room 240</td>
</tr>
</tbody>
</table>

**MW** = Monday and Wednesday  
**TR** = Tuesday and Thursday  
**S** = Saturday
1. Register Online (preferred)
Go to myMadisonCollege and log in using your User ID and password.

First-time Students: Before registering, you must first create a student account at Madison College. To identify your status and access the account creation process, visit the Student Status web page. View the Account Creation tutorial for assistance. Please note: Individuals who do not want to disclose their Social Security Number will be required to create an account in person with photo ID at either the Truax or Downtown Campus Enrollment Center, or a regional or metro campus office. After completing the Account Creation process, the student account must be activated. This can be done immediately after Account Creation, or by using the “New Student Initial Login” on myMadisonCollege. View the Account Activation tutorial for assistance. Upon completion of account activation, access the myMadisonCollege Student Center to register for classes during the Open Registration period. View the Registration Resources web page for registration dates.

Returning students who have never used myMadisonCollege: You will need to set up a login and password (which is the same as your email/Blackboard account) using the "New Student Initial Login" link on myMadisonCollege.

Forgot your password? You can reset it using the "Student Password Reset" link on myMadisonCollege.

2. Phone-In Registration
Call a registration operator in our Enrollment Center at (608) 246-6210 during operator assistance hours:
Monday through Thursday: 8 a.m. to 6 p.m. Fridays: 9 a.m. to 4:30 p.m. Please note: These times are subject to change.

3. Mail-In Registration
Students with an existing account at Madison College may submit a Registration & Add/Drop Request Form (PDF, 841 KB) for Degree and Nondegree class registration. Complete, sign, and submit the registration form as directed on page 1.

4. Register in person
Register in person at any of our Madison College campus locations.

Please contact the School of Applied Science, Engineering and Technology office with any questions regarding these courses at 608.243.4169.

The above information is provided solely for informational purposes. Madison Area Technical College reserves the right to make changes in curricula and rules whenever such changes are deemed necessary.

REGISTRATION NOTE: Please register early!! If the minimum enrollment is not reached one week prior to the start date of the class, that section will be cancelled. The school will call to advise enrollees if the class has been cancelled.