

Printable version: [New Student Checklist \(PDF\)](#)

## Things to do

### Step 1: Apply

#### [Apply for Admission](#)

- 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.
- Send placement scores from another school or ACT/SAT test scores (taken within the last two years).
- Apply for financial aid at [fafsa.gov](#). BHC's school code is 001638. FAFSA is available December 2023 for the following fall semester. Get more information about [Financial Aid](#).

### Step 2: Log into myBlackHawk

- Reference the welcome letter for myBlackHawk login instructions.
- Access myBlackHawk through the BHC website or [myblackhawk.bhc.edu](#).
  - **Login questions?** Contact the ITS Help Desk at 309-796-5555 or 5555@bhc.edu.

### Step 3: Begin Hawk's Journey

- Access *Hawk's Journey*, your individualized guide for success, on the Student tab in myBlackHawk.
- Use *Hawk's Journey* to do the following:
  - Determine if you need to complete the [placement test](#).
  - Prepare to meet with an advisor.

### Step 4: Work with an Advisor and Register

- Create your schedule and register with the help of an advisor.
- Visit [Advising](#) for more information or call to schedule an appointment:
  - East Campus: 309-854-1709
  - Quad-Cities Campus: 309-796-5100

## Step 5: Pay Tuition

- Access the Student Billing tab in myBlackHawk to check payment options, due dates, pay online or set up deferred payment.
  - Contact [Career Services](#) to explore jobs.
  - Apply for a [BHC Foundation scholarship](#) (March 15-June 1).
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## Get prepared for the first week of classes

### Don't Forget!

- Check your myBlackHawk email frequently for important messages.
- Access *Hawk's Journey* to view the calendar where important dates and deadlines are noted as well as additional information regarding the remaining items.

### Library Card

- Get your Black Hawk College Library Card at the Quad-Cities Campus or East Campus libraries.
- Use your library card for free unlimited Metro Link rides.

### Books

- [Order books](#) online.
- Pick up books at the Quad-Cities Campus in the Hawk's Hub in Building 1 or at the East Campus Bookstore in Building A.

### Parking Permit

- Purchase a permit for \$25 at the BHC Police Department at either campus, the Bursar's Office at the Quad-Cities Campus or Enrollment Services at the East Campus. Summers and minimesters are free.
- If you are using financial aid to buy your parking permit, pick up a voucher at the Hawk's Hub or the East Campus Bookstore.

## Welcome Week

- Connect with students, faculty and staff to learn about support resources on campus.
- Visit [bhc.edu/orientation](https://bhc.edu/orientation) to sign up.

## Get Involved

- Learn more about clubs, organizations and events on campus by stopping by the Student Life Office at the Quad-Cities Campus in Building 4 or the Advising Center at the East Campus in Building A.
  - Visit [bhc.edu/studentlife](https://bhc.edu/studentlife) for more information.
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## Ideal Timeline

### Fall Classes

Registration begins in April.  
Apply and start financial aid October-January.

### Summer Classes

Registration begins in April.  
Apply and start financial aid January-March.

### Spring Classes

Registration begins in November.  
Apply and start financial aid September-October.