



POLICY

Title: PROGRAM ADMISSIONS WAITING LISTS	Code: F0202
Authority: Wis. Administrative Code, WTCSB Chapter TCS 10; Board Minutes, 1/24/84; 3/28/95; 4/18/00; 5/26/09	Original Adoption: 1/24/84 Revised/Reviewed: 7/1/2025 Effective: 5/27/09

BACKGROUND

In accordance with Wisconsin Technical College System (WTCS) Board policy and administrative regulation, each technical college district board can establish a policy governing "waiting lists" for students attempting to gain admission to WTCS-approved programs in which there are more applicants than spots in occupational/technical courses.

POLICY

The MATC District Board adopts the "waiting list" guidelines found in the Wisconsin Administrative Code, Chapter TCS 10. Specifically, the board also recognizes the need to reserve a reasonable number of program spaces to accommodate students in special circumstances. The College will establish program waitlists when there are capacity limitations and manage the program waitlists based on student residence and application date. Some programs may also require academic preparedness criteria before students can enroll in the program's occupational or technical courses.

Office Responsible: VP, Enrollment and Retention