

# Audit Instructions

## Using a Program Ready Checklist

Program ready checklists note all prerequisite requirements for a program, and students can fill these out as they audit their BTC record to determine their readiness to apply.

Program ready checklists are downloadable on the program pages under **Entry Information**:

### NURSING - DTA-MRP - ASSOCIATE DEGREE



[Entry Information](#)

[Classes](#)

[Program Outcomes](#)

[Employment Outlook](#)

[Faculty & Support](#)

- Student's application to BTC must be fully processed
- All transfer credits must be evaluated and in student's BTC study it takes 6-8 weeks to process transcripts once they arrive at BTC

To request an audit, email [NursingAlliedHealthNav@btc.edu](mailto:NursingAlliedHealthNav@btc.edu). Include your intended program, and last 4 digits of your ctcLink student ID. Audit requests come first serve basis and may take 1-3 weeks during busy times.

[2-Year Nursing DTA Admissions Checklist](#)



[2-Year Nursing DTA Frequently Asked Questions \(FAQ\)](#)

The BTC Nursing Program is educating our students in-person again. Please see our online program.



## Registered Nursing Program Checklist

DTA/MRP ASSOCIATE DEGREE

Early Program Steps  
Meet with your College Navigator to plan a course of study. Courses do not need to be taken in the order listed here. Your Navigator will create an academic plan to help you navigate the early program process.

Foundational (Prerequisite) Courses				
The following must be met with a B (3.0) or higher		Grade	# of Credits	Program-Ready
English Composition	ENGL& 101 or ENGL& 102			
Introduction to Statistics	MATH& 146			
Lifespan Psychology	PSYC& 200			
Human A & P 1	BIOL& 241			
Human A & P 2	BIOL& 242			
Microbiology	BIOL& 260			
Intro to Chemistry	CHEM& 121 or CHEM& 161			
The following must be met with a C (2.0) or higher		Grade	# of Credits	Program-Ready
General Psychology	PSYC& 100			
General Biology w/Lab	BIOL& 160			
Electives- 10 credits Humanities & 5 credits Communications (enter courses below) *				
Humanities:				
Humanities:				
Communications:				
<b>Additional Entry Requirements</b>				
<b>Nursing Healthcare Experience Verification form approved &amp; on file w/BTC</b>				

When filling in the form, students should

1. Confirm they are meeting grade and credit requirements for each prerequisite course

2. Confirm that all requirements (classes, grades, healthcare experience) are noted in their BTC student record. An application will be considered incomplete if coursework is in progress or waiting to be evaluated.

## Checking BTC Grades

1. Log into ctclink with your **Student ID number (ctcLink ID)**
2. Once logged in, refer to the left side menu
3. Click on **Academics** and scroll down to **Grades**
4. This example is blank, but classes and grades will populate the **Class List** as students' complete coursework
5. Students should confirm they have earned the required grades as noted on the program page

The screenshot displays the 'Grades' page in the ctclink system. On the left, a dark blue sidebar menu is open, showing options like Dashboard, Schedule, Class Information, Enrollment, and Academics. The 'Academics' section is expanded, and 'Grades' is selected, indicated by a checkmark and a yellow arrow. The main content area features a 'Term' dropdown menu, 'Term Information' with statistics for Term GPA (0.000), Cum GPA (0.000), Term Units Passed for GPA (0), and Cum Total Units (0), and a 'Class List' table with columns for CLASS, DESCRIPTION, UNITS, GRADING, GRADE POINTS, and OFFICIAL.

## Checking Transfer Credits

1. Log in to ctclink with your **Student ID number (ctcLink ID)**
2. Once logged in, refer to the left side menu
3. Click on **Academics** and scroll down to **Transfer Credits**

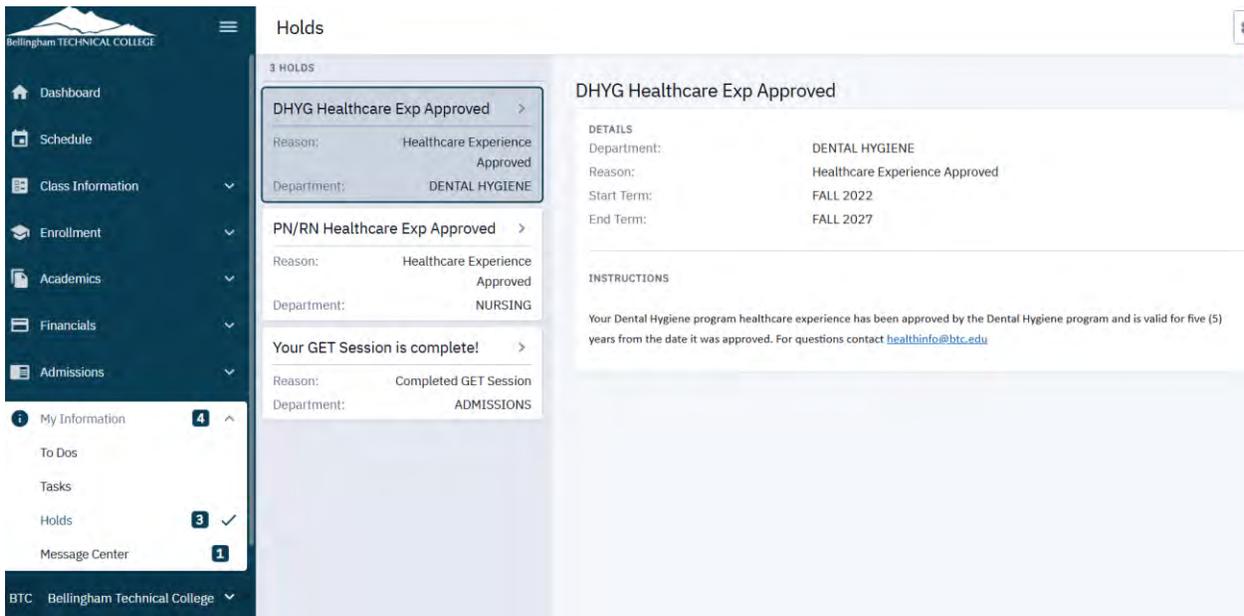
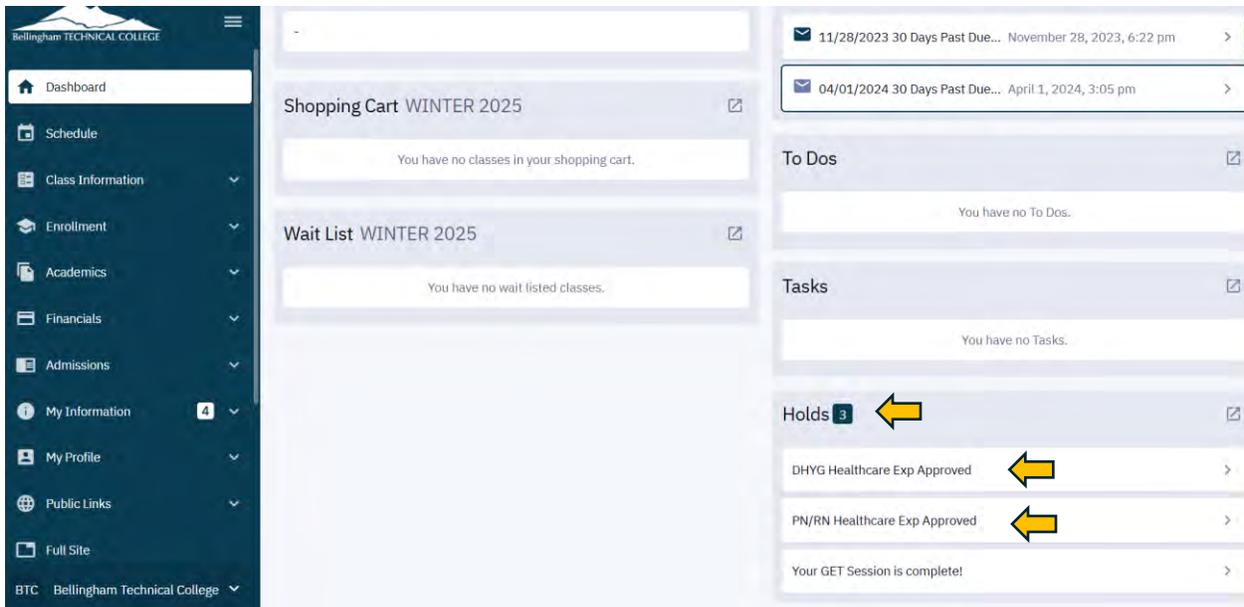
4. Click on the individual institution to see a breakdown of transferred classes
5. Confirm that the courses listed align with the required program prerequisite and that the units (credits) and grades earned for each transferred class meet the intended program's requirements. These requirements are noted on the individual program pages.

The screenshot displays the 'Transfer Credit' page for Bellingham Technical College. The left sidebar contains a navigation menu with 'Transfer Credit' selected. The main content area shows a table of transferred courses. The table is organized by source institution and program. The first section is for 'Walla Walla Cmty College' under the 'Professional Technical' program. It lists two courses: 'MATH& 146 (Intro to Statistics)' and 'ENGL& 102 (English Composition II)'. The second section is for 'Whatcom Cmty College' under the 'Professional Technical' program, but it is currently empty. Below the table, there is a section for 'Test Credits' which states 'You have no test credits'.

TERM	SOURCE TERM	INCOMING COURSE	UNITS TAKEN	GRADE INPUT	EQUIVALENT COURSE	UNITS	GRADE	STATUS
WINTER 2024	FALL 2024 QTR	MATH& 146 (Introduction to ...	5.00	C	MATH& 146 (Intro to Statistics)	5.00	C	Posted
WINTER 2024	FALL 2024 QTR	ENG& 102 (English II)	4.00	B	ENGL& 102 (English Compositio...	4.00	B	Posted

## Checking Healthcare Experience Approval (for Nursing and Dental Hygiene)

1. Log into ctclink with your **Student ID number (ctcLink ID)**
2. From the Dashboard, scroll down to **Holds** (toward the right side). This will note if the healthcare experience has been approved.
3. If a **Healthcare Exp Approved** note is not present, students have not met this requirement



## Checking TEAS Score (Dental Hygiene only)

1. Log into ctclink with your **Student ID number (ctcLink ID)**
2. Once logged in, refer to the left side menu
3. Click on **Academics** and scroll down to **Test Scores**
4. Verify that **TEAS scores** meet minimums in all 4 areas and that the test date is no older than 4 years

Bellingham TECHNICAL COLLEGE

- Dashboard
- Schedule
- Class Information
- Enrollment
- Academics
- Apply for/View Graduation
- View Unofficial Transcript
- Grades
- Programs
- Test Scores
- Degree Progress
- What-If
- Course List
- Advisor Information

BTC Bellingham Technical College

### Test Scores

#### TES - Test of Essential Acadm Skills

COMPONENT	TEST SCORE	LETTER SCORE	PERCENTILE	TEST DATE	ACADEMIC LEVEL	DATA SOURCE	DATE LOADED
English	95.50	-	-	01/15/2025	Unknown	School	02/24/2025
Math	75.50	-	-	01/15/2025	Unknown	School	02/24/2025
Reading	80.00	-	-	01/15/2025	Unknown	School	02/24/2025
Science	85.50	-	-	01/15/2025	Unknown	School	02/24/2025