



# Evaluation Request

Your social security number is confidential and, under a federal law called the Family Educational Rights & Privacy Act, the College will protect it from unauthorized use and/or disclosure in compliance with state/federal requirements. Disclosure may be authorized for the purposes of state and federal financial aid, Hope/Lifetime Learning tax credits, and academic transcripts

Date	<u>Student Name: Last, First, MI</u>	Former Name	Social Security or SID Number
Birthdate	BTC Program (or individual course) Planning to Attend	Phone Number	Year/Quarter Attending or Plan to Attend

Prior College Records (Official Documents Required)	Type of Record	Status of Delivery
1: _____	<input type="checkbox"/> Transcript <input type="checkbox"/> Test scores	<input type="checkbox"/> Already on file at BTC <input type="checkbox"/> Record ordered
2: _____	<input type="checkbox"/> Transcript <input type="checkbox"/> Test scores	<input type="checkbox"/> Already on file at BTC <input type="checkbox"/> Record ordered
3: _____	<input type="checkbox"/> Transcript <input type="checkbox"/> Test scores	<input type="checkbox"/> Already on file at BTC <input type="checkbox"/> Record ordered

Student Address (Required):

\_\_\_\_\_

(mailing address)

\_\_\_\_\_

(city/state/zip)

**Definitions**

**Accuplacer Test Score Waiver**— Indicates which portions of the Accuplacer test you are waived from or denied.

**Prerequisite Approval**—Specifies which classes you have met the prerequisites to enroll in.

**Transfer Credit**—Indicates college courses **required** for BTC programs that you have completed at other regionally accredited institutions. In order to graduate with a AAS degree, students are required to earn at least 90 credits. Most certificate programs require at least 45 credits for graduation.

## TRANSCRIPT EVALUATOR USE ONLY BELOW THIS LINE

Test Score Waiver				Transfer Credit (For programs other than RT or DH)			
Approved / Denied	You are approved (or denied) waiver from the following:			Approved / Denied	CR*	You are approved (or denied) transfer credit for the following courses required in your program:	
	Accuplacer Reading					PSYC& 100 (5CR) General Psychology <b>OR</b> CMST& 210 (5CR) Interpersonal Communications	
	Accuplacer Sentence Skills					ENGL& 101 (5CR) English Composition <b>OR</b> COM 170 (5CR) Oral & Written Communication	
	Accuplacer Arithmetic					MATH 100 (5CR) Occupational Math	
	Accuplacer Algebra					MATH 098 (5CR) Elementary Algebra <b>OR</b> MATH 099 (5CR) Intermediate Algebra	
	BTC College Level Math					MATH& 107 (5CR) Math in Society <b>OR</b> MATH& 146 (5CR) Into to Statistics <b>OR</b> MATH& 141 (5CR) Precalculus I	
Prerequisite Approval						BIOL& 160 (5CR) General Biology	
You are approved to take the following course(s):						BIOL& 241 (5CR) Human A & P 1 <b>AND</b> BIOL& 242 (5CR) Human A & P 2	
						Other:	
						Other:	
						Other:	
Approved/Denied by:				The CR* column indicates the <b>difference (deficiency)</b> between standard course credit and your actual award. Even if you receive approval for a course listed above, if at the end of your degree program (or certificate program of over 45 credits), you earn less than the 90/45 minimum credits total, you must make up any deficient general education credits. AAS-T general education course credits must add up to 20 credits.			
Date Rec'd	Transcript Rec'd	Date Entered	Initials				



## EVALUATION REQUEST FORM INSTRUCTIONS

1. Complete the "Evaluation Request" Form  
Fill out all demographic and contact information lines. Be sure to clearly indicate your mailing address to receive a student copy.
2. Submit the form by either bringing it to BTC's Admissions Office or mail to:  
  
Bellingham Technical College  
ATTN: Admissions  
3028 Lindbergh Avenue  
Bellingham, WA 98225
3. It is your responsibility to request from the colleges, universities, or institutions you have attended, OFFICIAL, sealed transcript(s) or testing records for which you are requesting evaluation. You may have the college send your transcript or records directly to BTC or you may mail or hand-deliver the official, SEALED records to the Admissions office.
4. When official records are received and this form is processed, a copy of your evaluation will be mailed to the address you have indicated on the Evaluation Request form. Evaluation Request processing typically takes 10-14 business days and may take longer during peak registration periods. It is recommended that students plan ahead and send records in advance of the quarter they plan to attend.
5. Transfer credits will be posted to your transcript when you have completed your degree/certificate program and have applied for graduation. In accordance with BTC's grading policy, applicable transfer credit granted will not be computed in the grade point average.

Bellingham Technical College provides equal opportunity in education, employment and access to all persons. Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Human Resources Office, Building A, Room A2, or call (360) 752-8354 or 752-8515/TTY.