



## START COLLEGE NOW · *Guidelines for Students and Parents*

### What are the student's responsibilities?

1. Apply and be accepted to Blackhawk Technical College (BTC) by following the Start College Now Admission Packet. The completed packet must be turned in by April 15th for the fall semester and November 15th for the spring semester.
2. Complete placement testing with ACCUPLACER:
  - Offered on Central Campus
  - Walk-in hours are posted on [blackhawk.edu](http://blackhawk.edu).
  - To schedule an evening or Saturday test, call (608) 757-7666.OR  
Complete the ACT or SAT and submit your official copy of scores or request scores from ACT or SAT.
3. Attend an advisory and registration session.
4. Register for BTC classes that are approved by the high school.
5. Attend BTC classes, even if the high school district is not in session.
6. Abide by the prerequisites of a course.
7. Abide by all the rules, regulations and policies set forth by BTC as outlined in the Student Handbook (found at [www.blackhawk.edu](http://www.blackhawk.edu), under "Students", "Student Handbook").
8. Must notify BTC Disability Services if the student needs accommodations. Questions concerning special education services are handled on an individual basis. Talk to your high school counselor and contact BTC Disability Services at (608) 743-4422 to move forward with accommodations.
9. If necessary, utilize the course add/drop policy, which is explained later in this packet.
10. Pay for any required course books/materials and fees that are not covered by the high school.
11. Be able to provide their own transportation to all BTC courses.
12. Email is an official form of communication from BTC. All students are expected to utilize MyBTC regularly to access electronic communications.
13. Keep in frequent contact with the High School Counselor and Start College Now Coordinator.

*Registering for classes is different from the Start College Now application process.  
Students must check their email for the next steps after being accepted.*



For more information, please contact:  
[agrenawalt4@blackhawk.edu](mailto:agrenawalt4@blackhawk.edu) • (608) 757-6983 • [blackhawk.edu](http://blackhawk.edu)

Blackhawk Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person (or office) has been designated to handle inquiries regarding the nondiscrimination policies: Student Judicial Officer, 6004 S. County Road G, Janesville, WI 53547. Phone: (608) 757-7702 • Fax: (608) 757-7740. Website: [www.blackhawk.edu](http://www.blackhawk.edu) • Deaf HH/Relay 711



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### What are the parent/guardian's responsibilities?

1. The student's compliance with the compulsory school attendance law. A Start College Now student remains enrolled in high school, even if the student chooses to attend technical college full-time. If the student withdraws or stops attending one or more BTC classes, the student must return to high school for that portion of the student's education and comply with Wisconsin's compulsory attendance law.
2. The cost of equipment required in the course(s). This may be tools, lab materials, uniforms, etc.
3. The student's transportation to and from the technical college class location. The parent/guardian of a student who is attending a technical college and is taking a course(s) for high school credit may apply to the state superintendent for transportation reimbursement if the parent/guardian is unable to pay.
4. Ensure your student notifies BTC Disability Services at (608) 743-4422 if their needs accommodations.
5. Dropping a course before the course begins will not result in a charge to the school district. Dropping a course after the course begins will result in a charge to the school district. Utilize the course add/drop process, which is explained later in this packet.
6. Students who drop or fail Start College Now courses may be charged for the cost of the course by the school district.
7. Attend a mandatory Start College Now orientation with your student. You'll be notified of the time, date, and other details in the student's acceptance letter.

### What are the high school district's responsibilities?

1. The school board must determine:
  - a. If the student meets the Start College Now program eligibility.
  - b. If the college course(s) count toward high school graduation.
  - c. If the college course is comparable to a high school course offered. Under certain circumstances the student may take a course even if it is comparable, but will be responsible for all costs.
2. The school district pays the cost of tuition, course fees and most books for students attending technical college under Start College Now for non-comparable courses, exceptions may include materials which the high schools classify as consumable.
3. The school district notifies the student with the courses they are approved for through Start College Now.
4. Even if a student attends a technical college full-time, they must remain enrolled in their school district.
5. The high school counselor should work with the student and parent/guardian and BTC Disability Services when the student has a disability to get appropriate accommodations arranged. BTC Disability Services can be contacted at (608) 743-4422.

*START COLLEGE NOW students are not to be treated any differently from other BTC students.  
The courses are all college-level courses and all students are expected to follow the instructors' syllabi and expectations.*



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### What are Blackhawk Technical College's Responsibilities?

1. Collect completed Start College Now application packets on a first come, first serve basis.
2. Notify students when they have been accepted by emailing a letter. The letter will indicate the students' next steps, which will be to attend an advisory and registration session.
3. Notify the high school of the Start College Now students' grades at the end of the semester.
4. Be available to answer questions or concerns from the high school, student and/or parent/guardian.
5. Provide appropriate accommodations when requested and necessary.
6. Transcripts are available upon request. Official transcripts result in a nominal fee.

### Student Conduct

BTC is an adult learning environment. Therefore, students are expected to conduct themselves as adults, in a manner that does not interfere with the educational process; endanger the safety or welfare of other students or staff; or represent a violation of established statutes, ordinances or public laws.

All coursework is college-level. Students have an obligation to conduct their

academic work according to college standards.

#### **START COLLEGE NOW students are expected to:**

- Participate in class.
- Attend class, even if the high school district is not in session.
- Complete homework by due dates given by the instructors.

- Seek help from the instructor if needed.
- Keep in frequent contact with the high school counselor.
- Seek help from the Student Success Center as needed.

Students with disabilities are expected to notify BTC Disability Services prior to the start of their courses.

### Attendance

The parent/guardian is responsible for student attendance and the student's compliance with the compulsory school attendance law, under § 118.15(1)(a), wis. stats.

Students are expected to attend all classes. In case of absence due to sickness or other causes, it is the responsibility of the student to justify their absence to the instructor and arrange for completion of the class work. Whenever possible, arrangements to make up work should be made in advance of the absence.



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**BLACKHAWK**  
**TECHNICAL COLLEGE**



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### Withdrawal (Course Add/Drop) Policy

Start College Now (SCN) students need to talk with their high school prior to dropping or adding a class. Students who wish to add or drop classes, change sections of a class, or withdraw from BTC must complete the appropriate form available in the Registration Office.

Students must attend their classes until they have filled out the appropriate paperwork AND have met with their high school to get approval.

Not attending class does not automatically withdraw a student. Students need to complete withdrawal paperwork.

*Note:* Students who do not complete a withdrawal form when discontinuing a credit class will receive an F grade on their transcript. Students may drop ASSOCIATE DEGREE or TECHNICAL DIPLOMA classes up to the time 80 percent of the class is completed. Classes may not be dropped after 80 percent of the class is completed. Depending on the date the student withdraws, the school district will be responsible for 20%, 40% or 100% of the tuition. To find out the drop deadlines, please contact the Registration Office at (608) 757-7662.

Once the student has registered for a class, completing a withdrawal form is their responsibility. If a student does not complete the official withdrawal form, the high school is responsible for the cost of the course regardless of the reason for needing to withdraw. Students and parents/guardians- please remember that your high school may have a repayment policy for students that withdraw, and you may owe the high school for your tuition, books and other materials.

### Student Records

The Family Educational Rights and Privacy Act of 1974, as amended, govern the release of information to the public.

Records are not released to parents without consent of the student. As a part of the Start College Now application process, BTC requires that students fill out a consent release form so information can be shared with parents and high school staff. Grade reports are shared with the school district at the end of each semester. Students can also obtain their grades through their MyBTC account.

### Who do I contact if I have questions or concerns?

1. Student's school district or high school counselor
2. Blackhawk Technical College  
**Alissa Grenawalt**, High School Outreach Specialist • [agrenawalt4@blackhawk.edu](mailto:agrenawalt4@blackhawk.edu) • (608) 757-6983

At Blackhawk Technical College no person shall be denied benefits, excluded from participation or subjected to discrimination because of race, color, religion, national origin, ancestry, creed, sex, disability, arrest record, conviction record, age, veteran status, membership in National Guard, State Defense Force or other reserve component of the military forces of Wisconsin or the United States, marital status, pregnancy, sexual orientation, political affiliation, or parental status.



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