BTC Admissions Steps

Admissions & Advising
College Services Building, Room 106
Admissions@btc.edu
360.752.8345

Bellingham TECHNICAL COLLEGE

Before You Start
- Review the BTC website and choose your program of study at www.btc.edu/Programs
- Sign up for an Info Session at https://www.btc.edu/Calendar (Optional)
- Take a Career Exploration Assessment at www.btc.edu/careercoach (Optional)

☐ Step 1: Apply
- Apply at www.btc.edu/ApplyOnline
- You will receive an email with your Student Identification Number (SID) within 10-14 business days of application.

☐ Step 2: Assess Your Starting Point
Before a new student meets with a College Navigator for a mandatory GET Started advising appointment to enroll in classes, they need to have achieved placement. To enroll in degree programs at BTC, both an English and math placement are required. There are multiple methods for a new student to assess their starting point at BTC. They may use one or more of the following:
- Submit official Washington State High School transcripts from within the last three (3) years for evaluation
  - We cannot accept out-of-state High School Transcripts for placement.
- Submit official transcripts from other colleges or universities for evaluation
  - Must be from a regionally accredited institution.
- Submit other test scores for evaluation (ACCUPLACER, Compass, Asset, Smarter Balance, SAT, ACT etc.)
- Complete Bellingham Technical College Guided Self-Placement Assessments

Guided Self-Placement (GSP) consists of online English and Math assessments. They define and demonstrate requirements that are specific to the different courses in which a student can place. Guided self-placement is intended to support students to be successful in their coursework. It is designed to help them make an informed choice about which level of classes are most appropriate to start. The assessments are free, and can be accessed online at any time.
Guided Self-Placement English and math Assessments:
www.btc.edu/GuidedPlacement
Official transcripts/scores must be sent directly *from the institution* to BTC: Electronically via Transcripts@btc.edu **or by mail to** BTC Admissions & Advising, 3028 Lindbergh Ave, Bellingham WA 98225
You must have an application to BTC on file for your transcript to be evaluated
Receive evaluation results from Credential Evaluator with instructions for scheduling a GET Started Appointment (Step 3)

☐ Step 3: Advising & Registration
Students must attend a mandatory **GET** Started Appointment, where students will meet with a College Navigator to help navigate **G**oals, create an **E**ducation Plan, become **T**ech Ready, and register for classes.
- These appointments typically last one (1) hour and **Step 2 *must be* completed before making an appointment**.
- Schedule an appointment using the instructions provided by Assessment Center or Credential Evaluator in Step 2.

☐ Step 4: Prepare to Attend
- **Pay tuition and fees.** View current tuition and fee rates, and/or due dates, at www.btc.edu/tuition
- Get your **Student ID Card** in the Campus Center building
- Buy **textbooks** in the Campus Store (in the Campus Center building), or at www.btc.edu/campusstore

Notes:
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BTC FUNDING RESOURCES

Student Financial Resources: College Services
Room 101 360.752.8564 l finaid@btc.edu
WorkForce Funding: College Services Room 102
360.752.8468

Priority Deadlines for submitting a FAFSA/WASFA	Priority Deadlines for submitting other documents
Summer Quarter – May 1	Summer Quarter – June 1
Fall Quarter – June 1	Fall Quarter – July 1
Winter Quarter – October 1	Winter Quarter – November 1
Spring Quarter – February 1	Spring Quarter – March 1

☐ Step 1: Apply for Financial Aid

Submit the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov or WA Application for State Financial Aid (WASFA) at https://wsac.wa.gov/wasfa if student is undocumented, immigration status or owing a repayment on Pell Grant. To complete your FAFSA you will need:

- A FSA ID from the Department of Education site. This helps them identify you when accessing your information, and acts as your electronic signature. If you are a dependent of your parent or guardian, they will need their own FSA ID. Create your FSA ID at www.studentaid.gov
- Income records, such as W2s, copies of federal tax returns, and SSI benefits from **2 years** prior. Dependent students will need their parents' or guardians' income records.
- You'll receive a Student Aid Report (SAR) from the Department of Education. This is a summary of the information you provided. Review the SAR carefully.

After you have successfully completed your FAFSA/WASFA it will take 5-7 business days to be uploaded at BTC. To process your financial aid additional documents may be required. Please watch your ctcLink **To Do** list items and submit all requested documents. For questions please stop by CS101, call 360.752.8564, or email the Student Financial Resources office at finaid@btc.edu.

Financial aid applies to BTC student account to pay tuition and fees. Any remaining funds are sent directly to the student by Bank Mobile. Set up refund preferences with a link and code provided by Bank Mobile. To contact Bank Mobile visit www.BankMobikeVibe.com or call 877.327.9515

☐ Step 2: Explore Workforce Funding

BTC'S Student Financial Resources office offers grants for students depending on their situation. Explore their funding options to see if you are eligible.

- Basic Food, Employment & Training (BFET): For recipients of Federal Food Benefits through DSHS
- Opportunity Grant: For low-income students training for high-demand occupations
- Passport to College: For former foster youth
- Worker Retraining: For people facing layoffs, those receiving unemployment within the last four years, displaced homemakers, or veterans discharged from the military within the last four years
- WorkFirst: For recipients of TANF through DSHS

For more information about these grants and to apply, please visit the Student Financial Resources office, give them a call at 360.752.4861 or visit www.btc.edu/WorkforceFunding

☐ Step 3: Funding

- **Scholarships**: Free money to help students pay for school. The BTC Foundation applications are open to all BTC students. Over 130 scholarships are in the BTC Foundation Scholarship Application. BTC awards scholarships through the BTC Foundation.
  - o The **BTC Foundation Scholarship** opens on April 15 and closes June 30 each year. To find out more about the Foundation Scholarship and how to apply, visit www.btc.edu/Foundation.
  - o Students can access scholarships from a variety of off-campus organizations. For a list of common websites please visit: https://www.btc.edu/CurrentStudents/FinancialResources/FinancialAid.html#Scholarships
- **Undocumented**: There are funding options for undocumented and DACA students. For more details and information, please visit www.btc.edu/Dreamers.
- **Veterans**: If you are planning to use VA education benefits, please visit www.btc.edu/Veterans for details on your funding and enrollment process.
- **Work Study**: A form of financial aid that pays students as they work on campus. Please review eligibility requirements and open positions at https://www.btc.edu/CurrentStudents/FinancialResources/WorkStudy.html