

How to Apply for Admission Online

From the Blackhawk Technical College website, you may access the online application from within the Career Transitioning or Admissions areas. Click on Apply Online. You may also type this link directly into a browser address bar: https://btcois.wctc.edu:4443/btcdb/bwskalog.P_DispLoginNon.

The login screen will open:

[HELP](#) [EXIT](#)

Admissions Login

Returning users enter your login information below.

First-time users, click the **First time user creation** link to create your account.

Login ID:

PIN:

[First time user account creation](#)


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If this is your first time applying online at BTC, you will need to create an account. You may do this by clicking on the “First time user account creation link”. A new page will open:

[HELP](#) [EXIT](#)

Admissions Login - New User

 Please create a Login ID and PIN.
Your Login ID may be up to nine alphanumeric characters.

Your PIN must be your birthdate in MMDDYY format.

Remember this information for future access.


Create a Login ID:

Create a PIN:

Verify PIN:

[Return to Homepage](#)

Choose a login ID. This may be any combination of letters and numbers. Your PIN (personal identification number) **MUST** be your birth date in MMDDYY format. Enter this twice. If the login ID you choose is already in use, you will see the message


 Login ID already in use. Please enter a different Login ID or login as a Returning User.


Select a different login and follow the procedure again.

If you are successful at selecting a login ID, you will see this form:

[HELP](#) [EXIT](#)

Select an Application Type

 To Apply for Admissions, first select the Application Type you want to complete. First time college students should select Credit/Degree program. If you will be transferring in college credit, apply as a transfer student.

Application Type: 

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There are three (3) types of applications:

- Credit/degree student (students intending to pursue a course of study who are not transferring courses to BTC from another institution)
- International students (students who are in the United States on a student visa)
- Transfer students (students intending to pursue a course of study who are transferring courses to BTC from another institution).


Select the appropriate application type and click on the Continue button.

NOTE: for this guide, we will be following the path of the credit/degree student. Additional sections for the other two application types will be appropriately noted.

Screen 1:

[HELP](#) [EXIT](#)

Apply for Admissions

 Select the term you want to apply for and then enter your name. When you're finished, click **Fill Out Application** to continue.

* - indicates a required field.

Application Type: Credit/Degree Student

Admission Term: *


First Name: *








Middle Name:

Last Name: *

Select the term for which you are applying from the drop down list. Enter you first and last names and a middle name or initial if applicable. Click on "Fill Out Application". The Application Checklist opens.

Application Checklist

 This is a checklist of your application sections. When you enter data in a section, a checkmark will appear by that section. When you have provided all the application information, click **Application is Complete** to start the application process. Incomplete applications may be updated at a later time.

-  [Legal Name](#)
-  [Planned Course of Study](#)
-  [Address and Phone](#)
-  [High School](#)
-  [Permanent Addr \(if different\)](#)
-  [Previous College Experience](#)
-  [Personal Information](#)

[Contact Admissions](#)


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NOTE: International students will have an additional section in the checklist.


The checklist will walk you through the application process. You may complete the process in one sitting or begin now and complete the information at a later date. If you choose to complete the information later, the system will store what you have completed to that point. **You will however, be required to login again, so store your login ID and password safely.**

When you have completed the application, you must indicate the application is complete and follow the directions on the screen before your application will be processed by the BTC admissions office.

The  icon indicates that you have not completed this section. Click on the section name link to open a section and begin your application. Sections can be completed in any order. Each section will be explained below.

Legal Name:

Legal Name (Checklist item 1 of 7)

 Enter your Name Information. When you're finished, click **Continue** to navigate to the next section.

* - indicates a required field.

Last Name:*	<input type="text" value="Doe"/>
First Name:*	<input type="text" value="Jayne"/>
Middle Name:*	<input type="text" value="Q"/>
Previous Last Name:	<input type="text"/>
Previously attended?:*	<input type="radio"/> Yes <input type="radio"/> No
Previous Application?:*	<input type="radio"/> Yes <input type="radio"/> No

[Return to Checklist without saving changes](#)

The information entered earlier is carried forward to this screen. Additionally, please answer the following:

- Previous last name - this is important to track any previous records for you in our system, and also to match you to high school or college transcripts if those institutions issued these documents with differing names
- Previously attended – this again will help track records; have you ever attended a class here (either credit or non-credit)?
- Previously application – have you ever applied to the college before?


There are four options available at this point:

- Checklist – you will be returned to the application checklist screen. All information you have entered will be saved.
- Continue – this option will take you to the next section of the application
- Finish later – this option will display a status menu for your application
- Return to checklist without saving changes - you will be returned to the application checklist screen. All information you have entered will be discarded.

Address and Phone:

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Address and Phone (Checklist item 2 of 7)

 Enter your Address Information. When you're finished, click **Continue** to navigate to the next section.

* - indicates a required field.

Mailing

Street Line 1: *

Street Line 2:

City: *

State Code: *

ZIP: *

Phone Number (xxx)-(xxxxxxx) (xxxx extension): * -


Please enter an alternate phone number (cell or work).

[Return to Checklist without saving changes](#)

- Enter your mailing address, city, state and zip (zip +4 if possible). This address will become your address of record.
- Enter a primary phone number where you can be reached
- Enter a secondary phone number (please indicate whether it is a cell number or a work number).

Permanent Address (if different):

Permanent Addr (If different) (Checklist item 3 of 7)

 Provide additional Address Information. When you're finished, click **Continue** to navigate to the next section.

Permanent

Street Line 1:

Street Line 2:

City:

State/Province:

ZIP:

Phone Number (xxx)-(xxxxxxx) (xxxx extension): -

[Return to Checklist without saving changes](#)

This section is not required. If you would like to indicate a secondary address, such as a parent’s address, please do so.

Personal Information:

Personal Information (Checklist item 4 of 7)

 Enter your Personal Information. When you're finished, click **Continue** to navigate to the next section.

Your social security number is required if you intend to apply for financial aid

* - indicates a required field.

Email (case sensitive):

Verify e-mail address:

Gender:* Male Female

SSN (required for financial aid) (XXXXXXXX):

Birth Date:* Month Day Year (YYYY)

Veteran Category:

Citizenship Status:*

Marital Status:

Legal resident of Wisconsin?:* Yes No

Ethnic Group Status:*

Ethnic Category:

* Enter number of highest grade completed (e.g. 11 for junior year)*

Enter the following (note that those indicated by a red asterisk are required):

- Email – this field is case sensitive. It must be entered twice to be verified

- Gender – click one of the buttons
- SSN (Social Security Number) – if you are planning to apply for financial aid, this information is required to match your student record with the aid information on your FAFSA form you will need to fill out.
- Birth date – the month and day may be selected from drop-down lists. Please enter all four digits of the year.
- Select a veteran category (if applicable), citizenship status (required) and marital status from the drop-down lists.
- Check yes or no for legal resident of Wisconsin.
- Select ethnic category and race from the list provided.
- In the text box at the bottom of the form, enter the highest grade you have completed. If you have graduated from high school, this will be a 12.

Planned Course of Study:

Planned Course of Study (Checklist item 5 of 7)



Select your Planned Course of Study. When you're finished, click **Continue** to navigate to the next section.

NOTE: Currently Blackhawk Technical College is **not** accepting out-of-district applications for the following programs. If you are an out-of-district resident interested in enrolling in general education courses for one of these programs, please e-mail the Counseling & Advising Office at counseling@blackhawk.edu for additional information.

- Dental Hygiene
- Nursing (associate degree)
- Physical Therapy Assistant*
- Radiography

*Each year a limited number of spots will be designated to Rock Valley College residents in the PTA program.

* - indicates a required field.


Planned Course of Study: *

[Return to Checklist without saving changes](#)

On this page, you will tell us what you are planning to study at BTC. **Please note the restrictions on out-of-district students.** Select the program from the drop-down list provided.

High School:

High School (Checklist item 6 of 7)

 Enter your High School code. If you don't know your High School code, click **Look Up High School Code** to search for it. If you don't find your High School code, enter your high school information in the fields provided. To enter information on additional High Schools, click the **Yes** button next to **Enter/View another high school?** When you're finished, click **Continue** to navigate to the next section.

* - indicates a required field.

High School Code:	<input type="text"/>	Lookup High School Code
If School not found:		
High School Name:*	<input type="text"/>	
High School City:*	<input type="text"/>	
High School Zip:	<input type="text"/>	
High School State:*	None <input type="text"/>	
Graduation/Anticipated Graduation Date:	Month	None <input type="text"/>
	Day	None <input type="text"/>
	Year (YYYY)	<input type="text"/>
Home School (check for yes):	<input type="checkbox"/>	
If you did not complete high school and receive a high school diploma, have you completed your GED or HSED?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response	
Date GED/HSED completed	<input type="text"/>	
Did you receive your GED/HSED from Blackhawk Technical College?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response	

This form will ask about your high school background. If you attended high school in Wisconsin, you may use the lookup link next to the high school code. By searching for your high school through this link, all address information will be populated if your high school is located. If your high school is not located, you must provide this information on the application.

Additionally, you must provide the date you graduated or anticipate your graduation.

If you are home-schooled, check the appropriate box.


If you have earned a GED or HSED, please complete the information for the last three questions. This information is not necessary if you have or will be receiving a high school diploma.

NOTE: It is necessary to provide only information on the high school from which you graduated (or will graduate), or the last high school you attended.

Previous College Experience:

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Previous College Experience (Checklist item 7 of 7)

 Enter your College code. If you don't know your College code, click **Look Up College Code** to search for it. If you don't find your College code, enter your college information in the fields provided. To enter information on additional Colleges, click the **Yes** button next to **Enter/View another college?** When you're finished, click **Continue** to navigate to the next section.

College School Code: [Lookup College Code](#)

If College not found:

College Name:

City:

College State:

College Nation:

College Attend From Date: Month Day Year (YYYY)

College Attend To Date: Month Day Year (YYYY)

College Degree Date: Month Day Year (YYYY)

[Enter or View another College](#)

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

It is only necessary to complete this form if you intend to transfer credit to BTC. Enter **every** college you have attended.

International Information: this form will need to be completed if you have selected an application type of international applicant

International Information (Checklist item 8 of 8)

Enter your International Information. When you're finished, click **Continue** to navigate to the next section.

* - indicates a required field.

Visa: *

Visa Number:

Visa Issue Date: Month Day Year (YYYY)

Visa Expiration Date: Month Day Year (YYYY)

Citizenship Country: *

Birth Country: *

Native Language: *

[Checklist](#) [Continue](#) [Finish Later](#)


[Return to Checklist without saving changes](#)








Enter your visa type (select from the list), visa number, visa issue and expiration dates, citizenship country, birth country and native language.

When you have completed the last checklist item, you will again see the checklist screen.

[HELP](#) [EXIT](#)


Application Checklist

 This is a checklist of your application sections. When you enter data in a section, a checkmark will appear by that section. When you have provided all the application information, click **Application is Complete** to start the application process. Incomplete applications may be updated at a later time.

- | | |
|---|---|
|  Legal Name |  Planned Course of Study |
|  Address and Phone |  High School |
|  Permanent Addr (If different) |  Previous College Experience |
|  Personal Information | |

Application is Complete

Finish Later

Note the  - this indicates the section has been completed.

If you have completed all sections, you are ready to complete the application. In order for the BTC admissions office to be notified of this status, you must complete the following steps.

Click on the "Application is Complete" button. A signature page will open. Print this page and follow the directions carefully.

Signature Page

Your application has been marked complete. It will be reviewed by the Admissions Office when we receive your application fee of \$30.00.

Please print this page, sign and date it, and send it with a check, money order, debit or credit card information to the following address:

Blackhawk Technical College
Attn: Admissions
6004 S County Road G
PO Box 5009
Janesville, WI 53547-5009

For Office Use Only

**Jayne
Q
Doe
1511 King St
Janesville
WI
53545
Fall 2008
Accounting**

Signature: _____

MasterCard Visa

Card Number: _____

Expiration Date: _____

Security Code: _____

byndoe@t


[Return to Application Menu](#)

Send the page along with a check or money order for \$30, or credit card information. To the address listed.

Your application will not be processed until this signature page is received.

After completing this step, you may click on the return to application menu. This will allow you to check your applications.

Application Menu

 Click the **New** link to create a new web application. To view all sections of an application, click the link displayed in **Admission Term**. To return to a previous section, click the link displayed in **Last Section**.

Applications in Progress

Admission Term	Application Type	Application Preference	Field of Study	Date Created	Last Section Updated
New	Create a new application				

Submitted Applications


Admission Term	Application Type	Application Preference	Field of Study	Date Created
Fall 2008	Credit/Degree Student	Not entered	Accounting	Nov 07, 2008

[Have questions? E-mail us:](#)

[Return to Homepage](#)

By clicking on the link for the submitted application, you may check the status of any application you have submitted.

Application Summary

 This is a summary of the submitted admissions application which you selected.

Web Application Summary

Name and Address	
Name:	Jayne Q Doe
Mailing:	1511 King St Janesville, Wisconsin 53545
Phone Number:	608 5551212
Application Data	
Admission Term:	Fall 2008
Application Type:	Credit/Degree Student
Planned course of studies:	Accounting
Date Created:	Nov 07, 2008

[Return to Application Menu](#)

When the signature page is received by the BTC admissions department and processing of the application is in progress, additional information will be available, such as any outstanding requirements, and the status of the application.