Rochester COMMUNITY AND TECHNICAL College

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

Automotive Mechanic Technician Program (AMT) Application

PLEASE NOTE: We only accept **full-time students** into the Automobile Mechanic Program. The AMT program starts **only** in the fall semester.

PERSONAL DATA - All AMT 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

AMT PROGRAM: ❑ AMT Diploma

> **For Admission**: Fall of 20_____
> *Please note what year you would like to start the AMT program courses*

AMT ADMISSION REQUIREMENTS

All prerequisites must be successfully completed <u>prior to the admission in AMT programs.</u>
<u>Please put an "X" in each box below that applies.</u>

❑ <u>READ 0900 Score Achieved on the Placement Exam **OR** Completion of READ 0800 with a "C" or better.</u>
  - By checking this box, you are verifying you have completed the college assessment tool and have scored a <u>minimum of READ 0900</u> 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.

❑ <u>Declared you major with the Office of Admissions and Records</u>
  - **If your declared major is NOT AMT, you will not be admitted to the program until you declare it as your major.**

TRANSFER STUDENTS

- Submit final official transcripts from **<u>ALL</u>** 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 the AMT 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 admission to the AMT program.

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 <u>NOT</u> 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

- AMT Department Website: http://www.rctc.edu/program/amt
- AMT Program Sheet: http://www.rctc.edu/catalog/programs/AMT_DIPL_PROG_PLAN.pdf
- AMT Program Course Descriptions: https://webproc.mnscu.edu/registration/search/basic.html?campusid=306

Thank you for your interest in the Automotive Mechanics Technician 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 have no admissions or balance due holds 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 AMT Admission Requirements including prerequisites, application, admission, first semester requirements, and AMT program student requirements.
4. 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.
5. A RCTC official e-mail address is required for verification of receipt of application and course/program communication.
6. **Incomplete applications will not be accepted**. **(Blank line = incomplete application)**

Signature: _____   **Date:** _____