



# Building Utilities Mechanic Program (BUM) Application

Office of Admissions and Records  
851 30th Ave. SE  
Rochester MN 55904-4999

\*This application will be kept on file for two terms –  
if you are not admitted after two terms, you will need to re-apply.

## PERSONAL DATA - All BUM correspondence will be mailed to this address:

NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ I am a:  New  Former  Current RCTC student

BUM PROGRAM(S):  BUM AAS Degree  
 BUM Diploma

## BUM ADMISSION REQUIREMENTS

All prerequisites must be successfully completed prior to the admission in BUM programs.

Please put an "X" in each box below that applies.

- READ 0900 Score Achieved on the Placement Exam OR Completion of READ 0800 with a "C" or better.
  - By checking this box, you are verifying you have completed the college assessment tool and have scored a minimum of READ 0900 OR you have completed READ 0800 with a minimum grade of 'C' or better. Print and attach your Degree Audit Report, which you can print from the web portal, as evidence of completing this pre-requisite. You may also attach an Accuplacer score report or college transcripts.
- MATH 0098 Score Achieved on Placement Exam OR Completion of MATH 0093 or MATH 1015 PRIOR TO BUM II COURSEWORK
  - By checking this box, you are verifying you have completed the college assessment tool and scored a minimum of MATH 0098 OR you have completed prior MATH coursework (1015 or 0093) with a minimum grade of 'C' or better. Print and attach your Degree Audit Report, which you can print from the web portal, as evidence of completing this pre-requisite. You may also attach an Accuplacer score report or college transcripts.
- Declared major with the Office of Admissions and Records is one or more of the Building Utilities Mechanic Programs
  - Print and attach your Degree Audit Report. **If your declared major is NOT one of the BUM programs, you will not be admitted to the program.**

## TRANSFER STUDENTS

- Submit final official transcripts from **ALL** previously attended colleges and, your high school transcript.
  - Your most current final official transcripts need to be on file at RCTC prior to the application for admission to a BUM program.

## NEW STUDENTS (No previous college experience)

- Submit a final official high school transcript with graduation date or GED.
- Submit placement test results (attach to this application)
  - You must test into READ 0900 to be eligible for BUM I courses, **OR** test into READ 0900 **and** MATH 0098 skills to be eligible for admission into BUM II courses.

## TRANSCRIPTS

- Only OFFICIAL transcripts will be considered.
  - Please request that the high school or college(s) mail the transcript(s) directly to RCTC.
  - If delivered by you, final official transcript(s) MUST be sealed in an envelope from each school.
- UNOFFICIAL and INCOMPLETE transcripts will **NOT** be considered.
  - Faxed transcripts are unofficial.
  - A broken or tampered envelope seal is unofficial.
  - Missing grades, **grades of incomplete "I"** and missing graduation dates, will be deemed incomplete.
- Evaluation of credits is based on receipt of official transcript(s) and is done automatically. Upon completion, a degree audit report (DARS) will be e-mailed to you. Please allow 4 weeks from the date we receive your official transcript(s).

## INFORMATION UPDATES

- Please contact Admissions/Records at (507) 285-7268 with any contact information updates.
  - All correspondence will be sent to the address/contact information you provided on the front of this form.
  - Please print clearly (especially email addresses).
- Every applicant will receive an admission status letter.

## ADDITIONAL RESOURCES

- BUM Program Overview: <http://www.rctc.edu/catalog/overviews/bum.html>
- BUM Program Sheets: <http://www.rctc.edu/catalog/programs/BUMaas09.pdf>;  
<http://www.rctc.edu/catalog/programs/BUMdip109.pdf>
- BUM Program Course Descriptions: <http://www.rctc.edu//catalog/courses/index.html>

*Thank you for your interest in the Building Utilities Mechanic Program at RCTC!!*

## STATEMENT OF UNDERSTANDING

By signing below, I agree to the following:

1. I have an active admission status at RCTC AND I am in Good Standing with the college and its partners.
2. I have submitted final official transcripts from all previously attended colleges AND verified completion of high school or GED.
3. I have carefully read and understand the BUM Admission Requirements including prerequisites, application, admission, first semester requirements, and BUM program student requirements.
4. I understand that RCTC will keep this program application for two semester terms, and that I will need to re-apply only if I was not admitted into the program after these two terms.
5. I understand that once a program seat is available for me that I will need to make a \$100 deposit at that time. I will be informed about the time in which I need to make the deposit and where to make the deposit.
6. A RCTC official e-mail address is required for verification of receipt of application and course/program communication.
7. **Incomplete applications will not be accepted. (Blank line = incomplete application)**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_