



Class Approval for Co-Enrolled Students

Directions:

- 1) Read guidelines & fill out form completely
- 2) Attach a copy of your Student ID and unofficial transcript from your current institution
- 3) Present form to a BTC advisor to obtain required signature
- 4) Sign and submit form to the Registration & Enrollment Office

Student Name		SSN #/BTC SID	Date	
Current Institution		Student ID @ Current Institution		
Last QTR Enrolled/Current		Number of Credits Enrolled		
<i>List courses below you plan to enroll in:</i>				
Qtr/Year	Class Item #	Course ID/Title	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Qtr/Year	Class Item #	Course ID/Title	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Qtr/Year	Class Item #	Course ID/Title	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Guidelines:				
<ul style="list-style-type: none"> • This class approval form is valid only for the Quarter/Year and class or classes specified above • Students currently attending other colleges may use this approval form to enroll for up to 15 credits • Transfer credit will not be awarded through this process. Students who intend to transfer to BTC, must follow the Transfer Credit Evaluation process • Students completing this form must register in person during the general registration timeframe. Please see the academic-calendar for dates at: www.btc.ctc.edu/General/Calendar.aspx 				
<input type="checkbox"/> <i>I have read and understand the above guidelines</i>				
Student Signature			Date	
BTC Advisor Signature			Date	
ADVISOR ONLY			Date	
<input type="checkbox"/> Received Current Institution ID <input type="checkbox"/> Unofficial Transcript				

Bellingham Technical College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Associate Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call 360-752-8354