

# HOW TO APPLY

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Blackhawk Technical College maintains an open-door admissions policy for all prospective students. This means that anyone may enroll in courses to learn new skills or improve existing skills. Admissions requirements vary from program to program, but generally include submitting the following materials:

- Free Application - Apply Online here (<https://blackhawk.elluciancrmrecruit.com/Apply/Account/Login/?ReturnUrl=%2fapply>).
- Transcripts - Blackhawk requests official high school transcripts or a GED/HSED certificate. Official college transcripts are only required if students would like their transcripts reviewed for credit for prior learning and/or course placement.
  - If students want transcripts reviewed for credit transfer, they must request official copies of all academic transcripts, including high school, GED, HSED, college or university. Students should contact each institution and ask to have official transcripts sent directly to the Admissions Office.
- Transcripts (<https://www.blackhawk.edu/Request-Transcripts/>) will be evaluated for credit transfer after you have been admitted to the college. This process may take up to 6 weeks.

## Acceptance

Once students submit the application and official high school transcripts or GED/HSED certificate students will be accepted to Blackhawk.

## Advising, Registration, and ONBOARDING (ARO)

Once students have been accepted to Blackhawk, the next step is to complete the Advising, Registration and Onboarding process. It is beneficial to have a placement score, such as an ACT, SAT, or Next Generation Accuplacer exam score and/or a high school GPA on file before completing your ARO process. The steps to begin the ARO process is sent to the student's personal email address in the acceptance letter. This ARO process will include an introduction to Blackboard, which is Blackhawk's Learning Management System. Additionally, students will meet with their advisors, review their academic plan and register for classes. Additional information regarding financial aid, payment plans, books, tools, and supplies will also be discussed.

## Smart Start WEEK

Smart Start Week is designed to help students get ready for the upcoming semester. Students can complete the following during the week: Receive a student ID, purchase books, checkout a laptop/hotspot, take a tour, and learn about campus and community resources.

## Mandatory PROGRAM ORIENTATIONS

In the week before the start of each fall and spring semester, each program hosts a mandatory program orientation that allows students to meet program faculty, engage with the college's learning management system (Blackboard), learn about program outcomes and requirements, and get familiar with college and campus resources. Dates and times will be communicated to students at their ARO and via their Blackhawk email.