CONGRATULATIONS
on your decision to attend Bates Technical College!

Remember, deciding to attend BTC is just the start of your college journey – there is a lot you have to do before you show up on the first day of class. Read the list below to make sure you are ready to start, and be sure to check your email (and regular mail) so you do not miss important information or requests.

Unlike in high school, during college your professors and college staff will not typically check-in with you about deadlines and missing work or information. You will be expected to reach out for assistance and information. Do not be afraid to ask questions, check-in with advisors and professors, or seek out additional support if you need it: staff and services are there for you!

FINISH THE FINANCIAL AID PROCESS

Financial Aid Application:
☐ If you haven't already, submit your FAFSA or WASFA as soon as possible as there may still be aid available to you. *https://fafsa.ed.gov* or *http://www.readysetgrad.org/wasfa*. *http://batestech.edu/financialaid*.

▶ VERIFICATION: The BTC Financial Aid Office may contact you requesting more information related to your FAFSA/WASFA. Respond as soon as possible to BTC requests in your student financial aid portal account. Your FAFSA/WASFA is not considered complete until you have submitted requested information. *http://batestech.edu/financial-aid-student-portal/*

▶ HB 1079: Eligible undocumented students can receive in-state tuition. *http://realhopewa.org/*

Financial Aid Award Letter:
☐ Accept or decline part or all of your financial aid award and return it to BTC in order to receive accepted aid. Your award letter can be viewed in the Student Financial Aid Portal usually starting around March or April. *http://batestech.edu/financial-aid-student-portal/*

Scholarships:
☐ Apply for scholarships if your financial aid does not cover your education expenses: *http://batestech.edu/scholarships*

☐ If you received outside scholarships (not awarded through financial aid and/or BTC), you need to report them to the Financial Aid Office as soon as possible by email or phone.

Contact the Financial Aid Office at *253.680.7020* or *financialaid@batestech.edu* with any questions or concerns.

EVERY YEAR:
Resubmit FAFSA or WASFA before the returning student deadline and return your award letter.

COMPLETE TESTING OR SEND TRANSCRIPTS

☐ Determine if you need to complete placement testing. If you have high school transcripts, Smarter Balanced Assessment, eligible AP/IB or other eligible placement scores you probably do not need to complete placement testing.

▶ Determine if your AP or IB scores can be used: *http://batestech.edu/transferring-to-bates*

▶ High school transcripts and Smarter Balanced Assessment scores can be used if you are a high school graduate as of June 2016.

▶ Ask your high school counselor or college readiness staff for help if you need a copy of your high school transcript or test scores.

▶ GOOD TO KNOW

Emergency Funds:

Funds of up to $300 are available to students on a limited basis to pay for emergencies related basic needs (utilities, transportation, etc). Learn more about what is covered and how to apply if you ever need access to these funds at: http://batestech.edu/scholarships or contact the BTC Foundation office in the Downtown Campus, room A332, for an application to determine eligibility.

COMPLETE TESTING OR
SEND TRANSCRIPTS (CONT'D)

If You Don't Need To Take A Placement Exam:

☐ Submit copies of any eligible placement scores or transcripts to the Assessment Center for review (*253.680.7030* or *Testing@batestech..edu*), and bring them with you to your required career advisor appointment (more on that in Register for Classes below).

▶ Unofficial copies of your scores or transcripts are fine to use for placement review; you may be required to submit official copies (sealed and mailed directly from the school or testing agency) to Bates at some point.

☐ If you have AP/IB credit or scores, contact the Registration Office to learn how to submit copies of those for review by a Bates credential evaluator.

If You Need To Take A Placement Exam:

☐ Complete the Accuplacer placement test at the Assessment and Testing Center at the BTC Downtown Campus. Testing is available on a drop-in basis Monday through Friday 8 a.m. to 2 p.m. The test is $25.

▶ If you cannot afford to pay the testing fee, contact the Assessment and Testing Center to find out if they will waive the fee.

Contact the Assessment & Testing Center at *253.680.7030* or *Testing@batestech.edu* or Registration Office at *253.680.7019* or *registration@batestech.edu* with any questions or concerns.

REGISTER FOR CLASSES

☐ Students are required to meet with a career advisor to register for classes their first quarter. Call *253.680.7002* (Downtown/Central Campus) or *253.680.7403* (South Campus) to schedule your appointment.

▶ Bring your assessment or placement scores or transcripts to your registration appointment.

▶ You will be required to pay a $50 registration fee at the time you register for classes. If you are unable to pay the registration fee, discuss it with your career advisor as soon as possible, as alternative funding sources are sometimes available.

REGISTER FOR & COMPLETE ORIENTATION

☐ Register and complete a required New Student Orientation session on-campus once you register for classes (and before classes begin). At orientation you will learn about campus resources, get your student ID and parking pass, and much more: *http://batestech.edu/NSO*

FIND TRANSPORTATION

☐ BTC is served by several public bus routes if you need to utilize public transportation to access campus. Figure out the best route for you at the Pierce County Transit website: *https://www.piercetransit.org/pierce-transit-routes/*

☐ If you would like to park your car on-campus, register online for a parking pass at *http://batestech.edu/parking*. Parking permits are available at no additional cost to students.

▶ You can also register for your parking pass at New Student Orientation.

PAY TUITION

☐ Pay your Fall Quarter tuition and fees before the first day of the quarter or set up a Bates Payment Plan before then. Your financial aid will be applied to your account before the bill is issued, **which means if you have a "remaining balance" on the bill, you still owe money.**

▶ If you haven't received a bill and you are registered for classes for the following quarter, contact the Cashier's Office (*253-833-9111 ext. 2050*).

▶ View your tuition statement (your bill) in the myDocs section of your myBates student account: *https://my.batestech.edu/*

▶ Pay your tuition and fees balance in the Cashier's Office with a check, credit card or cash, or via phone or online using a credit card. *http://batestech.edu/tuition-and-fees/*

▶ If you cannot pay your full tuition balance by the due date, set up a Bates Payment Plan to pay smaller payments over the quarter: *http://batestech.edu/paymentplan*

EVERY QUARTER:

Keep track of when payments are due and pay your tuition and fees or set up a Bates Payment Plan before the payment deadline to avoid being dropped from your classes.

GET YOUR TEXTBOOKS & MATERIALS

☐ Look up the textbooks you need for class by visiting: *http://bates-ctc.bncollege.com/*. Purchase your books from the BTC bookstore or online. You can buy your books used or rent them, which is usually cheaper than buying new.

☐ Most students want their own laptop at school, which means you may need to purchase one. BTC also has free computer work spaces on campus. Consider your options and study habits and buy a laptop if needed.

EVERY QUARTER:
Get your books before your quarter begins.

FIND SUPPORTS & COMMUNITY

☐ **Find community, access supports, and get involved!** Don't be afraid to reach out if you are interested in something or need assistance – groups and resources are there for you! Check out options below: *https://batestech.edu/student-resources/*

▶ Explore different clubs you can join:
http://batestech.edu/clubs

▶ Make an appointment with Career Advising to get support planning your career and education pathway through BTC:
https://batestech.edu/student_resources/advising/

▶ Access free tutoring:
http://batestech.edu/tutoring

▶ Stop by the Student Life Center, which provides a safe and comfortable space for all students to meet and study: *https://batestech.edu/student-resources/asg/*

▶ Connect with Disability Support Services to request accommodation and access other supports for students with disabilities:
https://batestech.edu/dss

STAY UPDATED

☐ Check your student email (*https://my.batestech.edu/student-email*) and myBates student account (*https://my.batestech.edu/*) at least once a week. Once you're on campus you will probably check it every day.

☐ Make sure to keep your email and mailing address updated with the college through your myBates account (the My Info section) so you don't miss important notices and information: *https://my.batestech.edu/*

▶ ACCESS THIS LIST ONLINE

Lists are available at:
http://psccn.org/college-transition-checklists/

All information has been compiled through college/university resources, but lists are not made by the college/university. Information is accurate as of March 2019. Be aware: information might change - check with your college if you have questions.