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

1. 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

2. 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. Refer to your Program Plan found on INFOnline/MyMATC for required program courses at https://tinyurl.com/MyMATC
     6. Register for prerequisite classes

3. PROGRAM REQUIREMENTS
   - Complete ALL required courses as outlined in the School of Health Sciences main webpage:
     A PDF is posted at https://tinyurl.com/PDFpetitionguide
   - Contact program advisor for assistance
     The PDF posted at https://tinyurl.com/PDFpetitionguide lists program advisors

4. NLN/HESI/HP-A2 ADMISSION TEST
   - Check which exam is required for your program.
     Exam schedule sign-up: www.matchealth.com
   - NLN required for:
     • PN – Practical Nursing (100 or better)
     • RN – Registered Nursing (100 or better)
   - HESI required for:
     • LPN-RN Progression (900 or better)
   - HP-A2 required for:
     • Anesthesia Technology
     • Cardiovascular Technology (Echocardiography/Invasive)
     • Dental Hygiene
     • Medical Laboratory Technician
     • Occupational Therapy Assistant
     • Physical Therapist Assistant
     • Radiography
     • Respiratory Therapist
     • Surgical Technology
   - 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.

5. PETITION APPLICATION
   - Petition during the open window dates: https://tinyurl.com/MATCpetition

6. 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, Criminal Background, Health Records and Drug Test
     • Register for core technical classes
   - Not Accepted
     Students may not be accepted because:
     • Applicants to program were over capacity
     • One or more petition requirements were missing
     Students may petition again and can contact the School of Health Sciences Petition Office, Room H118, at 414-297-6088 for further clarification.

COMPLETE ALL ADMISSION REQUIREMENTS

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PROGRAM REQUIREMENTS

NLN/HESI/HP-A2 ADMISSION TEST

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PETITION REVIEW

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### Certificate Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Program Credits</th>
<th>Petition Period(s)</th>
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</thead>
<tbody>
<tr>
<td>Dietary Manager</td>
<td>10</td>
<td>Not Required</td>
</tr>
<tr>
<td>Healthcare Customer Service</td>
<td>7</td>
<td>Not Required</td>
</tr>
<tr>
<td>EKG Technician</td>
<td>12</td>
<td>August</td>
</tr>
</tbody>
</table>

### Technical Diploma Programs

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Program Credits</th>
<th>Petition Period(s)</th>
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<tbody>
<tr>
<td>Central Service Technician</td>
<td>10</td>
<td>January, June &amp; August</td>
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<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>Not Required</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>
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### Associate Degrees (AAS) Programs

#### (Minimum cumulative grade-point average required is 2.5.)

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Program Credits</th>
<th>Petition Period(s)</th>
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<tbody>
<tr>
<td>Anesthesia Technology</td>
<td>67</td>
<td>January</td>
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<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>62</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) Progression</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>66</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>

*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 pettioning.
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 J. Smith, Program Coordinator
414-297-8197, smithdj@matc.edu

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

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

Dental Technician
Susan Knvich, Program Coordinator
414-297-7133, knvichs@matc.edu

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

Funeral Service
Gabriel M. Schauff, Program Coordinator
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Healthcare Services Management
Rebecca Sanchez, Program Coordinator
414-297-7163, garciara@matc.edu

Health Information Technology
Catherine Bell, Program Coordinator
414-297-7153, belfe@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
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Medical Interpreter
Rodney Ramos, Program Coordinator
414-297-6336, ramore@matc.edu

Medical Laboratory Technician
Victoria Swinnie, Program Coordinator
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Nursing Assistant
Ruthell McKinney, Program Coordinator
414-297-6180, mckinnrn@matc.edu

Occupational Therapy Assistant
Renee Rettler, Program Coordinator
414-297-6263, rettler@matc.edu

Phlebotomy
Bradley Church, Clinical Coordinator
414-297-7139, churchbl@matc.edu

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

Practical Nursing
Patricia L. Balistreri, Program Coordinator
414-571-4512, balistpl@matc.edu

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

Radiography
Kristine Skennandore, Program Coordinator
414-297-6439, skennandk@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 Kunicki, Program Coordinator
414-297-6757, oathewmj@matc.edu

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.