Admissions Process Guide
Transfer Students
Revised 03/17/2020

Aeronautics-Pilot Training & Aeronautics-Professional Pilot Programs

- All students will apply to the Aeronautics-Pilot Training associate degree or Aeronautics-Professional Pilot technical diploma program. Students who decide to start with the Aeronautics-Professional Pilot program will have the option to apply and continue with the Aeronautics-Pilot Training program at any time. * Veterans should apply directly to the Aeronautics-Pilot Training program.

- Throughout this guide there are numerous references to presenting original documents for copying, this requires the original document be presented (for verification of authenticity) to an FVTC Representative at the S.J. Spanbauer Aviation & Industrial Center **ONLY.** Document copies taken at any other campus will not be accepted.

- It is your responsibility to keep your **Medical Certificate** up-to-date (must be renewed every 12 months) and present the current original document for verification and copy.*Failure to do so invalidates completion of Phase I contained in this guide.

- Attendance to a New Student Orientation and FAA Equipment Verification referenced in this guide is *mandatory* and must be attended at the S.J. Spanbauer Aviation & Industrial Center at the date and time indicated on the invite. Follow all instructions listed herein to receive an invitation. (These are typically offered on a monthly basis; please plan accordingly).

- After completion of all items in Phase II of this guide, you will earn a prioritization position for the *first-come, first-served policy* for entrance into program core courses. If your position is such that you are eligible to enroll in core courses for the next cohort start, but do not, you will be withdrawn from the Aeronautics-Pilot Training and Aeronautics-Professional Pilot programs.

- Official progress tracking and completion of the items contained in this guide can be viewed through your MyFVTC account at http://www.fvtc.edu/MyFVTC. (To-do list on far right side of login page) Clicking To-Do List Details provides additional detail on each task. *NOTE – Items in your To-Do list labeled as "Initiated" are items you must complete or require your attention.

PHASE I: general/admissions questions, tours & overview sessions**:** Catey Frost, 920-236-6112, frost@fvtc.edu
PHASE II: enrollment questions: Eric Mandel: 920-236-6102, mandel@fvtc.edu

Fox Valley Technical College
S.J. Spanbauer Aviation & Industrial Center
3601 Oregon Street
Oshkosh, WI 54902

The process outlined by this guide is to help you comply with many federal and state regulations. Carefully read and follow each step in its entirety as failure to fully and completely comply with all steps outlined in this guide results in ineligibility for program acceptance.

Document Contents

Phase I – Admissions Requirements & New Student Orientation

Objective: complete these requirements to earn an invitation to a required New Student Orientation session. Failure to complete all items results in the inability to attend a New Student Orientation session. *Note: completion of this phase does not guarantee acceptance into the Aeronautics Programs.

✓ Check Once Completed	**PHASE I** Tasks to complete (1 through 5 of 11)
	Apply to Fox Valley Technical College (if you're applying for the first time, a $30 non-refundable application fee will be assessed as part of your first semester tuition and fees). http://www.fvtc.edu/programs/apply
	Complete **Aeronautics Tour/Program Overview** within the previous calendar year. **Catey Frost 920-236-6112 or frost@fvtc.edu**
	Complete the **Declaration & Aeronautics Pilot Intent Form** (Page 7). Place the signed, completed form in your Admissions Folder and bring with you to the New Student Orientation.
	Submit transcripts (high school and college if applicable) High School Transcripts: submit a final, official high school transcript in a sealed envelope, electronically from Parchment, or an official copy of GED/ HSED Certification Sores to Enrollment Services (address below). *** If you have a 2.75+ high school GPA (within the last 10 years), the Skills Assessment requirement will be met. (See next task item).** College Transcripts: any unofficial college transcripts can be emailed to **transfercredit@fvtc.edu** for further review. Official copies can be mailed to: **High School**: Fox Valley Technical College Attn: Pilot Admissions 3601 Oregon Street Oshkosh, WI 54902 **College:** Fox Valley Technical College Attn: Credit Transfer Office P.O. Box 2277 Appleton, WI 54912-2277
	Complete Skills Assessment *Aeronautics-Pilot Training associate degree program ONLY* (for any students that pursue the Aeronautics-Professional Pilot technical diploma program and wish to continue with the Aeronautics-Pilot Training associate degree program, will need to meet the criteria below). An academic skills assessment is required for admission into the Aeronautics-Professional Pilot and Aeronautics-Pilot Training programs or the following: provide completion of an associate's or higher degree **OR**; 165 or higher on your 2014 series GED tests **OR**; 2.75+ high school GPA (within the last 10 years) OR; ACT or SAT or Accuplacer or Companion or Compass (within the last three years) to waive to the general education level. Students need the following minimum scores OR Equivalent Program Prep Course(s): Accuplacer Algebra score **51**, Next Generation Score **250** or ACT Math **18** Accuplacer Sentence Skills score **83**, Next Generation Score **250** or ACT English **18** Accuplacer Reading score **54**, Next Generation Score **250** or ACT Reading **18**

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✓ Check Once Completed	**PHASE I CONTINUED** Tasks to complete (6 through 11 of 11)
	Obtain a 1st or 2nd Class FAA Medical Certificate Place your original signed medical in your Admissions Folder and bring with to the New Student Orientation session where a college representative at the S.J. Spanbauer Center will make a copy of your **original** <u>1st or 2nd Class Medical Certificate</u> issued within the last 12 months by an FAA-approved Aviation Medical Examiner (AME). A 3rd Class Certificate is **NOT** acceptable. Locate the nearest Aviation Medical Examiner at the following webpage: http://www.faa.gov/pilots/amelocator ***After medical is scheduled, please follow specific instructions per the Aviation Medical Examiner.** **Must be renewed every 12 months from date of exam, failure to do so invalidates completion of Phase I**
	Verification of Citizenship Place your original citizenship documents in your Admissions Folder and bring with to the New Student Orientation session where a college representative at the S.J. Spanbauer Center will make copies of your **original** document(s). Accepted documents: <u>United States Passport</u>, **OR** <u>An Official Birth Certificate</u> **and** <u>Driver's License</u>, **OR** <u>Certificate of Naturalization</u> **and** <u>Driver's License</u>
	Place your signed **Current Pilot Certificate** in your Admissions Folder and bring with to the New Student Orientation session where a college representative at the S.J. Spanbauer Center will make a copy of your original, signed <u>Current Pilot Certificate</u>.
	Assess finances and make arrangements to have payment available prior to the first day of flight courses *Apply for financial aid (if necessary) See previous year's academic planner for estimate of individual course costs (Course fees subject to change)* More Financial Aid information: http://www.fvtc.edu/paying-for-college/financial-aid financialaid@fvtc.edu **or 920-735-5650**
	Once all items to this point are completed, **make a request to attend a New Student Orientation** session. *Please ensure all Phase I documentation is in Admissions Folder. **Catey Frost 920-236-6112 or frost@fvtc.edu**
	Attend required New Student Orientation session. (Bring all original documents in Admissions Folder to New Student Orientation where a college representative at the S.J. Spanbauer Center will make copies of your documents). *** Failure to bring original documents will result in the inability to participate in the New Student Orientation session.**

VERIFY ALL TASKS ACCOMPLISHED – PHASE I COMPLETE

Phase II – FAA Equipment Verification

Begin this phase immediately following New Student Orientation

Objective: Complete the remaining requirements and assemble required materials to be eligible to start courses in the Aeronautics programs.

✓ Check Once Completed	PHASE II Tasks to complete (1 through 7 of 7)
	Schedule and successfully complete a **Credit for Prior Learning Assessment** (Transfer Check Ride) no later than May 31 of the intended year of flight training start. *Pilot proficiency may lead to additional flight training costs.* **Brian Meyer: 920-232-6030 or meyerb@fvtc.edu**
	COMPLETE **Program Readiness Course #1**: Register for Student Success Workshop *(Online Blackboard course* **Aaron Knapp: 920-236-6128 or knappa@fvtc.edu**
	COMPLETE **Program Readiness Course #2**: Register for the *Training Course Outline (TCO) Overview* *(Online Blackboard course)* **Brian Meyer: 920-232-6030 or meyerb@fvtc.edu**
	Purchase all items from the <u>Required Resource List</u> (this will be handed out prior to the FAA Equipment Verification requirement)
	Once all items to this point are completed, make a request to attend an FAA Equipment Verification. **Eric Mandel 920-236-6102 or mandel@fvtc.edu**
	Assemble and bring everything from the <u>Required Resource List</u> (Received in Admissions Folder) **AND** <u>Temporary Current Pilot Certificate</u> **OR** <u>Current Pilot Certificate</u> with you to the FAA Equipment Verification.
	Ensure finances are available and make full payment prior to the first day of flight courses. **financialaid@fvtc.edu or 920-735-5650**

Note Items:

*The New Student Registration for fall courses (per academic calendar) will be done for you once you complete Phase II. If all preceding tasks are completed successfully, you are ready to begin college flight courses. You will be invited to an Aviation Signing Day for program enrollment (an invite will be sent out the spring before courses begin).

VERIFY ALL TASKS ACCOMPLISHED – PHASE II COMPLETE

Congratulations!

Declaration & Aeronautics Pilot Intent Form

Note: This declaration must be signed, dated, and submitted by all incoming students. The signed copy of this declaration will be retained in the student's records.

Declaration: I am an incoming student, interested in enrolling in the Aeronautics Programs at FVTC; if I do not understand any part of this declaration or guide, then it is my responsibility to clarify those areas with a College Representative at the S.J. Spanbauer Center prior to signing. I understand that it is my responsibility to keep this guide up to date by complying with the required admissions steps, making certain that I understand them. I accept that non-compliance of these steps may result in my ineligibility for program admission for the intended term of enrollment. I further understand that this declaration is similar to a contract and that it is my responsibility when signing such a declaration to understand its content, implications and intent.

I have read the FVTC Aeronautics Admissions Process Guide, and I fully understand its contents. Additionally, I understand I agree to fully abide and comply with the practices, policies, rules, and regulations defined in the FVTC Aeronautics Admissions Process Guide.

Flight Training:

Flight Ratings/Certificates Held: (please list out): _____
_____

Please indicate which flight track you plan to continue your flight training with at Fox Valley Technical College:

☐ **Aeronautics-Professional Pilot TD:**
Private Pilot Certificate
Instrument Flight Rating
Commercial Certificate (AMEL/ASEL)

☐ **Aeronautics-Pilot Training AAS:**
Private Pilot Certificate
Instrument Flight Rating
Commercial Certificate (AMEL/ASEL)
Certified Flight Instructor (CFI)
Certified Flight Instructor-Instrument (CFII)
Multi Engine Instructor (MEI)
+ General Education courses

* I understand that I will need to schedule and successfully complete a Credit for Prior Learning Assessment as listed in Phase II as a part of the admissions process.

* If I decide to change my flight training start, I will notify FVTC via email (frost@fvtc.edu). I understand that I will need to complete a new Declaration & Aeronautics Pilot Intent Form and acknowledge that my current Declaration & Aeronautics Pilot Intent Form is no longer valid.

U.S. Citizenship:

☐ **I AM A U.S. CITIZEN (PLEASE MARK)**
AT THIS TIME WE CAN ONLY ACCEPT APPLICATIONS FOR U.S. CITIZENS.

Veterans:

I AM A MILITARY VETERAN (PLEASE MARK)
☐ YES   ☐ NO

Student Name: _____

Signature & Date:_____