



**REQUEST TO SEND NON-BLACK HAWK COLLEGE TRANSCRIPTS
TO THE NURSING DEPARTMENT**

Please send copies of my previous college transcripts held in Enrollment Services to the Nursing Department at Black Hawk College. I understand that it is my responsibility to have transcripts sent to Black Hawk College Enrollment Services.

Student ID (or SSN)	Date	Birth Date
Present Name	Former Name	
Current Address		
Phone Number	BHC email address:	

Do you wish us to update your records to reflect the above address? Yes No

List the Colleges here:

This request can be emailed to the registrar@bhc.edu, faxed to 309-796-5209, mailed to Enrollment Services, Black Hawk College 6600 34th Ave, Moline, IL 61265 or brought to Enrollment Services, Building 1, 2nd floor.

Enrollment Services will contact you via your Black Hawk College email address letting you know that either:

- 1) We have sent all transcripts requested to the Nursing Department, OR
- 2) We do not have all the transcripts you have requested. A list of the missing transcripts will be included. The transcripts we do have, we will send to the Nursing Department.

IMPORTANT!

For missing transcripts

- you must request the transcript from your former institution, THEN
- you must send a new transcript request asking us to forward that transcript to the Nursing Department.

**IT IS YOUR RESPONSIBILITY TO MAKE SURE BLACK HAWK COLLEGE
RECEIVES ALL TRANSCRIPTS FROM PRIOR INSTITUTIONS.**