

Frequently Asked Questions

Health Occupations Programs

Petition to Enter Process

What is Petitioning?

Petitioning is the formal process for currently enrolled and eligible MATC students to submit appropriate documents to the Health Occupations Division for admission to a specific Health Occupations Program. Subsequent acceptance will allow students to begin their core technical courses.

I thought I was already admitted to a Health Occupations program?

No. All students must **declare** a program as part of their enrollment at MATC. After completion of required pre-requisites for your program of interest, you must then **apply** for admission into the program through the petition process to the Health Occupations Division. This will allow you to begin taking the core technical courses associated with your anticipated certificate, diploma or associate degree.

What are core technical courses?

Core technical program courses are both theory, clinical and field placement courses. They all have a course number which begins with a program name.

What kind of grades do I need to petition for core technical courses?

Requirements vary by program. Talk to your admission counselor and read the program information sheets. *Some programs require B- or better for certain courses.*

How do I know if I am truly ready to begin core technical courses?

We encourage you to carefully think about **all** of the following before submitting your petition. See “*Am I Ready?*” handout.

If accepted, how do I petition for my program?

Please refer to your program specific instruction sheet for details.

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When can I petition?

You can petition for admission into your Health Occupations program of interest during the petition windows. Your program specific petition forms are available at all times, but may be submitted only during petition windows.

All petition packets must be submitted to MATC staff at the Downtown Milwaukee Campus, Room H116 by the end of business on the final day of the petition window. **There will be no exceptions.**

Can students defer their acceptance to the core technical program courses?

No. Only students who are prepared to begin core technical courses should submit a petition packet. If a student's petition is accepted and he or she chooses not to begin, the petition will be void. The student must submit a new petition packet, during the next petition window, when he or she is ready to enter.

If I petition this year and do not get in, do I need to petition again?

Yes! Students will need to submit a petition packet during the designated petition window.

Where can I obtain additional information regarding the petition process?

Contact the Petition Specialist at 414-297-7871 or the Health Occupations Division at 414-297-6263.

How will I know if I'm accepted?

You will receive a letter from the Health Occupations Division within 45 days of the final date of petition window. Telephone inquiries regarding individual petition status will not be addressed.