Applying and Registering for Your Youth Options College Class: A Visual Tutorial

First off, welcome to Madison College! You are taking a huge step toward furthering your academic future by enrolling in a college course while still in high school. Our goal is to help you transition from being a high school student to a successful college student.

Your first steps in becoming a college student will be to apply as a new student and register in your class. To do this, you will need to familiarize yourself with college student responsibilities and what exactly you will be expected to complete.

In this tutorial, we will cover:

- How do I start the process of applying and registering as a student?
- How do I enroll into my class?
- What is the Student Center and what can I do there?
- What are my responsibilities as a student & how to manage them in the Student Center?
- What is Blackboard?
- Who do I turn to for help?

By the end of this tutorial you should feel comfortable accessing your student account information, and by following the steps provided you will enroll yourself into your youth options class.

Good Luck & Have a Great Semester!
Table of Contents

What is the Registration Process? ......................................................................................................................... 3
What is the Student Center? ........................................................................................................................................ 4
Let’s Get Started! Applying for the First Time .......................................................................................................... 5
Logging on for the First Time ..................................................................................................................................... 11
The Student Center .................................................................................................................................................. 13
How to Register for a Class (Step-by-Step) ............................................................................................................. 15
How to Drop a Class .................................................................................................................................................. 22
What is Blackboard? .................................................................................................................................................. 23
FERPA & You! ............................................................................................................................................................ 23
Additional Tips & Resources ....................................................................................................................................... 24
High School Student versus College Student

The biggest difference between being a high school student and a college student is your responsibility and independence level. You will not have a teacher or counselor to remind you about classes, homework, or grades. Instead, you will apply, register for your own classes, and withdraw from your classes if you need to. You will be fully in charge of your own academic path!

So how to begin?

Luckily, with a computer and internet access, you can easily take charge and transform into a college student; this guide will help you get started. However, before you can register into class, you will have to apply as a Madison College student.

What is the Registration Process?

There is a definite sequence of steps you must complete in order to successfully enroll into a college class. It may seem complicated at first, so here is the complete break-down of the steps we’re going to walk through:

1. Create an ApplyWeb account online through our website and apply as a new student.
2. Wait up to 72 hours for your application to be processed.
3. Set up your new student account.
4. Log into your Student Center.
5. Check class pre-requisites (including COMPASS test scores*) and take care of pre-requisites if necessary.
6. Register for your class!

Is an ApplyWeb account the same as a MadisonCollege account?

Nope! The ApplyWeb account information is not the same as your MadisonCollege account.

ApplyWeb is a generic account activation that all students applying to Madison College must fill out in order to move through the application process. It notifies our software system there is a new person interested in becoming a Madison College student. The ApplyWeb account tells us you want to apply to the college and what you want to study. You should keep your ApplyWeb account information handy – you can reuse the same application at a later date if you chose to come to Madison College after high school.

* COMPASS is the assessment and placement test used for students at Madison College. Go to http://madisoncollege.edu/compass-information for more information about the COMPASS test.
What Is the Student Center?

The Student Center is a feature of the Madison College website which gives you access to your student record and account, as well as allowing you to complete a number of tasks in relation to your role as a student. You get to the Student Center by logging into MyMadisonCollege (which we will cover shortly!).

In the Student Center you can:
- search, add, and drop classes
- view class schedule(s) and enrollment/drop dates
- view your grades
- see holds and service indicators
- view account information
- edit personal information such as your address, phone number, and emergency contact

...and Why Should I Care?

Most colleges have an online student center where they expect students to manage their own account. This would include creating your schedule, registering for classes, and being aware of your financial standing at the college. You will not have counselors like you did in high school who register you into your classes; instead you will likely have an advisor who will help you decide on classes you may want to take or need to take to fulfill graduation requirements. However, this advisor will not register you for classes. It will be up to YOU to plan your schedule and register for your own classes.

With the online Student Center, this process has become very easy. You can view all class options, what days and times they are offered, plan out your schedule to make sure there are no conflicts, and enroll into the classes you want! Talk about freedom!

Deadlines: Turn In Your DPI Forms!

Students taking youth options have one important deadline: you must turn in your Youth Options Application Form (PI-8700a) to your school district by:

**March 1st for Fall Semester or October 1st for Spring Semester!**

This means if your class runs from September – December your deadline is March 1st. If your class runs from January – May your deadline is October 1st.

If you fail to meet this deadline and do not turn in your Youth Options form, you will not be able to attend your college class and may be held responsible for paying back tuition fees for your class to your school district. Your school district, not Madison College, decides whether to pursue reimbursement from the student. It is very important to turn in your form to your school district in on time.
**Important Notes about the Application Process**

The form you are about to fill out to apply to Madison College is an official school document that will follow you through your student career at Madison College and possibly further. It is very important to use your full legal name (not a nickname), your complete address (not just a street name but a house number), as well as proper capitalization and appropriate spelling for other information. Once your form is processed through our computer system, it is difficult and time-consuming for everyone to edit. Please take the time to ensure that you enter in your personal information accurately.

When you are ready to submit the form, be sure to double-check and make sure all the form fields you entered are filled with the correct information. *Do not hit the final submit button until you’ve verified all the information you entered is correct.*

**LET’S GET STARTED! Applying for the First Time**

Start at our homepage

[www.madisoncollege.edu](http://www.madisoncollege.edu)

and navigate to the “Apply/Register” button.

Under the green “General Admissions” bar, click the first link: “apply for admission.”
Applying for the First Time (continued)

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

You should now be at the ApplyWeb online application menu.

Click the “Create Your Account” link at the top.

Fill in the required blanks. The email address you enter in will be your Username.

*TIP* Write down your username and password! If you have to come back to edit this form, you will need this information to get back into the account.

Within minutes after you submit 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.)

Keep an eye on your email or cell phone. The code will be sent to you very quickly.

Once you enter the confirmation code, you will be taken to an account validation screen.
Applying for the First Time (continued)

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.

From the Application Menu, click “**Online Certificate Application.**” Be sure to click the Certificate Application, not Program Application.

You should now be at the **Certificate Application.**

If you take a break in between these steps, you may have to enter your username and password again.

The **Target Population** box will require a code that waves the application fee of $15. You must enter in this code in **ALL CAPS** exactly how you see it.

The Youth Options Target Population code is:

**HIGHSCHOOL72**
Applying for the First Time (continued)

On page 2 of 6, select: **Youth Options Program** within the “Program Name” box.

Be sure to Select Term from the drop-down menu and click the “Select Certificate” button. *The step will not go through if you do not select a school term or click the “Select Certificate” button!*

*Tip* You may notice at the top of the ApplyWeb application it states “Process Fee and Certificate Fee: $15.00.” Since you are a high school student, you do not have to pay any fee to apply. Unfortunately, the line will remain at the top of these six pages, but the ApplyWeb application will **not** require you to pay anything to apply.

Your next screen will require you to describe what applicant type you are. Select **New**.

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

You do not have to upload any documents into this field.
Applying for the First Time (continued)

Page four requires you to describe your high school information. Click the “Select School Code” button.

Simply fill in the City box (third blank down) with the city in which your high school resides and you will be taken to a screen where you can click the correct high school name.

Once you’ve selected your 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 clicked on.

Please answer the “Graduation Date” question underneath your high school information with your projected date of graduation. The later portion of the page deals with college history, so you may skip all that information and continue to the next page.

For “Highest grade completed when you start at Madison College” answer with the grade level you were in LAST year. (For example if you are a senior, enter in 11th grade.)

Remember this is the same application all our students fill out so page five includes some general questions that may not pertain to high school students; just try to answer the questions to the best of your ability.

After all that, we have arrived at the final page! Be sure to double-check all the information you entered and when you are ready to submit the application, simply check the box and click “submit!”
Congratulations! You’ve completed the application form. Your next step is to wait up to 72 hours for your application to go through our system. If you complete this on a Friday, you may have to wait longer than 72 hours.

Let’s Log In!

Once your new student application has been processed, you are ready to log into your student account!

Unfortunately, there is no email notification sent once the application has been processed. You should be aware of when you submitted your application and should continue following this tutorial after 72 hours has passed. If you are unable to proceed with the steps on the next page, you will have to wait longer for your application to be processed.

Logging on 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.”
Logging on for the First Time (continued)

The next page will bring up the seven steps necessary to activate your student account. The process is very easy and should take just a few minutes to complete.

The first screen:

Should Step 2 fail, contact the Enrollment Center at (608) 246-6100.

This is the completion screen you will reach after following the seven steps. It is where you will learn what your school email address and username will be. Your UserName will be the same as your email address (minus the @madisoncollege.edu).

*TIP* Write your email address and password down somewhere secure. Be sure to check your student email, even if you have a personal email address you prefer. Important school notices and class information sent to you by your instructor will not be sent to a personal email address; it will be sent to your college email address!
The Student Center

Now that you have completed setting up your account, you are ready to log into your Student Center! Access your Student Center through myMadisonCollege.

Log in using your student username you just received.

You are now at the myMadisonCollege home page. Click on the Student Center link.
The Student Center (continued)

This is the Student Center!

It is divided up into several sections, such as Academics, Finances, Personal Information, Message Center, and more. You will be able to complete all your student needs from this starting page!

What's the Big Difference?!

So what is the difference between myMadisonCollege and the Student Center?

myMadisonCollege is an online student portal which provides a central location for student-related information and services. It provides information on current happenings, library services, athletic events, enrollment services, and more student-based information and news.

The Student Center is the section within myMadisonCollege that allows you to search, register and drop classes, pay for tuition, and many more things revolving around your specific student responsibilities.

Once you’ve set up your student account and log into the Student Center, you can: register for classes, view and print your class schedule, view grades, view and print enrollment verification, view your unofficial transcript, view and print a transfer credit report, order a parking permit, make a payment, or update your phone and address information, all through the Student Center which is accessed through the myMadisonCollege portal.
How to Register for a Class (Step-by-Step)

This is what we’ve been working our way to! We are now ready to register for a class.

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

![Enroll](image1)

**Step 2:** The next screen will be where you choose what term you would like to schedule for. You will not be able to continue without selecting a term.

![Term Selection](image2)

You will want to choose the **Degree Career**, not the Non-Degree. This simply means the class you’re enrolling into is for college credit and not a life-enrichment class with no college credit given.
Register into Class (continued)

**Step 3:** We are now at the Enroll – Add screen. From here you may enter in the class number if you have that available or search for your class.

If you know the five-digit class number, type it here and hit enter.

Otherwise, choose **Class Search** and hit the Search button.

**Step 4:** We will assume you’re not sure what your class number is, so we will choose the **Class Search** function. Make sure the bubble next to “Class Search” is filled and click the search button. If you do know the class number and simply enter it in, you be at Step 6.

When performing a class search, leave the default “Show Open Classes Only” option checked.
Register into Class (continued)

**Step 5:** Now it’s time to search for our class! You may enter in as much or as little information as you’d like. However, it is beneficial to be specific. If you simply enter “math” into the keyword search, the search will bring back more than 50 class results, and you will have to scroll through to find the correct class you need.

For our example, we’ll enroll into College Algebra. Type College Algebra into the keyword search and press search. A typical Search Results page is below. If more than one course comes up in the search, they will simply list one after another on this page. When you’ve found the correct class listing, hit the green “Select Class” button to the upper right-hand side of the class information box.

![Search Results](image)

Use the arrows to scroll through and find the correct section of your class.

“Select Class” once you’ve found the correct class listing.

If no courses meet your search requirements, you will receive the following message:

![Search Results](image)

The search returns no results that match the criteria specified.

Try again with new keywords to find the correct class.
Register into Class (continued)

**Step 6:** When you hit the “Select Class” button, it will bring you to the class’s information page. Here you can see any prerequisite requirements, along with the rest of the class details. If this is the correct class you need to enroll into, hit “Next.”

**Step 7:** After you’ve hit the “Next” button, you will receive confirmation that the class has been added to your enrollment “shopping cart.” You are now back at Step 3’s screen, but with the course now listed in your shopping cart area.
Register into Class (continued)

**Step 8:** At this point, you are still not registered in the course. To finish registering, you must hit the “Proceed to Step 2 of 3” button. There must be at least one class in your shopping cart in order to “Proceed to Step 2 of 3.”

![Register into Class](image)

**Step 9:** Last step: “Finish Enrolling!”

![Register into Class](image)
Register into Class (continued)

After you click “Finish Enrolling” you will reach a confirmation screen. You will receive either a green checkmark or a red x.

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

If you get a red x, there may be a number of reasons why you were denied entry. These include course prerequisites that were not met or the class may be full. The best way to resolve this issue would be to talk to your instructor or call D’Ann Zickert at (608) 243-4650 as soon as possible.

Once you successfully enroll yourself into a course, your Student Center homepage will change to display your school schedule and class information.
Register into Class (continued)

The entire class enrollment procedure is three basic steps:

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

It is a good idea to check your class schedule after enrolling in your class; this way you can verify immediately whether you are in the correct class or not. You are able to check your class schedule right from the Enroll section in your Student Center!

Just select the correct term (Degree Career) and you will be taken to your class schedule. You are able to view your class schedule through the Student Center as both a list of classes as well as a weekly calendar view.
The Academics Section: Drop

If by any chance you have to drop a class, please speak with your instructor and counselor first. There may be some financial consequences for dropping a class. If you decide you must drop a class, this is also done through the enroll area and has the same three-step procedure as enrolling into a class does.

Select the class you want to drop, complete the three-step process, and record the confirmation number. Verify your class schedule after you dropped the class to ensure that you dropped the correct class and your schedule is updated. Only classes eligible to be dropped will be displayed under the Enroll – Drop tab, meaning if a drop deadline has passed for a class, it will not appear under the Drop Class tab.

*TIP* If you are considering dropping your class, please speak with your instructor and your counselor so you fully understand the consequences. All colleges have deadline dates for the last day to drop a class. College students that decide to drop a class and do not drop the class within the deadlines must pay a portion or all of the class fees, even if they did not attend the class!

Simply not attending the class without dropping it from your schedule does NOT automatically drop the class; you will still be given a grade. So if you attend your youth options class for a few sessions and decide it’s not for you, but do not drop the class officially through the Student Center, you will receive an F for the class and that will be on your permanent college transcript.
**What is Blackboard?**

Some teachers may opt to use Blackboard while others may not. This section may not apply to your class.

Blackboard is not a part of the myMadisonCollege portal, but is a part of the online content for Madison College students. Some instructors will choose to put course documents on Blackboard, others will use it to generate discussion on the discussion boards, or use it to put up assignments and quizzes. If you take an online course, it will be done completely through Blackboard. Your instructor will let you know if the class will be utilizing the Blackboard feature.

Enter in your username and password – these will be the same as your myMadisonCollege student account.

After you log in, you will see a list of your classes that have information up within Blackboard. Not all classes use Blackboard, so if you do not see your class listed it does not mean you are not in the course. More likely it means you will not be using Blackboard in that class. As mentioned earlier, your instructor will let you know if you will be using Blackboard for your class.

**FERPA & You!**

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 the access to those records. Under FERPA, a school may not disclose information from student education records without a student’s written consent.

What this means is that once you register for a college credit class, information about your student status will not be released to anyone except you, unless you have given your written consent to release your student information to your parents or guardians. If your parent/guardian calls us to find out about your grades or is attempting to register you for your class in your Student Center, we are forbidden by law to release any information to them about your student account.
Have Questions? Need Help?

If you are stuck, confused, or have any questions about the enrollment process, please don’t hesitate to contact us! Your first plan of action should be to contact the Enrollment Center at (608) 243-4444, these are the folks who can best help you with any enrollment issue. Otherwise feel free to send an email with your question to D’Ann Zickert at dzickert@madisoncollege.edu or by phone at 608--243-4650.

Tips on Using the Student Center Successfully:

- Be patient! The system is slow at times, especially when there are many people accessing it. (This often happens mid- to-late summer and early fall.) Just take a deep breath and if it’s being especially buggy, come back in an hour or two! That’s much better than staring a computer screen that is refusing to load!
- Check your schedule! Verify that the class you’ve enrolled into is the correct one. If you must drop a class, be sure to double-check that you are no longer enrolled into that class by viewing your class schedule.
- Familiarize yourself with the screens and navigation. You will be required to use software much like this at nearly any post-secondary school, so the more comfortable you are now; the better off you will be later on in your school career.
- Check back once in a while! There may be updated information, a hold on your account, or something else that may require your attention – be sure to log in to the Student Center even after you have completed your school schedule just to be on top of your student account information.

Tips on How to Succeed as a College Student:

- Be proactive! Your instructors in college will differ greatly from your teachers in high school. Your instructors will not necessarily remind you of projects, exams and other academic work before the due date. Hang on to your class syllabus and double-check all deadlines and due dates!
- Check your student email account! Your instructors will use your school email address, not a preferred personal address you may have, so be sure to check your @madisoncollege.edu email account!
- Don’t be afraid to speak up or ask questions. If you are shy, talk to your instructor after class or during office hours. Your instructors are here to help you, but you must ask for help if you need it!

Helpful Links:

Madison College Tutorial Page: http://madisoncollege.edu/tutorials
Text Guide on Student Center: http://madisoncollege.edu/student-center-overview-text-version
AskMadisonCollege: http://askmadisoncollege.custhelp.com
Center for College & Career Transitions http://madisoncollege.edu/welcome-cct
High School Student Resources http://madisoncollege.edu/resources-students-parents

Good Luck!