

DMS Online Petition Directions

Screenshots of the DMS petition to help you with your petition entry.

1. Follow the online link to the DMS petition.
2. Page 1 (see the next page of the directions for an image of the page)

This is an informational page; you must enter it if you have applied to BTC and been accepted.

If the answer is NO, you are not eligible for the petition process.

If the answer is YES, you may continue with the process.

After selecting, press the arrow at the right-hand bottom of the screen to move to page 2.



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

PETITION PERIODS: February 3-7, 2025 for Summer 2025

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. The following courses must be completed with a grade of "C" or better before petitioning and select courses (+) within five (5) years of petitioning into the DMS/VT program.

- 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 +
- Medical Terminology (501-101) +

2. Complete Program Admissions Testing: DAT-Space Relations & DAT-Abstract Reasoning. Information regarding the DAT Tests for DMS/VT students is found on BTC's Admission Testing Page. You may submit your highest test score if multiple attempts have been made.

PETITION PROCESS

After meeting the minimum requirements, you are now eligible to petition. It is your responsibility to submit a completed petition 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. *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
- Radiographer
- BTC District Resident

Have you applied and been accepted to BTC?

Yes

No



- Page 2—This page has a lot on it, so I will divide it into two areas in the directions. Under “Student Information,” you must complete all three text boxes. Under “Please Read...”, enter your initials in every box. Under “Student Signature,” you must sign, acknowledging you agree with all the statements. Under “Date”, type the date you signed.



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:

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.

While I may take the required, program-specific test (DAT-A & DAT-S) as many times as I choose, I submit the highest score I received.

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

4. Page 2 – continued (bottom half)

This is the area where you will enter your college coursework

GRADE - Click on the grade you earned for each class.

LOCATION – If you took your course at BTC, click on the button for BTC; if you took it elsewhere, click “other institution.”

NAME OF INSTITUTION – If you did not take the course at BTC, type the name of the institution where you took this course.

After entering the information, use the arrow at the bottom of the page to navigate to page 3.

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* +	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
College-Level Physics or Radiography Physics* +	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
General A&P* +	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
English Composition 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Medical Terminology +	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Intro to Psychology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Speech	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>



5. Page 3 – this is the page where you enter if you have any previous degree.

Select the highest degree earned.

Type the name of the institution granting the degree.

Type the year it was obtained.

Click on the corresponding name of the degree earned.



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



6. Page 4—This is another long page so that I will divide it into two sections. This is where you will enter your program admission testing scores. Enter the score for the DAT-A by pressing on the percentage points received. Enter the score for the DAT-S by pressing on the percentage points received.



III. PROGRAM ADMISSION TESTING: DAT-A (___/100 points)

Select your DAT-A test score below. You may submit your highest test score if multiple attempts have been made.

Percentile Score	0-16%	17-50%	51-83%	84-97%	98-100%
Points Awarded	0	25	50	75	100

0-16%

17-50%

51-83%

84-97%

98-100%

IV. PROGRAM ADMISSION TESTING: DAT-S (___/100 points)

Select your DAT-S test score below. You may submit your highest test score if multiple attempts have been made.

Percentile Score	0-16%	17-50%	51-83%	84-97%	98-100%
Points Awarded	0	25	50	75	100

0-16%

17-50%

51-83%

84-97%

98-100%

7. Page 4 – Continued

This is where you will answer the questions about being a radiographer (x-ray) and district residency.
PART V. – Enter if you have completed radiographer training.

If YES, type in the institution granting the training and the year completed.

PART VI. – Enter if you live in Rock or Green County

After answering these questions, you can use the arrows at the bottom of the page to navigate to the next page.

V. 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

VI. 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



8. Page 5 – this is your signature for the petition information and date of signature. Press the arrow at the bottom of the page to submit your information.



Applicant Signature

A digital signature field. It contains a yellow redaction bar, a large "SIGN HERE" watermark, a small "x" icon in the top left corner, and a "clear" link in the bottom right corner.

Date

A date input field with a yellow redaction bar covering the beginning of the text.



9. Page 5 – this is the final page to remind you to either review or submit. NOTE—this is the last page before submission. If you need to review or change any information, use the arrow at the bottom left to return to previous pages. When you are ready to submit your petition, press the arrow at the bottom right-hand corner of the screen.



Please review the information you have entered.

Verify that your email address entered is correct:

If it is not correct, please go back to the beginning of the form to correct it. After, click the arrow to submit the petition.



10. Page 6 – This is the confirmation page of the submission.



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 following review.