



Guidelines for Transfer into the ADN Program

A transfer student is one that has completed one (1) or more nursing courses at another accredited nursing program.

PHASE I – APPLICATION TO THE COLLEGE

- Apply to Blackhawk Technical College
 1. Complete the BTC paper application form for admission and submit to the Admissions Office or submit online
 2. Complete the entrance exam (Accuplacer)
 3. Submit official high school transcript and official college transcripts from all colleges you have attended

If you have further questions, please click on the following link: <https://blackhawk.edu/Admissions> or contact BTC Admissions at (608) 757-7710.

- You will receive an Acceptance Letter from the college when you are admitted to BTC as a potential nursing student. **Acceptance into BTC does not guarantee acceptance and placement into the Nursing Program.**
- Transcripts will be reviewed – You will receive an email, in your BTC email account from the college, indicating your accepted transfer courses
- Schedule a meeting with a College Program Advisor, for nursing, OR attend an Advising, Registration and Orientation (ARO) Session. During this meeting, you will set up an academic plan and review Phase II checklist. The Advising appointment line is (608) 757-7668.

PHASE II – MEET WITH COLLEGE PROGRAM ADVISOR TO COMPLETE AN ACADEMIC PLAN

- Complete all pre-petition course requirements
 - Chemistry – one year of high school chemistry with lab OR one semester of college chemistry with lab with a grade of C or better
 - Acceptable BTC Courses:
 - Chemistry Prep – 856-787 OR
 - General Chemistry – 806-134 OR
 - General, Organic, and Biochemistry – 806-199
 - Written Communication with a grade of C or better
 - General Anatomy & Physiology with a grade of C or better



- Submit “Letter of Intent” to the Nursing Admission & Promotion Committee at nursingap@blackhawk.edu. This must be **submitted by 5:00 p.m. on the first day following the end of the BTC semester** for consideration into nursing courses the following semester.
 - Include: professional goals, clinical experience, and contact information such as address, phone number, and email address.
 - Submit the Transfer Student Academic Standing form demonstrating that you are/were in good standing at your most recent college.
- Following review of your “Letter of Intent” and recommendation, you will be notified via US Mail whether you have been accepted into the nursing program.
 - You may be asked for additional information and documentation.
 - Eligibility for admission into the nursing program courses will be considered upon successful completion of Committee recommendations and/or remediation.
 - If accepted, you will receive specific instructions on how to enroll in the approved course(s).