

# REGISTRATION AND RECORDS



Registration & Records staff are available to provide assistance with registering for courses, managing tuition payments, graduation and commencement, and ordering transcripts.

Online registration is available before courses begin for a given semester, or students can register in person at either the Central Campus or Monroe Campus during regular business hours. New degree-seeking students must attend an Advising, Registration and Onboarding (ARO) prior to registering for classes.

The following important forms can be accessed online and submitted in person to Registration & Records:

- The Privacy Request Form (<https://www.blackhawk.edu/Portals/0/PDFs/Student-Resources/Registration-and-Records/Privacy-Request-Form.pdf>) if you wish to choose to withhold all information, including Directory Information.
- The Name and Network Change Form (<https://www.blackhawk.edu/Portals/0/PDFs/Student-Resources/Registration-and-Records/Name-and-Network-Change-Form.pdf>) if you need to change your name and/or network login
- The Release of Student Records Form (<https://www.blackhawk.edu/Portals/0/PDFs/Student-Resources/Registration-and-Records/Release-of-Student-Records-Form.pdf>) is used to grant permission to third parties, such as relatives, employers, etc., to access your student records.

Registration & Records can be reached at (608) 757-7660 or [registration@blackhawk.edu](mailto:registration@blackhawk.edu). To speak with someone at the Monroe Campus, please call (608) 328-1660.