

# BTC Admissions Steps

Admissions & Advising  
College Services Building, Room 106  
[Admissions@btc.edu](mailto:Admissions@btc.edu)  
360.752.8345



## Before You Start

- Review the BTC website and choose your program of study, visit [www.btc.edu/Programs](http://www.btc.edu/Programs)
- Sign up for an info session or campus tour at [www.btc.edu/Events](http://www.btc.edu/Events)
- Take the Career Exploration Quiz at [www.btc.edu/HollandCodes](http://www.btc.edu/HollandCodes)

### Step 1: Apply

- Apply at [www.btc.edu/ApplyOnline](http://www.btc.edu/ApplyOnline)
- You will receive an email with your Student Identification Number (SID) within three (3) business days of application.

### Step 2: Assess Your Starting Point

Degree- or certificate-seeking students need to determine their math and English starting points, some programs require certain placement scores before starting program classes. Placement may be determined using **one or more** of the following:

- Take the ACCUPLACER Placement Assessment: Learn more at [www.btc.edu/Assessment](http://www.btc.edu/Assessment)
- Submit High School English and/or math GPAs from within the last five (5) years for evaluation
- Submit transcripts from other colleges attended for evaluation.
- Submit test scores (Previous college placement, Advanced Placement (AP), SAT, ACT, Smarter Balance (SBAC) GED)

*Submit official transcripts and/or test scores, along with a completed Transcript Evaluation Request Form to the Admissions & Student Resource Center in CS Building, RM CS106.*

### Step 3: Advising & Registration

Students must attend a mandatory **GET** Started appointment. Students will meet with Advising and Career Services staff to help you navigate your **Goals**, create an **Education Plan**, and become **Tech Ready**, and to register for classes.

- Schedule your appointment by contacting the Admissions & Student Resource Center at 360.752.8345 or by signing up at [www.btc.edu/GetStarted](http://www.btc.edu/GetStarted)
- These appointments typically last one (1) hour and Step 2 must be completed before making the appointment.

### Step 4: Prepare to Attend

- **Pay tuition and fees.** To view current tuition and fee rates, and due dates, please visit [www.btc.edu/Tuition](http://www.btc.edu/Tuition)
- Get your **Student ID Card** in the Campus Center building email [ASBTC@btc.edu](mailto:ASBTC@btc.edu) for current hours.
- Buy **textbooks** for your first quarter, visit the Campus Store in the Campus Center building or go to [www.btc.edu/CampusStore](http://www.btc.edu/CampusStore)
- **Elearning.** If you are taking any online or hybrid classes, be sure to setup and check your BTC email for instructions on how to access you classes. To setup your email and explore your online classes, please visit the [Student Links](#) page.

## Notes:

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# BTC FUNDING RESOURCES

Student Financial Resources: College Services 101  
360.752.8564



## ☐ Step 1: Apply for Financial Aid

Submit the Free Application for Federal Student Aid (FAFSA) online. It's easy, and should take only about 30 minutes to complete online at [www.FAFSA.gov](http://www.FAFSA.gov). 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.btc.edu/FSAID](http://www.btc.edu/FSAID)
- Income records, such as W2s, copies of federal tax returns, and SSI benefits for the previous year. Dependent students will need their parents' or guardians' income records.
- BTC College Code 016227.
- 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 submitted your FAFSA, you can check the status and submit any additional paperwork required at your Financial Aid Portal [www.btc.edu/FinancialAidPortal](http://www.btc.edu/FinancialAidPortal). Call the Financial Aid office if you have questions: 360.752.8564; located in CS Building, RM CS101.

## ☐ Step 2: Explore Workforce Funding

BTC'S Workforce Funding Department 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 [www.btc.edu/WorkforceFunding](http://www.btc.edu/WorkforceFunding) or give them a call at 360.752.4861.

## ☐ Step 3: Find Scholarships

- Scholarships are another source of free money to help pay for school. Scholarships are provided by BTC's Foundation, and other organizations and donors, based on certain criteria. BTC awards scholarships through the BTC Foundation.
- The BTC Foundation Scholarship opens in April and closes June 30 each year. Any funding awarded would be applied to Fall Quarter. To find out more about the Foundation Scholarship and how to apply, visit [www.btc.edu/Foundation](http://www.btc.edu/Foundation)
- If you are a recipient of the College Bound Scholarship, check with Financial Aid to make sure your account is accurate.
- Students can access scholarships from a variety of off-campus organizations. For a list of common websites please visit: [www.btc.edu/Scholarships](http://www.btc.edu/Scholarships)

## Other Funding Options

- DREAMers: There are funding options for undocumented and DACA students. For more details and information, please visit [www.btc.edu/Dreamers](http://www.btc.edu/Dreamers)
- Veterans: If you are planning to use VA education benefits, please visit [www.btc.edu/VeteransSteps](http://www.btc.edu/VeteransSteps) for details on your funding and enrollment process.