

**AVIATION MAINTENANCE TECHNOLOGY  
FIRST SEMESTER CHECKLIST**

*First semester students have “a better freshman experience” when they begin their education at Columbus State! The following checklist will help you complete the steps in the enrollment process.*

- Apply for admission to Columbus State at <http://www.cscce.edu>. Click on the **Admissions Tab**, and then click on the **Apply On-line** link.
- Apply for financial aid by completing the FAFSA (Free Application for Federal Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) **CSCC School Code – 006867**. For more information, click on **Admissions** and the **Financial Aid Link** at [www.cscce.edu](http://www.cscce.edu) or contact Student Central at 614/287-5353 or [information@cscce.edu](mailto:information@cscce.edu).
- Submit your high school transcript or a copy of your GED to the Student Central Office, located on the upper level of Madison Hall, or mail them to: Student Central - 550 E. Spring Street, Columbus, OH 43215.  
<https://www.cscce.edu/services/student-forms/high-school-transcript.shtml>
- Have any official transcripts from other colleges/universities sent to the Student Central Office at the address listed above. <https://www.cscce.edu/services/student-forms/transcript-evaluation.shtml>.
- Complete New Student Orientation. For more information, click on this link:  
<https://www.cscce.edu/admissions/orientation/index.shtml>
- Complete the College Placement test, located in Aquinas Hall, Room 002. For more information, click on this link: <https://www.cscce.edu/admissions/placement-testing/>. To enter the aviation program, you must place into Math 1050 and English 1100.
- Contact the Aviation Office at [khill@cscce.edu](mailto:khill@cscce.edu) to obtain your placement test scores, receive advising, and register for classes
- Register with Disability Services (*if needed*)-Eibling Hall 101, 614/287-2570 (Voice/TTY)
- Pay your fees- view the Web site at <https://www.cscce.edu/academics/tuition-and-fees/how-to-pay-fees.shtml> for deadline dates and the various ways you can pay your fees.
- Aviation textbooks can be ordered online at: <http://www.cscce.edu/services/bookstore/>, [www.actechbooks.com](http://www.actechbooks.com), or [www.amazon.com](http://www.amazon.com). Textbooks can be downloaded in a .pdf format – your instructor will provide additional information about this.
- Register your vehicle: <https://www.cscce.edu/services/parking/student-parking.shtml>
- Student IDs: <https://www.cscce.edu/services/student-central.shtml>
- Locate your classrooms (*Aviation classes are held at The Bolton Field Facility-5355 Alkire Rd; Col. 43228*)