

As you get started, you can use this checklist to assist you in completing the MC program requirements to stay on track.

For questions or support, please reach out to Faith Miller at faith.miller@kctcs.edu.

✓	BEFORE YOU START	DUE DATE
	Apply for MC eligible Position at UPS	Apply at least 30-45 days before your desired start time for a 1DA Hub position. Open positions are not guaranteed. Hire by date for Fall: **September 15th** Hire by date for Spring: **February 28th**
	Apply for JCTC Admissions	Contact the Admissions office for final application deadline. jefferson-admissions@kctcs.edu
	Submit and complete the Free Application for Federal Student Aid (FAFSA) every academic year. Use school code **006961**.	**File ASAP.** Opens **Oct 1st** prior to Academic Year **every year.**
	Attend JCTC Registration and Advising Day (RAD) **AMT applicants are encouraged to enroll in the ATE 101 Pre-Aviation Maintenance Technology course.	Review the academic calendar for enrollment deadlines. Academic Calendar | JCTC
	Use the Benefits Calculator to see how your financial aid and MC benefits work together.	After class enrollment and when bills have been generated.
	Submit the Employment Verification Form to confirm you are working in an eligible position at UPS to utilize MC tuition benefits	Once you have: (1) began working in an MC-eligible position, (2) enrolled in classes, and, (3) submitted the FAFSA,
	Complete the online MC orientation STP Module on your MyMC page Login - MyMC. Upon completion, schedule the first available in-person or virtual	To guarantee tuition deferment sign by the institution's payment due date which can be located here: Paying Your Bill — Office of the Bursar

	appointment to sign your first agreement. *STP cannot be completed until EV has been approved.*	

Semester 1

✓	Step One – Initiate Interest
	Review the Aviation Maintenance Technology webpage.
	Required: Attend a virtual MC Aviation Maintenance Technology Education Session. We will post these events on the Aviation Maintenance Technology webpage when available.
	Complete the Aviation Maintenance Technology Interest Form Complete the Aviation Maintenance Technology Enrollment Form* • Submit by the semester deadline ◦ Fall: **First Day of Classes** ◦ Spring: **First Day of Classes** ***Semesterly completion of the Aviation Maintenance Tech Enrollment Form is required to stay active in the pathway.***
	Required major for Pathway: • Aviation Maintenance Technology, AAS
	Complete AMT Selective Admissions Requirements before applying to the program. Review the Selective Admissions document available on the AMT program website. Attend a faculty coaching session: • For Fall: **January** • For Spring: **August** Attend the required Pre-Admission Conference: • For Fall: **March** • For Spring: **October**

Semester 2

✓	Step One – Check Ins & Enrollment
	Participate in email check-ins with Faith Miller to discuss pathway progress.
	Complete the Aviation Maintenance Technology Enrollment Form* • Submit by the semester deadline ◦ Fall: **First Day of Classes** ◦ Spring: **First Day of Classes** ***Semesterly completion of the Aviation Maintenance Tech Enrollment Form is required to stay active in the pathway.***
	Complete **Academic Advising** for next semester. • Advising completion date required for Summer and Fall: **February 28th** • Advising completion date required for Spring: **September 30th**

	Metro College Academic Advising Guide **Enroll** for next semester during priority registration: • For Fall/Summer: **March 1st** • For Spring: **October 1st**
	Sign next MC agreement by tuition deferment deadline: • For Summer Semester**: **April 25th** • For Fall Semester: **July 25th** • For Spring Semester: **December 12th** **AMT-specific courses are not offered during the summer semester; however, students are strongly encouraged to use MC benefits to complete general education requirements or other applicable coursework during this time.

	Step Two: Participate in Mentoring & Coaching
	Required: Attend a virtual MC Aviation Maintenance Technology Education Session. We will post these events on the Aviation Maintenance Technology webpage when available.

Semester 3

	Step One – Check Ins & Enrollment
	Participate in email check-ins with Faith Miller to discuss pathway progress.
	Complete the Aviation Maintenance Technology Enrollment Form* • Submit by the semester deadline ◦ Fall: **First Day of Classes** ◦ Spring: **First Day of Classes** ***Semesterly completion of the Aviation Maintenance Tech Enrollment Form is required to stay active in the pathway.***
	Complete **Academic Advising** for next semester. • Advising completion date required for Summer and Fall: **February 28th** • Advising completion date required for Spring: **September 30th** Metro College Academic Advising Guide **Enroll** for next semester during priority registration: • For Fall/Summer: **March 1st** • For Spring: **October 1st**
	Sign next MC agreement by tuition deferment deadline: • For Summer Semester**: **April 25th** • For Fall Semester: **July 25th** • For Spring Semester: **December 12th** **AMT-specific courses are not offered during the summer semester; however, students are strongly encouraged to use MC benefits to complete general education requirements or other applicable coursework during this time.

✓	Step Two: Participate in Mentorship & Coaching (Fall Semester)
	Required: Attend a virtual MC Aviation Maintenance Technology Education Session. We will post these events on the Aviation Maintenance Technology webpage when available.
30 CR HRS	Work with Faith Miller or your assigned Student Success Counselor to complete/update a resume to use for applying for FEAM and other future opportunities.

Semester 4

✓	Step One – Check Ins & Enrollment
	Participate in email check-ins with Faith Miller to discuss pathway progress.
	Complete the Aviation Maintenance Technology Enrollment Form* • Submit by the semester deadline ◦ Fall: **First Day of Classes** ◦ Spring: **First Day of Classes** ***Semesterly completion of the Aviation Maintenance Tech Enrollment Form is required to stay active in the pathway.***
	Complete **Academic Advising** for next semester. • Advising completion date required for Summer and Fall: **February 28th** • Advising completion date required for Spring: **September 30th** Metro College Academic Advising Guide **Enroll** for next semester during priority registration: • For Fall/Summer: **March 1st** • For Spring: **October 1st**
	Sign next MC agreement by tuition deferment deadline: • For Summer Semester**: **April 25th** • For Fall Semester: **July 25th** • For Spring Semester: **December 12th** **AMT-specific courses are not offered during the summer semester; however, students are strongly encouraged to use MC benefits to complete general education requirements or other applicable coursework during this time.

✓	Step Two: Participate in UPS Mentorship & Coaching
	Required: Attend a virtual MC Aviation Maintenance Technology Education Session. We will post these events on the Aviation Maintenance Technology webpage when available.
60 CR HRS	Work with Faith Miller or your assigned Student Success Counselor to complete/update a LinkedIn Profile.
	Request a CareerGuide Mentor for both a resume and LinkedIn review

✓	Step Three: Apply for Graduation & Interview with FEAM
	Apply for graduation before the end of your last semester at JCTC. • Graduates will receive a notification via their school email in April to RSVP for the graduation ceremony along with all updated event information. You may monitor this page for further commencement details: Graduation/Commencement Ceremony | JCTC
	Complete Aviation Maintenance Technology Career Pathway Exit Survey to provide feedback on your career pathway experience.
	Apply for positions with **FEAM Aero** and other industry employers as desired. At minimum, you will have the opportunity to develop the following skills while employed at FEAM Aero to enhance your long-term employability skills. Your experience in aircraft maintenance at FEAM Aero could include but is not limited to: • Boeing and Airbus aircraft • Knowledge of computer systems • Troubleshooting skills and ability to read and interpret Aircraft Manuals and Illustrated Parts Catalogues • Sheet metal work • Avionics • Line Maintenance
	Submit the Faculty Reference Form at least **two weeks prior** to your scheduled FEAM Aero interview. • Submitting early ensures that your reference can be included in your FEAM Aero hiring packet.