



**ADMINISTRATIVE REGULATION AND  
PROCEDURE**

Title: ADMISSIONS – Post-secondary Programs	Code: FF0200-1
Policy Reference: F0200-1 Admissions	

**Admission Requirements**

Milwaukee Area Technical College (MATC) provides access to post-secondary programs to all who are eligible in accordance with statutory requirements, existing policies of the Wisconsin Technical College System (WTCS), and licensing and accrediting organizations.

An application is required for individuals to be admitted to the post-secondary programs. Individuals applying for a post-secondary program that lead to an associate degree, technical diploma, or certificate must meet the following requirements, only a few exceptions apply:

- Have completed a high school diploma; and/or
- Have the recognized equivalent of a high school diploma; and
- Are beyond the age of 16, the age of compulsory school attendance in Wisconsin.

**Academic Preparedness Requirements**

Some MATC postsecondary programs require verification of high school graduation or its equivalent and/or other academic preparedness before allowing students to take the core program courses. Students will be considered conditionally admitted until they meet one or more of the following requirements:

1. Submit an official high school transcript with graduation date from a regionally accredited institution or
2. Submit GED/HSED Diploma (submit scores if available) or
3. Submit Homeschool PI-1206 form and detailed transcript or
4. Submit College/university transcripts or,
5. Submit out of country transcripts (must be translated and evaluated by an approved agency), and
6. Submit additional admission requirements by certain specific programs which can be found with program requirements details on [matc.edu](http://matc.edu).

## **High School Completion Validation**

Milwaukee Area Technical College applicants must provide an official High School Transcript with a graduation date or GED/HSED certificate as part of their academic preparedness requirement for a MATC postsecondary program that requires high school transcripts or its equivalency (not all programs require this; see above) .

Transcripts are evaluated for validity by the Admissions Office. The Admissions Office will review all transcripts to confirm that they are official documents. If the Admissions Office has reason to believe that the diploma or transcript is not valid, the Admissions Office will check with the respective institution to confirm the validity of the student's transcript; and confirm that they are recognized as a provider of secondary school education.

Out-of-country transcripts must be translated and evaluated by an approved agency to verify that the information validates a High School Diploma.

## **Academic Qualification for Federal Financial Aid**

To be eligible for federal financial aid (Title IV funds), students must be qualified for and admitted to an eligible post-secondary program.

For programs that do not require verification of a high school completion or its equivalent, students can self-certify their high school completion status on the Free Application for Federal Student Aid (FAFSA).

For programs that do require verification of a high school completion or its equivalent prior to registering in core program courses, students may self-certify their high school completion on the FAFSA to qualify for federal financial aid for non-core program courses. However, conditionally-admitted students must meet the academic preparedness requirements as specified above to qualify for federal financial aid for core program courses.

Students can also receive financial aid if they provide documentation of having completed one of the ability-to-benefit (ATB) alternatives and are either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.

Office of Responsibility: VP, Enrollment and Retention  
Last Reviewed: March 2024