



New Student Pre-Advising Planner

Welcome! We are glad you are choosing to further your education at BHC.

Advisors would be glad to assist you with your academic advising needs; but first, we want to make sure you are ready to meet with one of our team members. Please complete the **3 easy steps** outlined below. Advisors utilize multiple measures to assess your Reading, Writing and Math skills.

STEP 1: Identify the categories below that fit your circumstances and send appropriate documentation to:

Black Hawk College Enrollment Services either by e-mail or by mail.

Email: Registrar@bhc.edu

Mail: 6600 34th Avenue, Moline, IL 61265

❖ **Are you a recent high school graduate (within the last 18 months):**

If you have graduated from high school within the last 18 months, please contact your high school to have your official transcript sent to Registrar@bhc.edu or by mail. Your advisor may use high school coursework to determine college-readiness.

Additionally, advisors utilize your ACT or SAT scores for placement. Please send your ACT/SAT scores. To request a score report, go to the ACT web page at www.act.org or to the SAT web page at www.sat.org to have your official score report sent to Registrar@bhc.edu or by mail.

❖ **Have you earned college credits at another community college or university:**

Contact your transfer institution(s) to request an official transcript be sent to Enrollment Services. Once you verify your transcript(s) have been sent, please send an e-mail from your myBlackhawk account to Registrar@bhc.edu and request that Enrollment Services evaluate your transfer coursework and apply those courses to your BHC transcript.

❖ **You have not attended another college/university and it has been over 18 months since graduating high school:**

You will need to complete the Accuplacer test. To prepare for the test, visit: www.accuplacer.org.

Call to sign up for the test:

Quad Cities Testing Center (309) 796-5100

East Campus Testing Center 309-854-1732 or 309-854-1705.

Additional Important Notes:

- Students who are going to major in the following career programs do **NOT** have to have ACT or SAT scores, nor do they have to complete the Accuplacer to schedule an appointment with an Advisor: **Equine Science, Horse Science Technology, Veterinary Assistant, Non-Transfer Agribusiness, Non-Transfer Agriculture Production, Automotive Technology, Agriculture Mechanics, Certified Nurse Assistant and Welding.**
- If you have any advanced placement scores, please visit www.collegeboard.org and send scores to Registrar@bhc.edu or by mail.
- If courses were taken while in high school through the BHC Dual Enrollment program, advisors will see those courses on your BHC transcript.

STEP 2: Login to your myBlackHawk account. When you filled out the application for admissions, you received a welcome email as well as an email outlining your myBlackHawk login information. [Click here](#) if you need help accessing myBlackhawk.

STEP 3: View class offerings and get a jump-start on planning your class schedule. The schedule of courses may be found on our website: www.bhc.edu/schedule. Detailed registration information is available by visiting: www.bhc.edu/register.

Additional recommended steps:

- Determine if you will be a full or part time student. Check out the [time management calculator](#).
- Jot down a list of questions for your Advisor.

Once you have completed all **3 steps** above, you can schedule your advising appointment. Login to your myBlackhawk account. From the homepage, choose the **Student** tab from the menu. Once the new page opens, look for the appropriate button: ***Schedule an appointment with a Quad Cities Campus Advisor, TRiO Advisor, or East Campus Advisor.***