Application Checklist for Introduction to Aircraft Fabrication

Introduction to Aircraft Fabrication   **Total** 192 Hours / 14 Weeks

Program Requirements
All applicants must be at least 18 years of age and have obtained their high school diploma or GED.

Application Checklist

The following are required for a complete application packet.

☐ Request your **final official sealed high school or GED transcripts**. If you have an Associate degree or higher, these transcripts can be sent in lieu of high school or GED transcripts. Go to https://fctc.edu/transcripts/ to learn how to submit your final official transcripts.
   *If you do not have a high school diploma, please contact Recruiter@FCTC.edu to learn how to move forward.
   o   Once your official transcripts have been reviewed, you will receive an email.

☐ Schedule, take and pass the **Wonderlic assessment test** before moving on to the next step. A minimum **Wonderlic Verbal score of 10 or higher** and a **Wonderlic Quantitative score of 10 or higher** must be on file before the Online Application will be sent. Students who have a college degree are exempt from taking the Wonderlic test. *See below regarding accommodations.*

☐ When your transcripts are reviewed and uploaded and you have taken the Wonderlic test, FCTC will send you an **Online Application** through your FOCUS account. Complete your online application and submit.

☐ Application documents should be uploaded to your FOCUS account. Please see **IMPORTANT STUDENT LINKS** in your FOCUS account portal and click on **How to upload documents to FCTC**.

Auxiliary Aid and Accommodations
FCTC provides auxiliary aids and services for persons with disabilities. If you need assistance during the course of your study, please visit Student Advising in Building A at the FCTC Main Campus or email StudentAdvising@FCTC.edu.

FCTC does not make inquiries of a student concerning a disability or accommodations. Students with a disability, IEP or 504, etc. that are requesting special accommodations must meet with a student advisor and identify themselves prior to assessments and the beginning of classes. Self-advocacy is highly suggested. Please refer to the Student Handbook.

It is the responsibility of the student to ensure all paperwork has been submitted to Admissions.

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Your application packet will be processed in the order it was received. Allow minimum of 10 business days for application processing. More time may be required during high volume periods.

Admissions will email a request for missing information and documents. Please respond promptly.

Once your application packet is complete, you will be contacted to pay the application fee. After the application fee is paid, you will receive an email detailing registration instructions.

Seats are limited and fill on a first-come, first-served basis. Please apply early. When/if a program is full, students will be emailed about Waitlist opportunities and next steps.

FCTC's primary method of communication is via email. Be sure to check your emails including spam/junk. Contact Admissions@fctc.edu if you have questions.