**SCHOOL OF HEALTH SCIENCES PROGRAM PETITIONING STEP-BY-STEP GUIDE**

**APPLY ONLINE OR UPDATE YOUR PROGRAM**

New Student Application
Link: matc.edu/apply
Use this link if you are applying to become an MATC student.

Program Change/Re-Admission/Update Form
Link: https://tinyurl.com/MATChangeform
Use this link if:
- You have been out of school for 2+ semesters
- You need to change your program code
- You need to add a program code

**COMPLETE ALL ADMISSION REQUIREMENTS**

Complete the following steps:
1. Pay application fee
2. Activate your MATC account at https://tinyurl.com/MATCactivate
3. Complete online student orientation at https://orientation.matc.edu
4. Submit official high school transcripts and college transcripts (if applicable) to MATC, Attention: Admissions, 700 West State Street, Milwaukee, WI 53233
5. Complete Accuplacer test or submit ACT scores
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**NLN/HESI/HP-A2 ADMISSION TEST**

Check which exam is required for your program.
Exam schedule sign-up: matchealth.com

**NLN required for:**
- PN – Practical Nursing (100 or better)
- RN – Registered Nursing (100 or better)

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**HP-A2 required for:**
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- Dental Hygiene
- Medical Laboratory Technician
- Occupational Therapy Assistant
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No test required for the following associate degree programs:
- Dietetic Technician
- Funeral Service
- Health Information Technology
- Healthcare Services Management

No test required for technical diploma programs.

**PETITION APPLICATION**

Petition during the open window dates:
https://tinyurl.com/MATCpetition

**PETITION REVIEW**

All students that petitioned will receive a response email within 60 business days (Monday through Friday) from the close of the window.

Accepted
- Attend mandatory orientation
- Complete all required CastleBranch documents
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Not Accepted
Students may not be accepted because:
- Applicants to program were over capacity
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Students may petition again and can contact the School of Health Sciences Petition Office, Room H118, at 414-297-6088 for further clarification

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### Certificate Programs

<table>
<thead>
<tr>
<th>Certificate Program</th>
<th>Total Program Credits</th>
<th>Petition Period(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dietary Manager</td>
<td>10</td>
<td>N/A</td>
</tr>
<tr>
<td>Healthcare Customer Service</td>
<td>7</td>
<td>N/A</td>
</tr>
<tr>
<td>EKG Technician</td>
<td>12</td>
<td>August</td>
</tr>
</tbody>
</table>

### Technical Diploma Programs

<table>
<thead>
<tr>
<th>Technical Diploma Program</th>
<th>Total Program Credits</th>
<th>Petition Period(s)</th>
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</thead>
<tbody>
<tr>
<td>Central Service Technician</td>
<td>10</td>
<td>January, June &amp; August</td>
</tr>
<tr>
<td>Dental Assistant (Traditional &amp; Bilingual)</td>
<td>16</td>
<td>January &amp; August (Traditional)</td>
</tr>
<tr>
<td>Dental Technician</td>
<td>22</td>
<td>January</td>
</tr>
<tr>
<td>Health Unit Coordinator</td>
<td>16</td>
<td>January, June &amp; August</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>33</td>
<td>January &amp; August</td>
</tr>
<tr>
<td>Medical Coding Specialist</td>
<td>33</td>
<td>January &amp; August</td>
</tr>
<tr>
<td>Medical Interpreter</td>
<td>35</td>
<td>January</td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>30</td>
<td>January &amp; August</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>17</td>
<td>January &amp; August</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>32</td>
<td>January &amp; August</td>
</tr>
<tr>
<td>Renal Dialysis Technician</td>
<td>27</td>
<td>January</td>
</tr>
</tbody>
</table>

### Associate Degrees (AAS) Programs

<table>
<thead>
<tr>
<th>Associate Degree Program</th>
<th>Total Program Credits</th>
<th>Petition Period(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anesthesia Technology</td>
<td>67</td>
<td>January</td>
</tr>
<tr>
<td>Cardiovascular (CV) Technology</td>
<td>70</td>
<td>August</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>70</td>
<td>January &amp; August</td>
</tr>
<tr>
<td>Dietetic Technician</td>
<td>70</td>
<td>January &amp; August</td>
</tr>
<tr>
<td>Funeral Service</td>
<td>68</td>
<td>January</td>
</tr>
<tr>
<td>Healthcare Services Management (HSM)</td>
<td>69</td>
<td>January &amp; August</td>
</tr>
<tr>
<td>Health Information Technology (HIT)</td>
<td>66</td>
<td>January &amp; August</td>
</tr>
<tr>
<td>Medical Laboratory Technician (MLT)</td>
<td>67</td>
<td>January &amp; August</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>70</td>
<td>January</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>70</td>
<td>August</td>
</tr>
<tr>
<td>Practical Nursing-Registered Nurse (LPN – RN) Progress</td>
<td>53</td>
<td>January &amp; August</td>
</tr>
<tr>
<td>Radiography</td>
<td>70</td>
<td>January</td>
</tr>
<tr>
<td>Registered Nursing</td>
<td>70</td>
<td>January &amp; August</td>
</tr>
<tr>
<td>Respiratory Therapist</td>
<td>70</td>
<td>January</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>68</td>
<td>January &amp; August</td>
</tr>
</tbody>
</table>

*Petition windows will remain open until seats are filled.*

Updated July 2018.

*(Prerequisites are required to take course. 200-level General Education Courses should be taken if you plan to transfer to a four-year institution. Students are encouraged to maintain good academic standing prior to petitioning.)*

**Technical Diploma Programs**

- (Minimum cumulative grade-point average required is 2.0 unless noted otherwise.)

- Students are encouraged to maintain good academic standing prior to petitioning.

- 200-level General Education Courses should be taken if you plan to transfer to a four-year institution.

- Minimum cumulative grade-point average required is 2.5.
PROGRAM FACULTY

Anesthesia Technology
Erwin Wuehr, Program Coordinator
414-297-8517, wuehre@matc.edu

Cardiovascular Technology/EKG Tech
Erwin Wuehr, Program Coordinator
414-297-8517, wuehre@matc.edu

Dental Assistant
Deborah Smith, Program Coordinator
414-297-8197, smithdj@matc.edu

Dental Assistant (Bilingual Program)
Norma Cordova, Program Coordinator
414-297-6580, cordovam@matc.edu

Dental Hygiene
Mary Peters-Wojnowiak, Department Chair
414-297-7120, peterswm@matc.edu

Dental Technician
Susan Knivichi, Program Coordinator
414-297-7133, knivichi@matc.edu

Dietetic Technician/Dietary Manager
Heidi Katte, Program Coordinator
414-456-5364, kattleh@matc.edu

Funeral Service
Julian Jasper, Program Coordinator & Department Chair
414-456-5432, jasperj@matc.edu

Healthcare Services Management
Rebecca Sanchez, Program Coordinator
414-297-7163, garciara@matc.edu

Health Information Technology
Catherine Bell, Program Coordinator
414-297-7153, bellowak@matc.edu

Health Unit Coordinator
Rebecca Sanchez, Program Coordinator
414-297-7163, garciara@matc.edu

Medical Assistant
Bryan Edmonds, Program Coordinator
414-297-6906, edmondsb@matc.edu

Medical Coding Specialist
Catherine Bell, Program Coordinator
414-297-7153, bellowak@matc.edu

Medical Interpreter
Rodney Ramos, Program Coordinator
414-297-6336, ramosre@matc.edu

Medical Laboratory Technician
Victoria Swinnie, Program Coordinator
414-297-7140, swinniev@matc.edu

Nursing Assistant
Ruthell McKinney, Program Coordinator
414-297-6180, mcinnr@matc.edu

Occupational Therapy Assistant
Renee Rettier, Program Coordinator
414-297-6263, rettier@matc.edu

Pharmacy Technician
Cynthia Steffen, Program Coordinator
414-297-7135, stefenc@matc.edu

Phlebotomy
Victoria Swinnie, Clinical Coordinator
414-297-7140, swinniev@matc.edu

Physical Therapist Assistant
Dr. Paul Mansfield, Program Coordinator
414-297-8078, mansfiep@matc.edu

Practical Nursing
Karen Chamberlain, Program Coordinator
414-571-4753, chambekk@matc.edu

Practical Nursing (LPN) – RN Progression
Diana Marbley, Program and Mequon Campus Coordinator
262-238-4118, marbleyd@matc.edu

Radiography
Kristine Skenandore, Program Coordinator
414-297-6439, skanalndk@matc.edu

Registered Nursing
Denise Owens, Department Chair
414-297-7840, owensd@matc.edu

Respiratory Therapist
Dwayne Schlund, Program Coordinator
414-297-7128, schlundd@matc.edu

Surgical Technology
Mary Oliszewski, Program Coordinator
414-297-6757, oliszewmj@matc.edu

COUNSELING & ADVISING CENTER
Helps prospective and current students with:
• Accuplacer testing
• Guiding new students through program requirements and other initial steps
• Academic standing restrictions (Warning, Suspension, Probation)
• Facilitating personal counseling

Downtown Milwaukee Campus
Room S203
414-297-6267

Mequon Campus
Room A110
262-238-2400

Oak Creek Campus
Room A106
414-571-4736

West Allis Campus
Room 120
414-456-5464

SCHOOL OF HEALTH SCIENCES
Downtown Milwaukee Campus, Room H116, 414-297-6263
School of Health Sciences Petition Office
Downtown Milwaukee Campus, Room H118, 414-297-6088

MATC is an Affirmative Action Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act.
MATC is accredited by the Higher Learning Commission, Commission on Institutions of Higher Education, the national standard in accrediting colleges and schools for distinction in academics and student services.