



Summer Term 2019

Aviation Flight Lab - Permission to Register Instructions

Students who wish to enroll in flight labs must receive both academic and financial approval before electronic permission to register will be given by the Aviation department. The additional cost is significant; obtaining financial approval can take time. Therefore, it is advised that students begin early so all approval signatures can be obtained by no later than two weeks prior to the first day of the semester.

A Permission to Register form is required & available from the Aviation Department office (AH328). The steps to complete the process are outlined on the form and include the following instructions:

Step 1. Meet with your Faculty Advisor to verify you have met or will meet academic requirements to enroll in flight lab(s). Bring your Permission to Register form to the meeting and obtain Faculty Advisor approval to proceed to the next step.

Step 2. Confirm your financial arrangements are in place to cover flight lab costs.

You must do **ONE** of the following:

- A. If paying 100% out-of-pocket, you are required to pre-pay at least 15% of flight lab course fee. Bring your Permission to Register form to the Cashiers Office (WA128) to obtain prepayment instructions; Cashier will provide SFS Approval signature when prepayment is received. Return your signed form to the Aviation Department for final approval.
- B. If using private student loan funds, an approved loan application must be verified. Bring your Permission to Register form to Student Financial Services (WA120) for further guidance. You will also need to schedule an appointment through the Campus Hub (SU117) with a Financial Aid advisor to increase your financial aid budget for the private loan to be certified. SFS Approval signature can be obtained prior to having your award notice and advising appointment if an approved loan application is verified. Return your signed form to the Aviation Department for final approval.
- C. If 3rd party authorization covers flight lab costs, bring your authorization and your Permission to Register form to meet with Accounts Receivable staff (WA120) for verification and SFS Approval signature. Return your signed form to the Aviation Department for final approval.

Step 3. SUBMIT YOUR SIGNED PERMISSION TO REGISTER FORM TO AVIATION DEPARTMENT (AH328) BEFORE THE SEMESTER BEGINS for final approval & electronic permission to register. The Aviation Department will notify you when electronic permission has been updated. **You must register for your flight lab(s). Register as soon as you are notified, and by no later than the fifth day of the semester.** If you are not registered by the fifth day of the semester, you will not be allowed to register late or participate in the flight lab course, and you will need to request new approvals for a future semester.

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