



INSTRUCTIONS TO ENTER FLIGHT SCIENCE

Applying to the Flight Science degree requires prospective students to accomplish the following:

- 1) [Apply for admission to Reedley College online](#) (if not already a Reedley College student)
- 2) Fill-out the *Application to Enter Flight Science* document and email a clear copy to:
John Johnson: john.johnson@reedleycollege.edu.
- 3) [Start application for federal financial aid](#) for the school year you plan to enter the degree. The Reedley College school code is 001308. See *Financial Aid Guidebook* document for more details.
- 4) Contact Reedley College Financial Aid and start financial aid applications.

Contact Chris Cortes or Jessica Silva at (559) 638-0312.
chris.cortes@reedleycollege.edu or jessica.silva@reedleycollege.edu

See *Financial Aid Guidebook* document for more details.

- 5) If using VA benefits, contact the Reedley College VA School Certifying Official and apply to Reedley College to use those benefits to help cover the cost of attendance at Reedley College.

Contact Ms. Miette Sasselli: miette.sasselli@reedleycollege.edu or call (559) 638-0300 ext. 3102.

- 6) If using VA benefits, contact the Reedley College Veterans Services Counselor to confirm what additional veterans services are available:

Contact Ms. Vang: (sue.vang@reedleycollege.edu) or (559) 638-0300 ext. 3634

- 7) Go to the [Reedley College Flight Science page](#) and read all the posted documents. This includes, but is not limited to the following documents:
 1. Instructions to Enter Flight Science (this document)
 2. Application to Enter Flight Science
 3. Student Handbook
 4. FAA Medical
 5. Financial Aid Guidebook

6. VA Benefits
 7. Course Progression and Costs
 8. Eligibility to Flight Train in the U.S.
 9. College Catalog Excerpt
 10. Paying for Flight Lab Costs
 11. Payment and Refund Policy
 12. Reality Check
 13. Prepare to Fly After Degree Acceptance
 14. Equipment and Books
 15. Acceptable ID for Airport Security Badge
 16. Degree Brochure
- 8) Apply for an FAA Medical certificate. See *FAA Medical* document for the process to apply. Once completed, send a copy of the certificate to the Program Coordinator.
- 9) Once all the above steps have been completed, email the Program Coordinator from your COLLEGE email account making the following statement:
- “My Student ID number is XXXXXXXXXXXX. I have previously sent-in a copy of my FAA Medical certificate. I have applied for financial aid and/or VA benefits at Reedley College.” Please place me on the list of students who are applying to enter the Flight Science degree.”
- 10) The Program Coordinator will confirm your financial documents have been submitted. You will then be put on the list of students who are applying to enter the Flight Science degree and receive an email confirmation.
- 11) Students must contact a Reedley College Academic Counselor and discuss steps needed to register for classes:

Maria Silva: maria.silva@reedleycollege.edu or call (559) 638-0300 ext. 3478

Dilia Gutierrez at dilia.gutierrez@reedleycollege.edu or call (559) 638-0337

For students using VA benefits, contact Sue Vang
(sue.vang@reedleycollege.edu) or (559) 638-0300 ext. 3634

Any counselor at (559) 638-0337



- 12) The following steps must occur for a student to be accepted into the Flight Science degree:
 - a. A copy of the FAA Medical certificate has been received by the Program Coordinator
 - b. If applicable, the Reedley College Financial Aid office has confirmed the amount of federal financial aid that will be approved for the first semester of planned attendance
 - c. If applicable, the Reedley College Financial Aid office has confirmed any needed private student loans have been approved
 - d. If applicable, the Reedley College VA School Certifying Official has confirmed that 100% of VA benefit application paperwork has been completed
 - e. Be prepared to deposit any amount not covered by financial aid, private student loans, and VA benefits at the Reedley College Business Office
- 13) When notification is received from all campus offices confirming funding for the first semester has been applied for, the Program Coordinator will issue a degree acceptance email based on open positions remaining for the next degree start date.
- 14) Once accepted into the Flight Science degree, students will be registered for the first semester of Flight Science courses (FLGHT 101, 105, and 107) as soon as the course registration system will allow.
- 15) Students must register for General Education classes themselves after consulting with an Academic Counselor.
- 16) Follow the steps in the *Prepare to Fly After Degree Acceptance* document.
- 17) Check personal and college email accounts every two weeks for updates on degree.
- 18) Ask Program Coordinator any questions concerning the degree.

John Johnson
Reedley College Flight Science Program Coordinator
Email: john.johnson@reedleycollege.edu
Office Location: Aero Building, room 7
Office Phone: (559) 638-0300 ext. 3475