



## START COLLEGE NOW

### Admissions Packet Checklist

For acceptance into the START COLLEGE NOW (SCN) program at Blackhawk Technical College, the following items are to be submitted together by the START COLLEGE NOW student. If an individual item is turned in to the College, it will be returned to the student.

ALL of the following application materials must be submitted at one time and must be turned in by **April 15** for the fall semester and **November 15** for the spring semester:

- |  |   |
|--|---|
| <input type="checkbox"/> Complete START COLLEGE NOW Application for Admission                                | <input type="checkbox"/> WTCS form –<br><i>Completed and signed by a school official</i>                |
| <input type="checkbox"/> Official copy of high school transcript   | <input type="checkbox"/> Statement of Understanding –<br><i>signed by the START COLLEGE NOW student</i> |
| <input type="checkbox"/> Release of Student Records form –<br><i>signed by the START COLLEGE NOW student</i> |   |

The completed application packet should be dropped off or mailed to:

Blackhawk Technical College  
START COLLEGE NOW, Admission Office  
6004 S. County Road G • P.O. Box 5009  
Janesville, WI 53547-5009

In addition to the materials above, the START COLLEGE NOW student also needs to complete pre-admission testing. Testing can happen separately from submitting the above materials, but **the student will not be accepted to the College for START COLLEGE NOW until testing is complete.** Minimum assessment scores are required for some programs.

☐ Complete placement testing with ACCUPLACER:

Placement testing is 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 directly from ACT or SAT.

☐ WATCH YOUR EMAIL!

1. You will receive an acceptance email to the college after you submit the application and complete the pre-admission testing.
2. Attend a START COLLEGE NOW orientation. You will not be able to register for classes until you meet with your advisor, Matt Young.
3. Register for classes. Acceptance into the college does not guarantee a seat in the class- you must register!

Questions about your application? Please contact:

Alissa Grenawalt, Recruitment Specialist, [agrenawalt4@blackhawk.edu](mailto:agrenawalt4@blackhawk.edu) • (608) 757-6983



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



## START COLLEGE NOW

### *Complete Your Application for Admission*

For acceptance into the START COLLEGE NOW (SCN) program at Blackhawk Technical College, the following items are to be submitted together by the START COLLEGE NOW student. If an individual item is turned in to the College, it will be returned to the student.

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#### **STEP 1: *Create an Account***

Go to **blackhawk.edu**, click on **APPLY** (*upper right corner*)

- Click on **CREATE AN ACCOUNT** (*if you don't have an account*)
- If you already have an account login with your **email/password** (*Click on forgot password, if needed*)

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#### **STEP 2: *Complete Required Information***

- **FILL OUT** required fields (*denoted with \* and leave high school name blank*)
- Search for high school by entering city and state first, then select your high school from the drop down list.

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#### **STEP 3: *Application***

After you create your account you can begin your official application.

- Click on **START APPLICATION** (*information previously used for account will be filled in*)
- Click on **SAVE & CONTINUE** (*at the bottom of each page*)
- On the final page, click on **SUBMIT APPLICATION**

After this point the application will be sent to the admissions department for processing. You will need to make sure you check to see what additional materials are needed for your application. Refer to the first page of this document.



For more information, please contact:  
**agrenawalt4@blackhawk.edu • (608) 757-6983 • blackhawk.edu**

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## START COLLEGE NOW

### *Confidential Information Release Authorization*

#### OFFICE OF THE REGISTRAR

6004 S County Road G, P.O. Box 5009, Janesville, WI 53547 • (608) 743-4407 • [www.blackhawk.edu](http://www.blackhawk.edu)

#### RELEASE OF START COLLEGE NOW/YOUTH APPRENTICESHIP STUDENT RECORDS

I, \_\_\_\_\_, BTC Student ID# \_\_\_\_\_, authorize Blackhawk Technical College to release information concerning the following student records:

*(Check all that apply)*

\_\_\_\_\_ Any and all records

\_\_\_\_\_ Academic records: grades, transcripts, admissions records, course schedule, etc.

\_\_\_\_\_ Student account records

\_\_\_\_\_ Other records (specify): \_\_\_\_\_

Release the designated information to:

\_\_\_\_\_ Parents/Guardians \_\_\_\_\_

\_\_\_\_\_ High School Staff at \_\_\_\_\_

I further authorize Blackhawk Technical College representatives to discuss my student records with the above named designee(s). I will not hold Blackhawk Technical College liable under the Family Educational Rights and Privacy Act (FERPA) for releasing my student records to the above named designee(s). This release will remain in my record and will be in effect for one year from the date indicated below.

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Student Signature)

Dated: \_\_\_\_\_



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## START COLLEGE NOW

### *Statement of Understanding*

#### – TO BE RETURNED TO BLACKHAWK TECHNICAL COLLEGE –

After reading the BTC student policies and procedures (*found at [www.blackhawk.edu/policies/](http://www.blackhawk.edu/policies/)*), sign and submit this page via email to the contact information below.

I have read and understand the policies and responsibilities as a student at Blackhawk Technical College taking college classes. I agree to follow the guidelines, expectations, and policies set forth by the Blackhawk Technical College and the school district.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email this signed form (*along with the Consent/Release form*) to the Admission Office at:

**[admissions@blackhawk.edu](mailto:admissions@blackhawk.edu)**

It could also be mailed to the following address:

**Blackhawk Technical College**  
Attn: Admission Office  
6004 S. County Rd. G  
Janesville, WI 53547-5009



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

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## START COLLEGE NOW APPLICATION

### I. STUDENT INFORMATION

*This section completed by student / parent*

Student Name <i>First, Middle, Last</i>	Student's Birthdate <i>Mo./Day/Yr.</i>	Gender M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>
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Parent/Guardian Name <i>First, Last</i>
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Address <i>Street, City, State, Zip, County</i>
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Student Phone <i>Area/No.</i>	Student Email
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Parent/Guardian Phone <i>Area/No.</i>	Parent/Guardian Email
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High School Student Attends & Projected Graduation Year	School District in Which Student Resides
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Technical College to Which You Are Applying to	Grade Student Will be in When Taking These Courses <input type="checkbox"/> 11 <input type="checkbox"/> 12	Number of College Credits Earned to Date
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Semester for which applying: <input type="checkbox"/> Spring <input type="checkbox"/> Fall Year 20XX	II. BOARD ACTION <i>Completed by HS district</i>
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Check if Alternate <input type="checkbox"/>	Technical College Course Name	Technical College Course Number if avail.	No. of College Credits	Comparable HS Course Offered?		Approved for HS Credit <input type="checkbox"/>	No. of HS Credits
				Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### III. STUDENT & PARENT / GUARDIAN SIGNATURES

*This section completed by student / parent*

**STUDENT SIGNATURE—IN SIGNING THIS DOCUMENT**, I acknowledge the following:

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14).
- I authorize the high school and technical college to share course and grade information.

Student Signature <b>Required</b>  ➤	Date Signed <i>Mo./Day/Yr.</i>
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**PARENT/GUARDIAN SIGNATURE—Required if student is under 18.**

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14).
- I authorize the high school and college to share course and grade information.

Parent/Guardian Signature <b>Required</b>  ➤	Date Signed <i>Mo./Day/Yr.</i>
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	<b>IV. STUDENT NAME</b> <i>This section completed by student / parent</i>	
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Student Name *First, Middle, Last*

	<b>V. HIGH SCHOOL BOARD APPROVAL</b> <i>This section completed by district</i>	
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Named student is approved to enroll for courses marked "Approved" in Section II:

☐ Yes    ☐ No. *If no, indicate reason for denial:*

☐ Check if student has a record of disciplinary issues.

Name of High School Board Approval Authority

Phone *Area/No.*

High School Board Approval Authority Signature

Date Signed *Mo./Day/Yr.*



	<b>VI. TECHNICAL COLLEGE APPROVAL</b> <i>This section completed by college</i>	
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Name of Course(s) in Which Student is Enrolled	Course Code(s) / Number(s)	No. of College Credits	District Approved?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

☐ Eligible to enroll

**I CERTIFY** that the above-named student is eligible to attend the course(s) listed in Section VI and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The technical college agrees to provide the school district with grade information (and attendance information upon request).

☐ Not eligible to enroll

**I CERTIFY** that the above-named student is not eligible to enroll in and/or attend the course(s) listed in Section VI. The student will be notified of the reasons for ineligibility.

Name of Technical College Representative and Title

Phone *Area/No.*

Email

Technical College Representative Signature

Date Signed *Mo./Day/Yr.*



	<b>VII. APPEALS</b>	
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Appeals of school board decision: A student may appeal a school board decision regarding awarding of high school credit or course comparability to the State Superintendent within 30 days of the board's decision.