

MILWAUKEE AREA TECHNICAL COLLEGE - FUNERAL 500 APPRENTICESHIP STEPS

The following are the instructions required to register for FUNERAL 500, the Funeral Service Apprentice Training Course. Please follow all instructions exactly. For assistance, you can contact apply@matc.edu. Once enrolled in the course, you can expect to receive further information about times, locations, supplies, updates, Etc around a week before the start date of the course. Sections do fill up quickly so please get registered as soon as possible. Please note, all links below are hyperlinked or you can copy and paste them to your browser.

1. APPLY

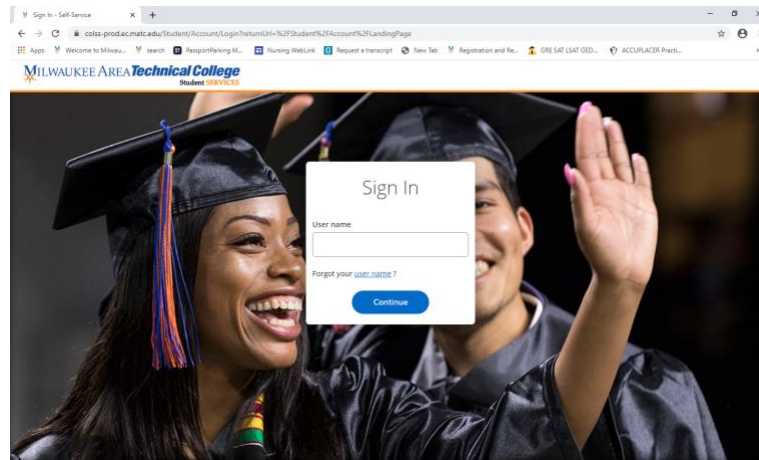
- If you are already an MATC student, you can access the course registration at <https://colss-prod.ec.matc.edu/Student/Account/Login?ReturnUrl=%2fstudent>
- If you have never applied to MATC / do not have an active student account, you will need to submit a non-program application via:
https://matc.elluciancrmrecruit.com/Apply/Account/Create?returnUrl=%2FApply%2FApplication%2FApply%3Ftype%3Delcn_matcnonprogramapp3
- Fill out the form and click “New to MATC Start Here!” Once completed and submitted, you will be sent 2 emails. The second will contain **MATC Self Service Login Instructions**. Follow them as they are written and you will be provided the following information:
 - Student Number.....system generated
 - User Name (same as User ID).....system generated
 - Emailusername@gmatc.matc.edu
 - Password.....FA21\$ plus your two digit month and two digit day of birth

2. CHANGE PASSWORD

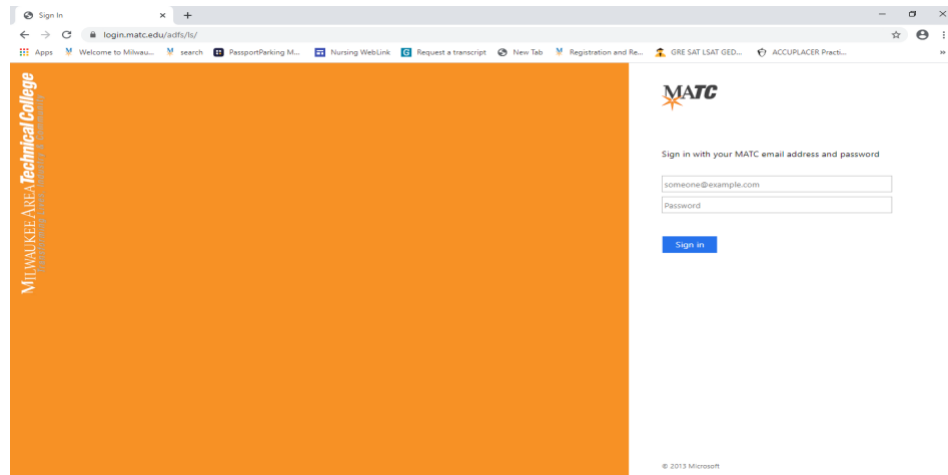
- Go to <http://www.matc.edu/>
- Select Menu in the top right hand corner
- Select Student/Staff Login
- Select **Password Manager**
- Create security questions
- Change password and hit change password button

3. REGISTER FOR THE FUNERL 500 COURSE

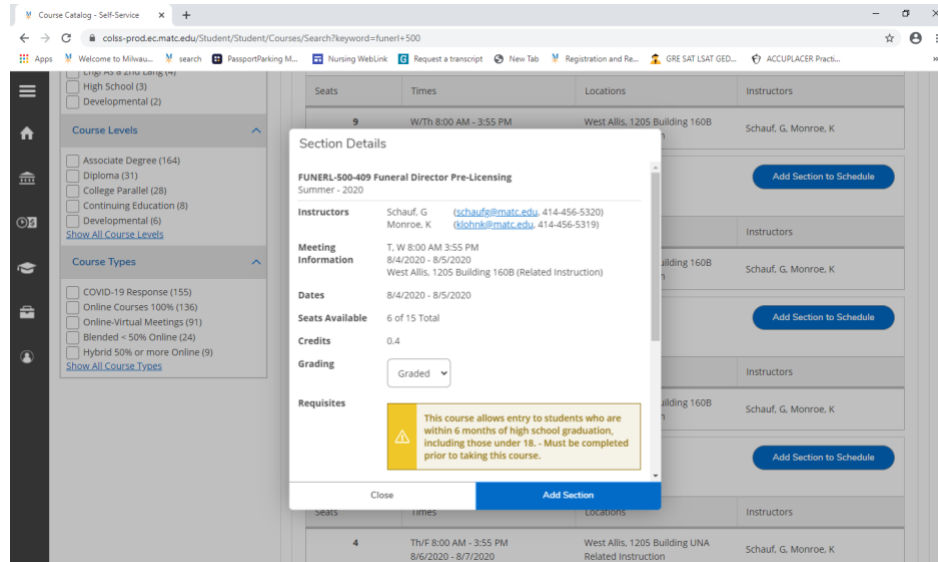
- Go to <https://selfservice.matc.edu/>
- Sign with your matc username and hit “Continue”



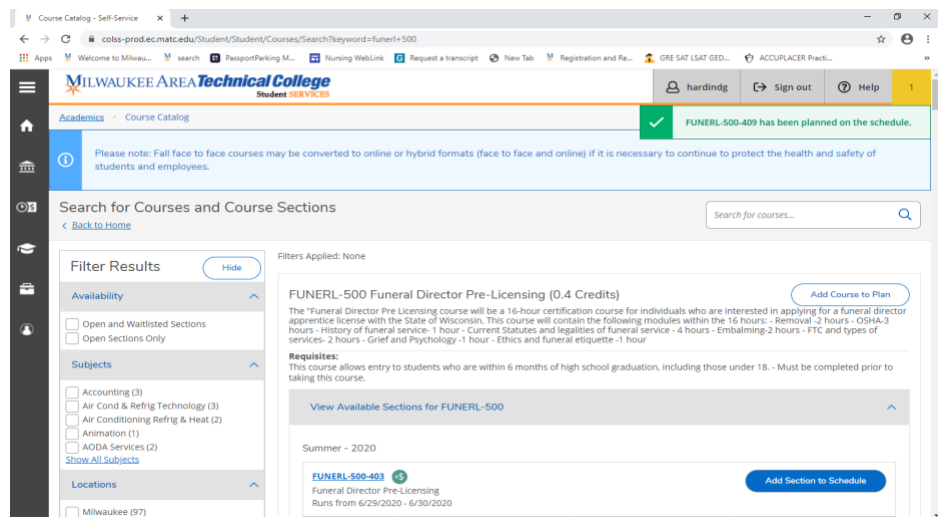
- Sign in with your username@gmtc.matc.edu and password



- 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.

Plan your Degree and Schedule your courses

Summer - 2020

Planned: 0 Credits Enrolled: 0.40 Credits Waitlisted: 0 Credits

FUNERL-500-499: Funeral Director Pre-Licensing
 ✓ Registered, but not started
 Credits: 0.40 Credits
 Grading: Graded
 Instructor: Schauf, G
 Instructor: Monroe, K
 8/4/2020 to 8/5/2020

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			FUNERL-500-502	FUNERL-500-502			
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

4. MAKE PAYMENT

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

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	\$ 92.39

Total Amount Due \$92.39

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