Transfer Guidelines for Applicants into Nursing
Residing in Rock & Green Counties

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

Phase I

☐ Apply to Blackhawk Technical College

- Complete paper application form & submit to the Admissions Office
- Complete entrance exam (Compass or ACT)
- Pay $30 admission fee
- Submit official high school transcript, and official college transcripts from all colleges you have attended.

If you have further questions, please click on the link:
http://www.blackhawk.edu/Admissions/GettingStarted.aspx or contact BTC Admissions at 608-757-7710.

☐ You will receive an Acceptance Letter from the college when you are admitted to the Pre-Clinical Nursing Program
- Acceptance into the Pre-Clinical Nursing program does not guarantee placement into core nursing courses.

☐ Transcripts will be reviewed
- You will receive an email in your BTC e-mail account of your accepted transfer courses

☐ Schedule a meeting with a Nursing Program Advisor to set up academic plan and review Phase II checklist.

Phase II

☐ Meet with an Nursing Program Advisor

- Complete all pre-petition course requirements

  o 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
    o Written Communication with a grade of B- or better
    o General Anatomy & Physiology with a grade of B- or better
    o Advanced Anatomy & Physiology with a grade of B- or better
If you completed any of the General Education classes (Written Communication, General Anatomy & Physiology, or Advanced Anatomy & Physiology) prior to fall 2012 and passed with a “C” you are grandfathered in as an acceptable minimum. After fall 2017, you will NO LONGER be grandfathered in and will have to have received a “B-” in Written Communication, General Anatomy & Physiology, and Advanced Anatomy & Physiology.

2. Complete TEAS exam at Proficient level
3. Complete an academic plan

☐ Submit “Letter of Intent” to the Associate Dean of Nursing and Nursing Admission & Promotion Chair
  □ Include: professional goals, clinical experience, and contact information such as address, phone number, and email address.

☐ Submit a copy of your LPN license if applicable

☐ Submit “Letter of Good Standing” from previous college

☐ Your “Letter of Intent” and supporting material will go before the Nursing Admissions and Promotions Committee

☐ Following review of your “Letter of Intent” and review of “Letter of Good Standing”, you will be notified in a letter, through the US Mail

☐ Eligibility for admission into core nursing courses will be considered upon successful completion of Committee recommendations