



# Welcome!

You have been accepted to Black Hawk College!  
Now it's time to continue the enrollment process.

## Things to do:

### Online Orientation

Complete the Dual Credit Orientation online at [www.bhc.edu/dualorientation](http://www.bhc.edu/dualorientation).

### Registration

Obtain a dual credit registration form from your high school counselor.

### Placement Test

ACT or ACCUPLACER placement test scores may be required for some classes. Check with your high school counselor for further information.

### Register

Return the completed registration form with required signatures to your high school counselor.

### Confirm Class Schedule

Confirm your Dual Credit enrollment by checking your schedule in your myBlackHawk account. Additional information is provided in the next column.

### Books and Supplies

Purchase the required books and materials.

### Payment

Pay for your classes. Student will only receive bills electronically through their myBlackHawk account. Students will NOT receive a bill by mail.

- Payment can be made by cash or check on the Black Hawk College campus.
- Payment can be mailed to either campus:

Black Hawk College  
Bursar's Office  
6600 34<sup>th</sup> Avenue  
Moline, IL 61265

Black Hawk East College  
Enrollment Services  
26230 Black Hawk Road  
Galva, IL 61434

- Payments can also be made online through your myBlackHawk account. See the Guide to myBlackHawk for directions.

### myBlackHawk E-mail

**Check your myBlackHawk e-mail FREQUENTLY!**

MyBlackHawk is the communication portal for Black Hawk College; CHECK IT OFTEN! Directions are provided in the next column.

## Log in to myBlackHawk:

### Getting Started:

1. Go to [myblackhawk.bhc.edu](http://myblackhawk.bhc.edu) (make sure to turn off all pop-up blockers).
2. Enter your user name (provided in the enclosed letter).
3. Enter your default password which is either your six-digit birth date (MMDDYY) or the last six digits of your BHC ID number (listed in the enclosed letter).
4. Create a new password after logging in. Make it something you will remember!
5. Answer the seven security questions in case you ever need to reset your password. Responses are not case sensitive.

See the enclosed brochure for more information about your myBlackHawk account. If you have questions about logging into myBlackHawk, call the ITS Help Desk at 309-796-5555.

### How to Forward Your BHC Email:

1. Click on the E-mail icon in the upper right hand corner.
2. Click on the Settings icon (looks like a gear) and choose Settings.
3. Open the 'Forwarding and POP/IMAP' tab.
4. In the first section 'Forwarding,' choose the second button and enter the e-mail address you would like all messages to be forwarded to.
5. Make a selection regarding the messages once they have been forwarded.
6. Use the default options in the other sections and save changes.

### Confirming Your Registration and Schedule

Check your class schedule at least two weeks before the start of classes. Some classes, Career and Tech classes, may not until the first day of class.

If your classes schedule is incomplete or wrong, contact the BHC Dual Credit Counselor for additional help.

Quad Campus: Christine Adell: 309-796-5160

Erica Ewert: 309-796-5464

East/Kewanee Campus: Jeanine Peterson: 309-854-1712