

The Aviation Pilot program is a new and unique educational experience at RCTC. This page outlines the steps necessary to begin and complete the application and enrollment process for the Aviation Pilot program.

For high school students interested in taking aviation courses as PSEO, there are many courses available. Please speak to your school counselor about our course offerings and how to apply.

1. APPLY TO ROCHESTER COMMUNITY AND TECHNICAL COLLEGE

Please complete these requirements to fully enroll at Rochester Community and Technical College. You must complete all items to enroll for your preferred term.

- APPLY TO RCTC** - www.rctc.edu/apply. Please note application deadlines may apply for general admission. Students will be admitted to RCTC after submitting a general application and must complete the remaining steps prior starting the Aviation Pilot Program.
- APPLY FOR FINANCIAL AID** by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. RCTC's school code is **002373**. When you receive your award letter, schedule an appointment immediately with an RCTC financial aid representative. The representative will explain your award letter and provide you with external loan options.
- SEND TRANSCRIPTS TO:**
Rochester Community and Technical College
Records and Registration, Box 7
851 30th Ave SE
Rochester, MN 55904

NEW STUDENTS: Request high school transcripts or an equivalent, such as GED, to be sent to RCTC.

TRANSFER STUDENTS: Request college transcripts from ALL institutions attended, even if you withdrew. If you have attended or are currently attending one or more Minnesota State institutions (not including the University of Minnesota), your official transcript(s) will be electronically retrieved at no cost once you have submitted your application.

- PROVIDE COURSE PLACEMENT MATERIALS**
Students can have their test scores and high school GPA considered for college placement, what we call "Multiple Measures for Course Placement." These items can be **mailed OR emailed** to onestop@rctc.edu.
 1. **Send test scores:**
 - Students can verify scores (ACT, SAT, MCA, or ALEKS) pulled out of their portal (unofficial test scores) with a College Transitions Advisor or high school Counselor and send to RCTC. Official ACT or SAT copies are also accepted when a student requests them from ACT or College Board.
Test scores are valid for 5 years.

2. Report your unweighted GPA:

- Send a high school transcript to RCTC for placement. High school GPA is valid for 10 years.

Students who have completed college-level English and/or Reading will need to submit official college transcripts prior to placement.

Student with questions about course placement can contact the Welcome and One Stop Center at onestop@rctc.edu or call 507-285-7557 for assistance.

2. **OBTAIN REQUIRED FAA DOCUMENTATION**

After completion of the above RCTC steps, the following FAA requirements should be completed prior to attending a RCTC Registration Session.

OBTAIN A FIRST CLASS FAA MEDICAL CERTIFICATE

Students must complete an online application/medical form on the FAA MedXPress website: <https://medxpress.faa.gov/medxpress/> prior to scheduling the First Class Medical appointment with an Aviation Medical Examiner (AME). Once you have completed the online application/medical form, you will receive a confirmation number. You will need that confirmation number when you schedule your First Class Medical appointment.

Schedule your First Class Medical appointment with an Aviation Medical Examiner (AME) by visiting the following webpage, <http://www.faa.gov/pilots/amelocator>.

NOTE: Great Planes Aviation recommends Dr. Jonathan Fields for the First Class Medical. His information can be found on the above web address. The cost of the medical is \$371.

- ❖ Contact Great Planes at info@flygreatplanes.com to complete the following FAA required steps.

VERIFICATION OF CITIZENSHIP Bring original copies of any of the accepted documents below.

- United States Passport; OR
- An Official Birth Certificate AND Driver's License; OR
- Certificate of Naturalization AND Driver's License

SUBMIT FAA APPLICATION FOR THE STUDENT PILOT CERTIFICATE IN IACRA

- Application can be found: <https://iacra.faa.gov/>
- Fill out information online according to instructions with a Great Planes Flight Instructor.

Great Planes will send copies of the items above to RCTC Admissions. Once Admissions receives the copies from Great Planes, your application will be complete.

3. **COMPLETE REGISTRATION (required for all new RCTC students)**

This registration session will introduce students to RCTC policies, procedures, and software used to manage your enrollment. You will also register for classes, receive your student ID (during in-person session), and learn about student services.

Transfer students who do not need placement testing will be eligible for an online session. Upon completion of the session is completed, you will receive an access code for registration. If you would rather attend an in-person Registration session, you are welcome to do so.

To register for a registration session, visit <http://www.rctc.edu/orientation> to sign up for your session of choice. NOTE: assessment testing, if required, needs to be completed prior to signing up for a registration session.

Registration sessions for summer/fall semester begin in April; spring registration sessions begin in October. Please refer to your acceptance letter for your start term. Contact the Records and Registration at 507-285-7268 if you need to change your starting term.

4. **ASSEMBLE REQUIRED COURSE MATERIALS**

- Purchase tablet (preferably an iPad).
- Purchase the Aviation Kit materials for the ground and flight labs from either the Great Planes Aviation Pilot Shop or through Amazon. You will receive a list of materials to purchase during your Aviation Pilot program orientation.
- Ensure finances are available and make full payment prior to the first day of Pilot Courses. Please visit <https://www.rctc.edu/financialaid/> or call (507) 285-7271.
- Refer to RCTC Payment options and timelines to ensure course enrollment is maintained.

Additional Important Documents

[FAA Medical](#)

[Aviation Supply List](#)