# DMS/VT Online Petition Screen Shots

# Petition 2023

Thank you for your interest in the DMS Program at BTC. This document is to assist you with your online petition form.

Step 1     Download and complete the petition form
https://www.blackhawk.edu/LinkClick.aspx?fileticket=lZlig-2S5vM%3d&portalid=0

When you have it completed, move onto step 2

Step 2     Go to the online petition form and use the form completed above to complete the online form.
https://blackhawktech.qualtrics.com/jfe/form/SV_88kcWP8qAEaOszY

When completing the online form, use this screenshot guide and watch the video link to complete the online petition form. The form must be completed in one setting and cannot be saved to finish later.

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## Petition into Diagnostic Medical Sonography/Vascular Technology (DMS/VT)

**PETITION PERIOD: January 17-February 10, 2023 for Summer 2023**

### DMS/VT PETITIONING REQUIREMENTS

In order to be eligible to petition the program for entry, you **must** apply to and be admitted by the college, attend an Advising, Registration, and Orientation (ARO) session, meet all program-specific eligibility requirements, and attend a health sciences petition meeting specific to the program you plan to petition.

1. Meet all program-specific eligibility requirements. This includes the following required courses, which must be completed with a grade of "C" or better.
- General A&P (806-177)
- English Composition 1 (801-136)
- Survey of Physics (806-139) OR Radiography Physics (526-194)
- Mathematical Reasoning (804-134) OR upper-level college mathematics course

2. **Complete Program Admissions Testing**: Spatial Ability Testing – Information regarding the Revised Minnesota Paper Form Board Test (RMPFBT) scheduling and administration may be found on BTC's Admission Testing Page. Any score is accepted for entry, but additional points for entry are granted if a score of 25 or greater is attained. If multiple attempts have been made, you may submit your highest test score.

3. **Attend a health sciences petition meeting** specific to the program you plan to petition. You must attend a meeting for each year of petitioning.

### PETITION PROCESS

After meeting the minimum requirements, you are now eligible to petition. It is your responsibility to submit a completed petition packet and all required petitioning documents during the designated petition period in order to be considered for entry into the clinical program.

As program entry is granted to only a designated number of students, the petition packets are awarded points. Note: There are additional factors (i.e. previous, related work experience) that may be considered and awarded extra points for competitive entry – these are outlined below. More information will be available at the required petition information meetings. *Please note: Continuous enrollment is not required in order to maintain a current application.*

Items not required for petitioning, but offer additional points:
- Additional College Coursework (Intro to Sociology, Intro to Psychology, and Speech)
- Previous Degree
- Work Experience
- Radiographer
- BTC District Resident

Have you applied and been accepted to BTC?

Yes

No

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## DMS/VT Petition Application

Only students who have **completed the application process** and **meet all program-ready requirements** are eligible to petition. Petition forms and work experience forms **must be submitted/received no later than 4:00 p.m. on the last petition day.**

Read, complete all sections, and submit all required documents. **Failure to do so will result in an invalid petition.**

### STUDENT INFORMATION

| | |
|---|---|
| Student Name | |
| BTC Student ID Number | |
| BTC Email Address | |

Please read and initial the following statements:

| Statement | |
|---|---|
| I have verified that Blackhawk Technical College (BTC) has my current mailing address on file. | |
| I understand that in the case of a tie, the "Date of Pre-Clinical Admission" as a date-stamped by BTC Admissions will be the deciding factor. | |
| I understand that if I am selected and choose not to begin the core clinical courses, I must petition again. | |
| I understand that if I am selected as an "alternate" I may be contacted as late as one month prior to the start of the core courses. If I choose not to begin the core clinical courses, I must petition again. | |
| I understand a background check and possible drug screen will be conducted and the results may prevent my placement at a clinical site and interfere with my ability to complete the program. | |
| I understand that program requirements for future petition periods may have different selection criteria and I must meet those new requirements if I am not selected in this current petition period or thereafter. | |
| I understand that a petition meeting must be attended every year that I petition. Failure to attend a petition meeting every year before petitioning will result in my application being considered incomplete and void. | |
| I understand that while I may take the required, program-specific test (i.e. RMPFBT) as many times as I choose, I may submit the highest score I received for consideration. | |
| I understand that my BTC transcripts on file will be used to verify my petition information. | |
| I understand that transcripts from other colleges cannot be considered unless submitted to BTC under the Credit for Prior Learning process. Any relevant transfer coursework must be documented on the BTC transcript at the time of submission to be considered valid. | |
| I understand that an incomplete petition will be considered invalid. | |

Student Signature

SIGN HERE

×  _____

clear

Date _____

> This is the top of the second page.
>
> Enter your name, ID#, BTC email.
>
> Read & Initial the statements
>
> Sign your name & enter the date
>
> Continue onto the bottom portion of page 2.

# I. COLLEGE COURSEWORK (___/100 points)

For each course, indicate where the course was completed and what grade was achieved. Points will be awarded as following per grade achieved: A = 10pts, A-/B+ = 8pts, B = 5pts, B-/C+ = 3pts, C = 0pts.

*Blackhawk's Credit for Prior Learning process must be complete in order for courses taken at other institutions to be considered for petitioning.*

**Required Pre-Requisite Courses** - these courses must be completed in order to petition:

*Points are doubled for science and math courses.
+ Courses must be completed in the last five years.

|  | Grade | | | | | Location | | Name of Institution |
|---|---|---|---|---|---|---|---|---|
|  | A | A-/B+ | B | B-/C+ | C | BTC | Other Institution |  |
| Mathematical Reasoning or Higher Level Math* + | O | O | O | O | O | O | O | [____] |
| College-Level Physics or Radiography Physics* + | O | O | O | O | O | O | O | [____] |
| General A&P* + | O | O | O | O | O | O | O | [____] |
| English Composition 1 | O | O | O | O | O | O | O | [____] |

**Additional Points for Additional Courses** - they are needed for graduation but not required for petitioning:

|  | Grade | | | | | Location | | Name of Institution |
|---|---|---|---|---|---|---|---|---|
|  | A | A-/B+ | B | B-/C+ | C | BTC | Other Institution |  |
| Intro to Sociology | O | O | O | O | O | O | O | [____] |
| Intro to Psychology | O | O | O | O | O | O | O | [____] |
| Speech | O | O | O | O | O | O | O | [____] |

←   →

This is the bottom of the second page.

Click the button that corresponds to the grade you received.

Click the button where you took the course. If the course was NOT taken at BTC, enter the institution name.

Click the blue box with arrows to move to the next page.

## II. PREVIOUS DEGREE (_____/20 points)

Indicate the highest, previous degree obtained below. Points will be awarded for the degree level achieved: Masters = 20pts, Bachelors = 15pts, Associates = 10pts, and Technical Diploma = 5pts. This is not required for petitioning.

Institution Granting
Degree

Year Obtained

Degree Level

Technical Diploma

Associates

Bachelors

Masters

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This is the third page.

Enter the institution and date you completed your degree.

Click the button that corresponds to the degree earned.

Click the blue box with arrows to move to the next page.

## III. PROGRAM ADMISSION TESTING (___/100 points)

Select your RMPFBT score: 0-24.9 = 0pts, 25-34.9 = 25pts, 35-44.9 = 50pts, 45-54.9 = 75pts, 55-64 = 100pts. If multiple attempts have been made, you may submit your highest test score.

0-24.9

25-34.9

35-44.9

45-54.9

**55-64**

## IV. RADIOGRAPHER (_____/20 points)

Indicate if you have successfully completed radiographer training. This is not required for petitioning.

Have you completed radiographer training?

Yes

No

Institution Granting
Training

Year

## V. BTC DISTRICT RESIDENT (___/10 points)

If you are a resident of the Blackhawk District (i.e. live in Rock or Green Counties in Wisconsin), you will receive 10pts. If not, you will receive 0pts. District residence is verified by BTC by the address on file but is not a requirement.

Do you live in Rock or Green county?

Yes

No

←     →

This is the fourth page.

III. Select the points received on your RMPFBT.

IV. Select if you are an x-ray tech. If yes, where you received your training.

V. Select if you live in the BTC district.

Click the blue box with arrows to move to the next page.

Applicant Signature



Date

Click the blue box with arrows to move to the next page.

This is the fifth page.

This signature and date confirm the completion of your petition.

Click the blue box with arrows to move to the next page.

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Please review the information you have entered. After, click the arrow to submit the petition.

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This is the sixth page.

This is the last page you will see before submitting your petition form. There is no saving and returning later.

Click the blue box with arrows to move to the next page.

Thank you for submitting a petition for the DMS program. You will receive an email confirming this receipt; please retain this email for your records. This email does not indicate that that your submitted petition was either complete or valid, merely received.

All students petitioning for program entry will be notified of acceptance status by email and USPS following review.

This is the seventh page.

This page confirms your petition submission.