

New Student Checklist

for

Things to do:

Step 1: Apply

- Apply for admission at www.bhc.edu/apply.
 - Pay \$20 application fee.
 - Look for your welcome letter in 1-2 business days at the email address you provided on the application.
- Send official transcripts from your high school and/or previous college to registrar@bhc.edu.
- Send placement scores from another school or ACT/SAT test scores (taken within the last two years).
- Apply for financial aid at www.fafsa.gov. BHC's school code is 001638. FAFSA is available Oct. 1 for the future fall semester. Get more information at www.bhc.edu/financialaid.
- Apply for a BHC Foundation scholarship (March-May) at www.bhc.edu/foundation.

Step 2: Log into myBlackHawk

- For myBlackHawk login instructions reference the welcome letter and subsequent emails.
- Access myBlackHawk through the BHC website or at <https://myblackhawk.bhc.edu>.
Login questions? Contact the ITS Help Desk at 309-796-5555 or 5555@bhc.edu.

Step 3: Work with your Online AA Advisor

- Contact your Online AA Advisor to create your schedule and register for the mandatory New Student Orientation.
 - Online AA Advisor: 309-796-5153 or online@bhc.edu

Step 4: Complete Mandatory New Student Orientation

- The orientation will cover how to navigate Canvas, the use of technology in an online course and how to be a successful online student.
- Once you complete the mandatory new student orientation, you will be able to register for your courses with your Online AA Advisor.

Step 5: Pay Tuition

- Access the Student Billing tab in myBlackHawk to check your anticipated balance, view payment options, due dates, pay online or set up deferred payment.

Get prepared for the first week of classes:

Don't Forget!

- Check your myBlackHawk email frequently for important messages.
- Technology requirements – PC or Mac, webcam, microphone and speakers/headphones, high speed/broadband internet, basic computer skills. bhc.edu/online
- Will you receive a financial aid refund? After registering for classes, you can set up your refund preference at www.refundselection.com.
 - Have a student ID card? You received a code in the mail – enter your personal code.
 - No student ID card? No problem! Select the "Need a Code?" link to request one.

Books

- Order books online at www.bhc.edu/bookstore.
- Please allow 2 weeks for shipping.

Stay on Course

- Remember to communicate with instructors and/or Online AA advisor.
- Access the BHC Online AA Student Services page on Canvas <https://learn.bhc.edu/courses/1149301>.

Ideal timeline:

Online AA classes start 5 times a year!

Monday, August 17, 2020
Tuesday, October 13, 2020
Tuesday, January 19, 2021
Monday, March 22, 2021
Monday, June 7, 2021

Questions?

General Advising questions call 309-796-5100.

Online AA Advisor questions call 309-796-5153 or email at online@bhc.edu
www.bhc.edu/online