



Program Admission/Registration Checklist

Apply to Blackhawk Technical College

▶ **Steps 1, 2, and 3 MUST be completed before BTC can process your application.**

1. Submit completed **Application for Admission**, or apply on-line at www.blackhawk.edu. Submit payment for the \$30 application fee (non-refundable, one-time fee per school).
2. Request copies of your high school, GED or HSED, and/or college transcripts be mailed to:
Admissions Office
Blackhawk Technical College
6004 S County Road G
PO Box 5009
Janesville, WI 53547-5009
3. **Submit ONE of the following pre-admission assessments:**
 - **COMPASS** – available at BTC. There is a \$10 testing fee. Call the Central Campus Career Center at (608) 757-6329 or the Monroe Campus (608) 328-1660 for testing appointment.
 - **ACT or SAT**. Submit your official copy of scores, or request scores from ACT or SAT.

Note: Minimum assessment scores are required for Dental Hygiene, Medical Assistant, Nursing, Physical Therapist Assistant, Diagnostic Medical Sonography, and Radiography.

While you wait to hear whether you have been accepted:

- **Financial Aid – Apply early - even before you are accepted for admission!** Complete the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov. Call the BTC Financial Aid Office at (608) 757-7664 if you have questions.

After you have been accepted: Watch your mail! You will receive a letter

when it is time to do the following:

- ✓ Schedule an appointment with your program counselor or advisor to plan your class schedule. (*Course selection and registration information is mailed to new students in late **November** for the spring semester and late **April** for the summer and fall semesters.*)
- ✓ Register for your classes at the Registration Desk. Or, you can register online. Web registration information is sent with course selection and registration information.

Paying for your classes:

Payment arrangements **MUST** be made at the time of registration. Students with third party payments must bring documentation from third party at time of registration.

If you have questions about your application, contact our Admissions Office at (608) 757-7665.

BTC is an equal opportunity/equal access educator/employer.