



BATES TECHNICAL COLLEGE

COLLEGE TRANSITION CHECKLIST

<https://www.batestech.edu/getting-started/>

CONGRATULATIONS

on your decision to begin your educational adventure with us!

It is important to note that admission to the college does not guarantee entry into any specific program of study or quarter. Your Career Advisor will have specific information about additional entry requirements, depending on the program of study you want to pursue. You have now started on a pathway that will prove to open doors and create opportunities you may have never dreamed of until this moment

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!

Individuals with disabilities are encouraged to contact Disability Support Services if accommodations are needed for the enrollment process: <https://www.batestech.edu/student-resources/disabilitysupportservices/>

APPLY

- Gain admission to Bates Technical College by completing your online application: <http://www.public.ctc.edu/applicantwebclient/applicant/>

FINISH THE FINANCIAL AID PROCESS

Financial Aid Application:

- If you haven't already, submit your FAFSA or WASFA as soon as possible.
 - ▶ Create an FSA ID at <https://www.studentaid.ed.gov>
 - ▶ Complete the Free Application for Federal Student Assistance (FAFSA). The Free Application for Federal Student Aid is a form completed by current and prospective college students in the United States to determine their eligibility for student financial aid <https://fafsa.ed.gov>
 - ▶ Use Bates Technical College's Federal school code: 012259.
 - ▶ Complete other materials as requested by the Financial Aid Office.

- ▶ 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.

- ▶ Check the status of your application through your BTC Financial Aid Portal. Within the Financial Aid Student Portal, you can:
 - Check for missing forms and documents that are still needed to complete your financial aid file.
 - View your estimated cost of attendance and financial aid awards.
 - View your loan history.
 - Financial Aid Award Letter: Accept or decline part or all of your financial aid award.

Scholarships:

- Apply for scholarships if your financial aid does not cover your education expenses: <https://www.batestech.edu/foundation/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](tel:253.680.7020) or financialaid@batestech.edu with any questions or concerns.

▶ GOOD TO KNOW

Emergency Funds:

The Student Success Fund provides support to students who are most at risk of abandoning their education due to financial hardship. The fund is designed to meet specific needs directly or indirectly related to a student's successful progression through the college. The maximum award is \$300 and can be used for emergency expenses such as utility bills, transportation and other needs that may be a barrier to degree completion. Emergency assistance is not intended to pay for tuition, exams, books, tools or supplies. Learn more about what is covered and how to apply if you ever need access to these funds at: <http://www.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

- ❑ 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://www.batestech.edu/transferring-to-bates>
 - ▶ There may be other ways to meet your testing requirements such as:
 - Smarter Balanced scores can be used if you are a high school graduate as of June 2016.
 - For English, you scored a level 2 which equals ENG 91, or you scored a level 3 or 4 which equals ENGL & 101.
 - For Math, you scored a level 3 or 4 with a grade B or higher. High school transcript required.
 - All Smarter Balanced scores must be within 1 year of graduation AND must meet required Articulation Agreement.
 - College Transcripts, ACT, SAT
 - ▶ Some programs may require additional testing prior to enrollment. Please contact the Assessment Center at assessment@batestech.edu or 253.680.7030 with any questions.
 - ▶ Ask your high school counselor or college readiness staff for help if you need a copy of your high school transcript or test scores.

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

- ❑ Once you have completed the above steps, you are ready to register for classes. All new students are required to meet with a career advisor to register for classes their first quarter. Call 253.680.7002 (Downtown/Central) or 253.680.7403 (South) to schedule your appointment.
 - ▶ Please bring your assessment scores or transcripts to your registration appointment.
 - ▶ Your non-refundable \$50 registration fee is due at this time. If the registration fee is a hardship, please discuss this with your career advisor 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:
<https://www.batestech.edu/new-student-orientation/>

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 batestech.edu/offices-and-services/campus-public-safety/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://www.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: <https://www.batestech.edu/tuition-payment-plan/>

GET YOUR TEXTBOOKS & MATERIALS

- ❑ Whether you're on-campus or taking classes online, you'll find textbooks and more on our online Barnes & Noble College bookstore. <https://bates-ctc.bncollege.com/shop/bates-ctc/home>
- ❑ BTC has free computer work spaces on campus. Consider your options and study habits before purchasing new equipment like a laptop.

STAY UPDATED

- ❑ Check your student email (<http://www.my.batestech.edu/student-email>) and myBates student account 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.

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: <https://www.batestech.edu/student-clubs/>
 - ▶ Make an appointment with Career Advising to get support planning your career and education pathway through BTC: <https://www.batestech.edu/student-resources/career-advising/>
 - ▶ Access free tutoring: <http://www.batestech.edu/tutoring>
 - ▶ Stop by the Student Life Center, which provides a safe and comfortable space for all students to meet and study: <https://www.batestech.edu/student-resources/>
 - ▶ Connect with Disability Support Services to request accommodation and access other supports for students with disabilities: <https://www.batestech.edu/student-resources/disabilitysupportservices/>

▶ 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 2020. Be aware: information might change — check with your college if you have questions.



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