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:**

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

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
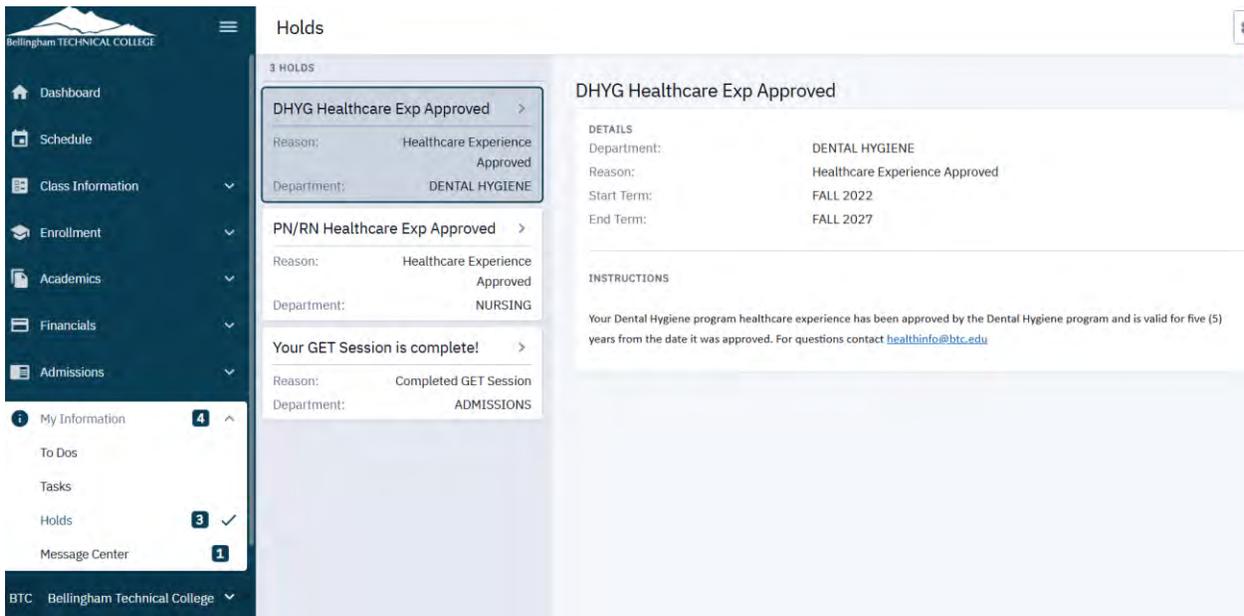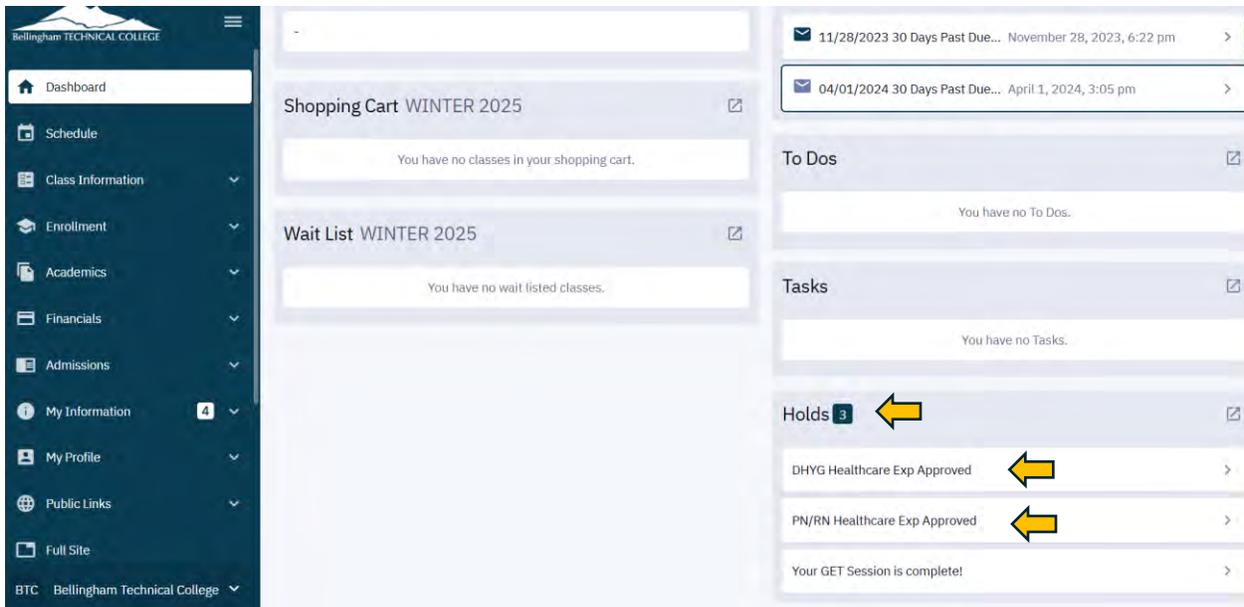3. Click on **Academics** and scroll down to **Transfer Credits**

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.

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 Scorse (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

Test Scores

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 ⌄

⌄ TES - Test of Essential Acadm Skills

COMPONENT	TEST SCORE	LETTER SCORE	PERCENTILE	TEST DATE	ACADEMIC LEVEL	DATA SOURCE	DATE LOADE
English	95.50	-	-	01/15/2025	Unknown	School	02/24/202
Math	75.50	-	-	01/15/2025	Unknown	School	02/24/202
Reading	80.00	-	-	01/15/2025	Unknown	School	02/24/202
Science	85.50	-	-	01/15/2025	Unknown	School	02/24/202