



AVIATION PILOT PROGRAM

POWERED BY:



GREAT PLANES AVIATION



Academic Year 2023-2024

Welcome to the Aviation Pilot Program at Rochester Community and Technical College!

We are pleased to have you in our program and look forward to working with you as you pursue your aviation education. Please know that you are always welcome to contact faculty members by phone, email, or in person as necessary. We strive to make your time here at RCTC as successful and educational as possible!

This handbook sets forth policies and procedures required by the Aviation Pilot Program. All aviation students must remain in compliance with this document. This statement should not be construed as authorization to violate any federal, state, or local law nor the safety procedures outlined in Great Planes Aviation's Standard Operating Procedures Manual. Should conflicts arise, the FAA Federal Aviation Regulations (FARs) and common safe practice take precedence. Please note, this handbook is a guide but does not replace the necessity of meeting with your program advisor on a regular basis.

RCTC's two-year Associate of Applied Science (AAS) degree in Aviation Pilot is designed to educate students who plan a career as a pilot in commercial aviation. Our program is designed to prepare students with the technical knowledge and skills required for the Federal Aviation Administration (FAA) written and practical examinations for private, instrument, commercial, multi-engine, and flight instructor certificates. Aviation Pilot Program students receive flight instruction through Great Planes Aviation located at the Rochester International Airport.

The RCTC Aviation Pilot Program is based on the FAA-approved training curriculum that meets Part 141 certification requirements.

Student Contact Information

Because the College may need to contact you on short notice, all students must keep the College and Great Planes Aviation files current for both local and home address and phone information. The Aviation Pilot Program will use your Rochester Community and Technical College email address for all correspondence.

Advising and Plan of Study

Just as pilots complete preflight planning and preparation before every flight, students should develop a plan of study that guides them to their goal of graduation. Students are encouraged to meet with their program advisor from the Aviation Pilot Program to assist in developing a plan of study during the first semester of their college career. In addition, we require you to meet with your program advisor **at least two times per year** or as necessary to ensure that you reach your goals in a timely manner.

AVIATION PILOT AAS

Purpose: RCTC's two-year AAS in Aviation Pilot is designed to educate students who plan a career as a pilot in commercial aviation. Our program is designed to prepare students with the technical knowledge and skills required for the Federal Aviation Administration (FAA) written and practical examinations for private, instrument, commercial, multi-engine, and flight instructor certificates. Upon successful completion of the program, students will hold an FAA commercial pilot certificate, airplane single and multi-engine land with an instrument rating and a flight instructor certificate, airplane single-engine land.

Award

Aviation Pilot A.A.S. Degree..... 60 credits total
 Aviation curriculum 44 credits
 MnTC curriculum/General Education 16 credits

RECOMMENDED FULL-TIME COURSE SEQUENCE			
Not all courses are scheduled every semester. See course schedule: https://esservices.minnstate.edu/registration/search/posir.html?campusid=306			
Summer 1 AVIA 1200 Private Pilot Ground 3 cr AVIA 1210 Private Pilot Lab 2 cr AVIA 1211 Private Pilot Lab II 1 cr <div style="text-align: right;">Total Credits 6</div>		Summer 2 AVIA 2200 Commercial Pilot Ground 3 cr AVIA 2250 Commercial Pilot Lab 2 cr <div style="text-align: right;">Total Credits 5</div>	
Fall 1 AVIA 1100 World of Aviation 3 cr AVIA 1300 Aviation Weather 3 cr AVIA 1310 Instrument Ground 3 cr AVIA 1320 Instrument Pilot Flight Lab 2 cr COMM 1114 Fund. of Public Speaking (Goal 1) 3 cr <div style="text-align: right;">Total Credits 14</div>		Fall 2 AVIA 2115 Theory of Flight 3 cr AVIA 2350 Advanced Aircraft Systems 3 cr AVIA 2450 Aviation Human Factors 3 cr AVIA 2251 Commercial Pilot Lab II 2 cr PHYS 1101 Elements of Physics (Goal 3) 3 cr <div style="text-align: right;">Total Credits 14</div>	
Spring 1 AVIA 2100 Air Navigation 3 cr AVIA 2110 Aviation Safety 3 cr AVIA 1321 Instrument Pilot Flight Lab II 1 cr ENGL 1117 Reading and Writing Critically (Goal 1) 4 cr MATH 1115 College Algebra (Goal 4) 3 cr <div style="text-align: right;">Total Credits 14</div>		Spring 2 AVIA 2253 Multi-Engine Flight Lab 2 cr AVIA 2600 Flight Instructor Ground 2 cr PHIL 2130 Business Ethics (Goal 6) 3 cr <div style="text-align: right;">Total Credits 7</div>	

Course descriptions can be found at: <https://www.rctc.edu/academics/courses/course-descriptions>.



WWW.RCTC.EDU
 431.5211 / Avia 1100 | 431.5211 / Avia 1300 | 431.5211 / Avia 1310
 431.5211 / Avia 1320 | 431.5211 / Avia 2100 | 431.5211 / Avia 2110

AVIATION PROGRAM COSTS AND FEES

Estimated Aviation Program Cost by Semester (2023-24)

Summer 1: Private Pilot	
Tuition	\$1,113
Books & College Fees	\$225
Lab Fees	\$16,199
Aviation Course Materials	\$866
Estimated Total	\$18,403
Fall 1: Instrument	
Tuition	\$2,597
Books & College Fees	\$650
Lab Fees	\$10,508
Aviation Course Materials	\$470
Estimated Total	\$14,225
Spring 1: Instrument 2	
Tuition	\$2,597
Books & College Fees	\$650
Lab Fees	\$5,254
Aviation Course Materials	
Estimated Total	\$8,501
Summer 2: Commercial	
Tuition	\$927
Books & College Fees	\$200
Lab Fees	\$17,906
Aviation Course Materials	\$565
Estimated Total	\$19,598
Fall 2: Commercial 2	
Tuition	\$2,597

Books & College Fees	\$650
Lab Fees	\$17,906
Aviation Course Materials	
Estimated Total	\$21,153
Spring 2: CFI	
Tuition	\$1,298
Books & College Fees	\$325
Lab Fees	\$9,558
Aviation Course Materials	\$330
Estimated Total	\$11,511
ESTIMATED PROGRAM TOTAL COST	\$87,125

All tuition and fees are subject to change.

These lab fees are all-inclusive (including aviation fuel) assuming a student completes the lab components in the average amount of time needed by students. If a student cannot master the required flight skills within the scheduled hours, the student will be charged for additional flight time.

Required Course Equipment

Students will need an Apple iPad with video and camera capability. The iPad is required to run ForeFlight—the software used to access pilot weather, airport information, and create flight plans.

While there is not a specific version of the iPad required, please consult with Great Planes staff to be sure the iPad you are purchasing meets the minimum iOS version supported by ForeFlight. To ensure the tablet will meet requirements throughout the entire program, students, should purchase an iPad capable of running at least iOS 13 and having at least 32GB of memory.

Aviation course materials including flight bags, scheduling software, flight school course material, and headset are available through Great Planes Aviation or can be purchased on Amazon.

PPL Kit	Private Pilot - AVIA1200	
	King Schools Videos	\$279.00
	Foreflight	\$120.00
	Flight Bag (Great Planes Aviation Embroidered)	\$25.00
	E6-B	\$14.95
	Plotter	\$9.95
	FAR/AIM (updated annually)	\$14.95
	Woggles Woggles (View Limiting Device)	\$25.95
	Gleim Private Pilot Test Prep	\$19.95
	Private Pilot ACS (Airman Certification Standards)	\$9.95
	Chicago Sectional	\$9.00
	Chart Supplement North Central-1	\$7.55
	Written Test	\$165.00
	Head Set	\$200.00
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Total PPL	\$901.25	
INST Kit	Instrument - AVIA1310	
	King Schools Videos	\$279.00
	Enroute Low Altitude Chart L27-L28	\$5.25
	Terminal Procedures Charts (Approach Plates) North Central -1	\$13.95
	Gleim Instrument Test Prep	\$24.95
	Instrument ACS	\$9.95
	Written Test	\$165.00
		<hr/>
Total Instrument	\$498.10	
ASEL COMM Kit	Commercial AVIA-2200	
	King Schools Videos	\$279.00
	Foreflight	\$120.00
	Gleim Commercial Test Prep	\$19.95
	Commercial ACS	\$9.95
	Written Test	\$165.00
		<hr/>
Total Commercial	\$593.90	
CFI Kit	Certified Flight Instructor (CFI) - AVIA2600	
	King Schools Videos	\$325.00
	Gleim CFI Knowledge Test	\$19.95
	Gleim CFI Fundamentals of Instruction Test Prep	\$14.95
	CFI PTS (Practical Test Standards)	\$5.95
	Written Test (two written tests-knowledge and fundamentals of instruction)	\$330.00
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Total CFI	\$695.85	

Great Planes Aviation

Great Planes Aviation is the official and exclusive provider of flight training for Rochester Community and Technical College flight labs. Within the first week of the semester, students enrolled in flight labs are required to meet with the Chief Flight Instructor at Great Planes Aviation to be assigned their primary flight instructor. If issues arise regarding the flight instructor assignment—regardless of the reason—students should work with the Chief Flight Instructor for assistance or reassignment.

Great Planes Aviation is based at Rochester International Airport and is located South of Rochester on US Highway 63. Personal transportation is a practical necessity for the 20-minute drive to the airport to participate in the flight training program as there is no public transportation or shuttle service currently available.

NOTE: All flight instruction for the purposes of Rochester Community and Technical College flight labs must be accomplished with Great Planes Aviation. Once enrolled, flight instruction accomplished through another vendor will not count toward course completion.

FAA Badges

For all new and renewal badge applications students must submit the completed application, along with either 1) valid, unexpired U.S. Passport OR 2) A driver's license and a) social security card or b) original birth certificate, to the Airport Operations office on your scheduled date and time. The Airport Operations office is located adjacent to the Air Traffic Control Tower, directly north of the passenger terminal. Enter the Airport Operations office through the large, glass entry. The badge remains the property of the airport. If a student leaves the program, the student is responsible for the return of their flight badge to Airport Operations as soon as is practicable.

Flight Labs

Students must enroll in the respective flight lab prior to the start of flight training. To enroll in a flight lab, students should talk with their program advisor. The ground school for each certification must be completed prior to or concurrently with the associated flight labs.

Flight Lab Scheduling

To ensure successful completion of the program students will need to complete approximately 3-4 lessons per week. Students will be assigned a primary flight instructor for their training.

Flight Lab Grading

Flight lab grades are based on scheduling at least 3-4 lessons per week, arriving to lessons prepared, successfully demonstrating documented skills and knowledge during each lesson, and successful completion of stage checks. Stage checks are based on the proficient execution of each lesson element within the Training Course Outline

(TCO). Stage checks must be successfully completed before scheduling an FAA check ride. If the check ride and training segments are not completed within the prescribed hours, the student will have additional out-of-pocket expenses they will need to pay to Great Planes Aviation at their retail price. These costs would not be covered by Financial Aid.

Lesson items or maneuvers are graded based on the following table and procedures:

<u>Grade</u>	<u>Description</u>	<u>Result</u>	<u>Application</u>
NP	Not Performed	N/A	Required item/maneuver was not performed
A	Well Above Standard	PASS	Excellent performance; Equivalent to an "A"
B	Above Standard	PASS	Good performance; Equivalent to a "B"
C	Standard	PASS	Average performance; Equivalent to a "C"
D	Below Standard	FAIL	Poor performance; Equivalent to a "D"
F	Well Below Standard	FAIL	Very poor performance; Equivalent to an "F"
NA	Not Required (Optional)	N/A	Grade A-F if performed, otherwise grade NA

- For a lesson to be completed all required items/maneuvers must receive a passing score of A (Well Above Standard), B (Above Standard), or C (Standard).
- Where there are optional items/maneuvers on a lesson that were not performed, the instructor will use an N/A indicating the item was not required to complete the lesson. Otherwise, an NP or A-F grade is required.
- When an individual item/maneuver is graded D or F it will require further training on the same or subsequent training sessions until a grade of C or better is earned to complete the lesson.
- In the case where required items/maneuvers were not trained or performed during a lesson a grade of NP will be applied. That will leave the item open on the electronic system showing it incomplete.
- Any lesson that needs to be repeated more than two times, should be brought to the attention of the Chief or Assistant Chief Flight Instructor for review.
- A student who fails to receive a passing grade on any flight training stage check should reattempt the original stage check within the next 10 days.

The final grade for each lab is a combination of the total score for each stage check within the lab, with points deducted for lessons that need to be repeated.

Flight Training Policies and Procedures

Great Planes Aviation will provide each student with a copy of the Policies and Procedures Manual specifically created to inform students of the rules, dispatch and rental requirements, and other policies that apply to flight training.

Late Cancellation/No-Show Policy

The No-Show/Cancellation Policy is clearly spelled out by Great Planes Aviation. If you will be late, or cannot make a scheduled event, notification must be made at the earliest opportunity. Habitual cancellations or no-shows *will* result in additional costs to the student and will result in restricted scheduling access.

Registration, Reservations, Tuition and Fees

1. In order to complete the Flight Labs for the RCTC Aviation Pilot Program on time, each student will need to have at least 3-4, two-hour reservations per week.
2. Students agree to ensure they are on the schedule at least 3-4 times per week. If for some reason, the student is not able to schedule four times per week, it is *the student's* responsibility to contact Great Planes Aviation staff for assistance.
3. If students do not complete a flight lab within the semester they were officially registered for the class, they will receive an incomplete. The student will have until the end of the following semester to complete the coursework and receive a passing grade. At the end of that following semester, if the student has not completed all the coursework, the incomplete turns into an F and all remaining tuition and lab fees are forfeited. At this point, the student will need to re-register and retake the class to receive a passing grade.
4. Students will not receive any refund of flight training tuition and fees once the RCTC drop/add period for classes has ended.
5. Any tuition and funds must be fully utilized within the semester the student is registered for a lab and the semester following the active registration period for the specific flight lab. Any funds remaining past that time will be forfeited.

Course Work and Training Sessions:

1. Each lesson is critical to the success of the student. Plus, each lesson is carefully timed and constructed to ensure the student can complete coursework within the semester they are registered for. Therefore, the student agrees to arrive at least 5 minutes prior to the start time for each training session. If the student does not arrive at least 5 minutes prior to the start time of the lesson, the student will be considered tardy, and the instructor must determine if there is sufficient time to complete the session materials within the remaining time. If there is not, the instructor reserves the right to cancel the lesson to ensure the following student is not negatively impacted.
2. Prior to arriving for a training session, students agree to complete any and all reading, and study materials noted in the TCO or assigned by the instructor for that specific lesson. If the instructor determines a student has not completed the pre-work, the instructor reserves the right to cancel the lesson.
3. Instructors have rearranged their schedules to make themselves available for the students. Any lesson canceled due to tardiness or lack of preparation, the student will be charged for the instructor's time for the entirety of that reservation.
4. Any student that has more than three lessons canceled due to tardiness or lack of preparation (or both) must meet with the Chief Flight Instructor/Assistant Chief Flight Instructor and create a behavioral improvement plan of action (IPOA). Failure to successfully complete that behavioral IPOA will result in failure of that

flight lab. Once the student has failed, all tuition and fees for that flight lab are forfeited and the student will need to reregister to receive a passing grade.

5. Lessons are designed in a building-block fashion—each lesson is built upon those before it. Some of these skills are difficult to master, but mastery is critical for the student to complete the course. It is the instructor’s responsibility to determine if the student has adequately demonstrated the skill and provide both constructive and positive feedback. If the instructor does not believe the skill has been mastered to the completion standards outlined in the TCO, the instructor will ask the student to redo all or portions of that lesson. This will impact the student’s ability to complete the course on time and within the allotted hours and funds. Scheduling and paying for any rework are the responsibility of the student.
6. As professional pilot candidates, each student must present themselves as a professional. Therefore, students must treat each stage check and practical test as a “job interview”. They should arrive on time, prepared, with all required materials organized appropriately, and dressed professionally. Failure to do so will result in a failure for that stage check or practical test and will require retesting at the student’s expense.

Training Assistance and Remediation:

1. Any student that needs to repeat a “standard” lesson more than three times must meet with the Chief or Assistant Chief Flight Instructor prior to continuing training. During this meeting, the student and Chief/Assistant Chief Flight Instructor will discuss any issues and create a skill-based improvement plan of action (IPOA) to successfully complete the necessary work. The IPOA will identify the issue(s), outline study and practice recommendations, identify measurements by which the student and instructor can determine progress/completion, and set a timeframe within which the IPOA must be completed.
2. Any student that fails a stage check lesson twice must meet with the Chief or Assistant Chief Flight Instructor prior to continuing training. During this meeting, the student and Chief/Assistant Chief Flight Instructor will discuss any issues and create an improvement plan of action (IPOA) to successfully complete the necessary work. If the student fails the stage check a third time, the student will fail the class, all tuition and fees for that class will be forfeited, and the student will need to reregister and retake the class to receive a passing grade.
3. With the exception of the failure of stage checks/check rides listed above, failure to complete a skill-based IPOA will result in the student being placed on academic probation. Another meeting with the Chief or Assistant Chief Flight Instructor will be required prior to continuing training. At this meeting, the student’s status will be reviewed and an updated/amended IPOA will be created.

4. Failure to complete a second, skill based IPOA will result in the student failing the course. If the RCTC drop/add period has passed, all tuition and fees for that flight lab will be forfeited and the student will need to reregister and retake the course to receive a passing grade.
5. Failure of any class required by the program will result in the student being dropped from the Aviation Pilot Program. Any student wishing to be reinstated must reapply and be reaccepted into the program.

Student Conduct

Flight Student Discipline Policy

Any student who fails to comply with this Student Handbook or the Policies and Procedures Manual is subject to discipline from both Rochester Community & Technical College and Great Planes Aviation. This may include suspension of flight privileges for a given amount of time. All discipline issues will be handled by the RCTC administration in consultation with Great Planes Aviation.

Disenrollment

Students should refer to GPA's Student, Employee, Contractor Operations Manual (SECOM) for flight lab attendance and no-show policies.

The Chief Flight Instructor may terminate a student from this training course for any of the following reasons:

- Inability to progress in training due to lack of effort (e.g., not studying, not chair flying, not seeking help from tutors, etc.)
- Inactivity; poor attendance of the scheduled flight labs
- Academic failure of the ground school
- Not following documented policies, procedures, or rules

Student Organizations

Active involvement in student organizations is a very important aspect of your time at Rochester Community and Technical College. The Aviation Pilot Program has an Aviation Club led by the Aviation Program Coordinator. This is a great way to connect with other RCTC students and those in the aviation community, share your passion for aviation, volunteer in your community, and learn about and pursue careers in the aviation industry.

Aviation Pilot Program Contact Information

The Aviation Pilot Program administrative office is located at the Heintz Center and is open Monday through Friday from 8am – 4:30pm to assist you.

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Addendum A: Liability Waiver for Great Planes Aviation

Addendum B: Student Signature for Receipt of Handbook