

## MILWAUKEE AREA TECHNICAL COLLEGE - FUNERAL 500 APPRENTICESHIP STEPS

The following instructions are required to register for FUNERL 500, the Funeral Service Apprentice Training Course.

Once you are registered, class announcements, including class times, locations, and supplies, will be emailed approximately one week prior to the start of class. Sections fill quickly so please get registered as soon as possible. Please note, all links below are hyperlinked.

Funeral Service Associate Degree: If you are also interested in applying to the Funeral Services Associate Degree program, **please complete the process for the Apprenticeship course first**, which includes the application and registering for the course. Once you are registered for the Apprenticeship course you can apply for the Associate Degree program by logging into your application account and adding a new application. Please note, the associate degree program requires submittal of high school transcripts.

For assistance, contact [newstudent@matc.edu](mailto:newstudent@matc.edu).

### 1. NEW STUDENTS

Complete the [Non-Degree Seeking Student /Take a class application](#)

**Note: It is important you complete the Take a class application and not the program application. Completing the wrong application will prevent you from registering.**

#### Tips to completing the application

Question: Academic Level

Answer: Take a class

Once Submitted: You will receive two emails.

**Email 1:** (immediately): Acknowledging receipt of application.

**Email 2:** (within 2 business day. will receive 2 emails an email with your MATC Id and instructions to access Self Service in 1-2 business days.

If you do not receive an email after two days, please try to access Self Service using the below tips or contact admissions at [newstudent@matc.edu](mailto:newstudent@matc.edu)

#### Tips to accessing Self Service:

Follow these steps if you forgot or did not receive your login, MATC id and/or password

Visit [MATC Self Service](#)

Click Forgot Username

Check your personal email used to apply

You will receive an email with your MATC Username, MATC Id, Temporary Password

## 2. CURRENT STUDENT

Register using [MATC Self Service](#)

### Tips to accessing Self Service:

Follow these steps if you forgot or did not receive your login, MATC id and/or password

Visit [MATC Self Service](#)

Click Forgot Username

Check your personal email used to apply

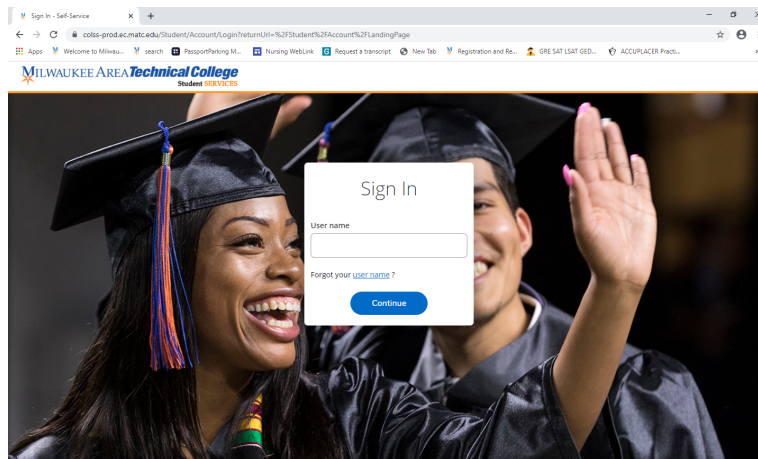
You will receive an email with your MATC Username, MATC Id, Temporary Password

## 3. CHANGE PASSWORD – We strongly recommend you change your password.

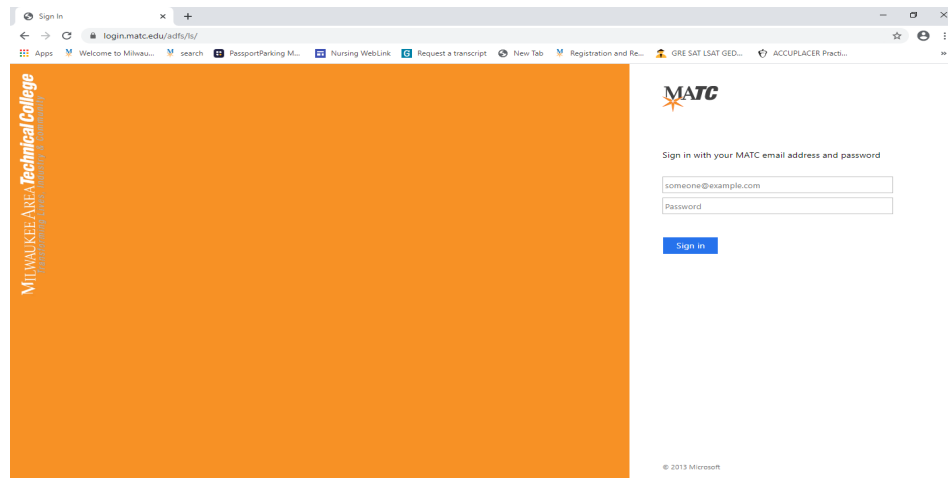
- Go to <http://www.matc.edu/>
- Select Menu in the top right hand corner
- Select Student/Staff Login
- Select **Password Manager**
- Create security questions
- Change password and hit change password button

## 4. REGISTER FOR THE FUNERL 500 COURSE

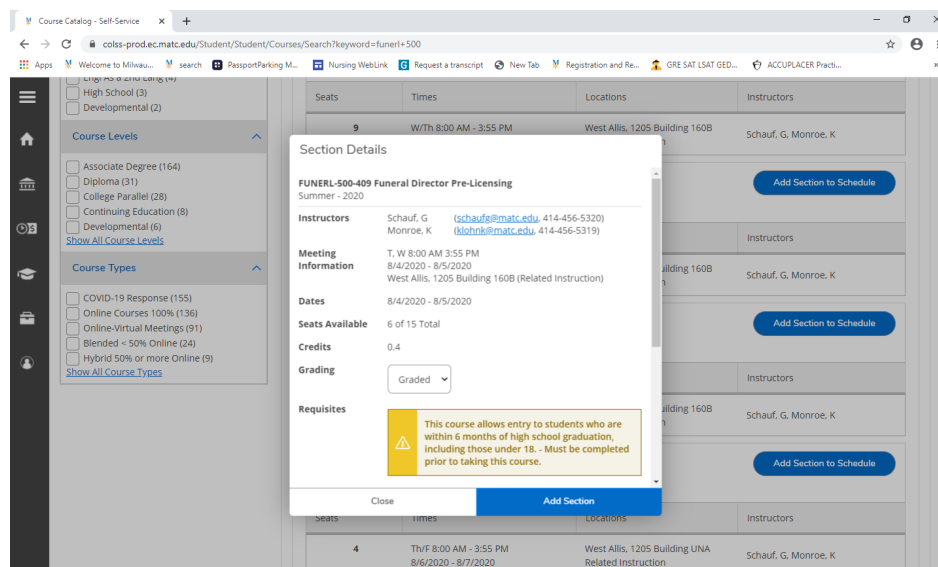
- Go to [MATC Self Service](#)
- Sign with your matc username and hit “Continue”



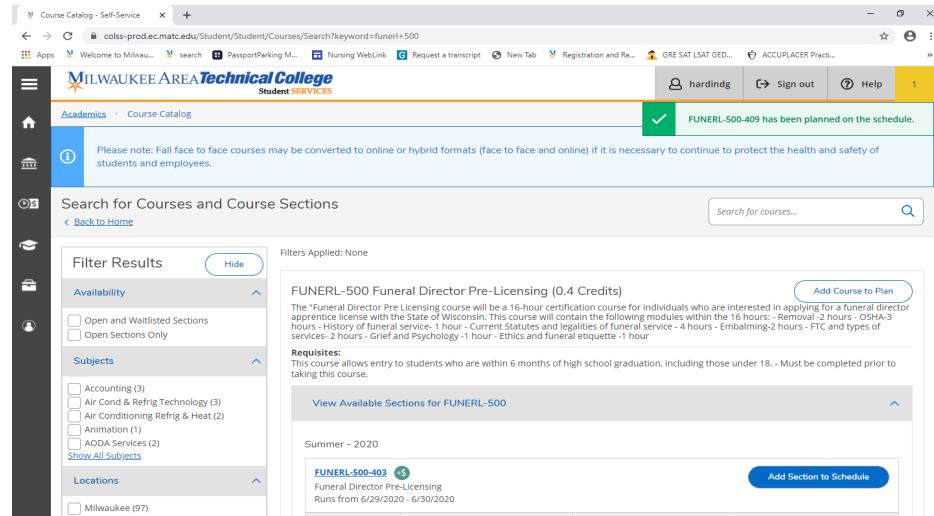
- Sign in with your username@gmtc.matc.edu and password



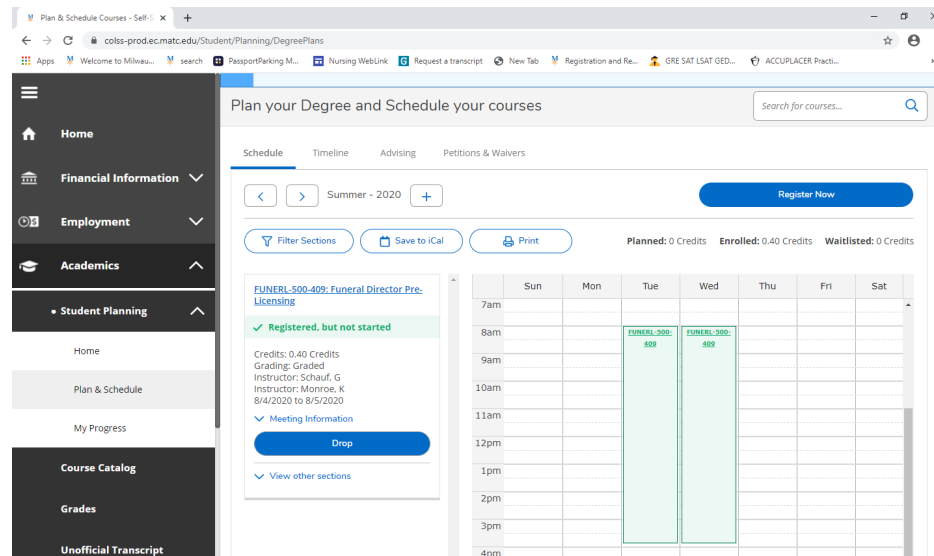
- Select Student Planning
- In the Search tool bar enter your course “FUNERL 500” and enter
- Select “View available sections for FUNERL 500
- Review available sections and click on “Add section to schedule”
- Information box will appear
- Select add section



- In the top right hand corner in green, you will see the message your class has been added to the schedule.



- Select Academics on the left side panel and click on the Student Planning drop down
- Select on Plan and schedule
- Select Register now in top right hand corner and the following message below will show that you have registered for your class.



## 5. MAKE PAYMENT

- On the left panel select Financial Information
- Select Student Finance
- Make a payment

Make a Payment - Self-Service

colts-prod.ec.matc.edu/Student/Finance/Payments

Student SERVICES

Financial Information · Student Finance · Make A Payment

Make a Payment

Use this page to make a payment on your account

Alert: You must have a payment option in place by the payment deadline. Payment options include: financial aid, sponsorship, payment plan with 5% down payment, or pay in full. If you do not plan to attend your class, you must drop the day before the term starts for a full refund.

Total Payment : \$92.39

Choose a Payment Method

Proceed to Payment

Create Payment Plan

Collapse All

Please Note: Amounts Due may include credit amounts.

Summer - 2020

\$92.39

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivable	MSTCT	6/7/2020 (Overdue)	\$92.39	\$ <input type="text" value="92.39"/>

Total Amount Due

\$92.39

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