

**Century College**

# **Automotive Service Technology**

**Program**

The Automotive Service Technology program provides quality, up-to-date training and opportunities for individuals to excel in the automotive industry. The Automotive Service Technology program has been evaluated by the National Automotive Technicians Education Foundation (NATEF) and is certified by the National Institute for Automotive Service Excellence (ASE). There are three training options: Basic Automotive Service Certificate, Automotive Service Technician Diploma, and an Automotive Service Technology AAS Degree. The program is structured consisting of classroom lecture, lab, and live shop work. An emphasis is placed on the development of quality work habits and ethics. Students perform various automotive repairs according to the program task list. As students progress through the program they are encouraged to take the National Institute for Automotive Service Excellence (ASE) certification tests in the following areas: engine repair, automatic trans/transaxle, manual drive train and axles, suspension and steering, brakes, electrical/electronic systems, heating and air conditioning and engine performance.

## **Step 1 – Application**

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- a. Complete the Century College Application (if you are a new student)
- b. Complete the Century College Automotive Service Technology Application (page 4 of this packet)
- c. Take the Assessment test and turn in results with application (page 2 of this packet)

### ***Deadlines for Application***

The Automotive Service Technology program has no application deadline. Once all required documentation is received your file will be considered complete. Selection is made on a first come/first qualified basis. This program is a Fall Start only program due to the sequencing of courses we do not offer a Spring semester start.

Selection of all qualified applicants will be made based on assessment results, and/or completed program related coursework. **Assessment test placement information is listed on page 2 of the application.** Once the class size limit has been reached, all other qualified applicants will be placed on an alternate list and asked to resubmit an application for the following fall semester.

Please be aware that this program has a limited number of spaces for student enrollment. If accepted, you will be asked to return an acceptance agreement along with a nonrefundable \$100 deposit to reserve your place in the class. The deposit will be applied to your Fall Semester tuition. Applicants not submitting their deposit before the deadline will forfeit their place in the class.

## **Step 2 - Complete the Century College Assessment**

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The Assessment test should be taken at least two weeks prior to the application deadline. Please contact the Admissions Office at 651/773-1701 or the Assessment Coordinator at 651/779-3352 for the Assessment schedule and locations. Please keep in mind that the tests may only be taken **twice** in a twelve-month period. Additional accommodations may be provided through the Access Center; call 651/779-3355 to see if a student qualifies for services. **Students must know their social security number and bring a current photo id.**

# Automotive Service Technology Readiness Determination Form

## Application Requirements

Minimum assessment score placement in Rdng 0090 or above,  
**or** completion of Rdng 0080 with a grade of "C" or higher;

Minimum assessment score placement in Engl 0090 or above,  
**or** completion of Engl 0080 with a grade of "C" or higher.

Minimum assessment score placement in Math 0030 or above,  
**or** completion of Math 0010 with a grade of "C" or higher.

### Assessment

After completing the assessments, enter your scores in the appropriate spaces below. Include a copy of your results with this application packet.

**NOTE: STUDENT IS RESPONSIBLE FOR SUBMITTING RESULTS FOR ASSESSMENTS TAKEN AT INSTITUTIONS OTHER THAN CENTURY COLLEGE.**

### Writing

**Score:** Written Version: \_\_\_\_\_ Computer Version: \_\_\_\_\_

**Placement:** English \_\_\_\_\_

### Reading

**Score:** Written Version: \_\_\_\_\_ Computer Version: \_\_\_\_\_

**Placement:** Reading \_\_\_\_\_

### Math

**Score:** Written Version: \_\_\_\_\_ Computer Version: \_\_\_\_\_

**Placement:** Math \_\_\_\_\_

***PLEASE NOTE: All developmental coursework must be completed prior to application to the Automotive Service Technician Program.***

**You must submit a copy of your test results with this application.** If you retake your assessments after submitting this application, you must bring a copy of your new results to the Admissions Office.

- **Student is responsible for submitting official transcripts from all colleges and universities attended.**

### **Step 3 – Complete the Automotive Service Technology Readiness Determination Form**

After completing the Assessment, students should complete the Automotive Service Technology Readiness Determination Form, page 4 of this packet. **Assessment results must accompany the application.** Developmental coursework indicated by assessment results must be completed prior to application to the Automotive Service Technology program.

Transcripts from institutions other than Century College must be mailed directly to Century College and postmarked by the deadline date.

### **Step 4 – Attend New Student Orientation**

**Attendance at the college's new student orientation and registration program is mandatory for all students (new and returning) accepted into the Automotive Service Technology program. Failure to attend will result in your name being dropped from the class list and an alternate will be awarded your seat.**

Orientation involves both large and small group activities. The program is designed to get students started on the right foot at Century. The program lasts about two and one half-hours.

In the large group session we cover all services, programs, and activities available to Century students. It is our attempt to inform students about everything that is available to them at Century. Critically important college policies are also discussed.

In the small group, students receive assistance from a program advisor. Orientation is mandatory for all students (new and returning) entering the Automotive Service Technology program. Not attending Orientation will result in your name being dropped from the class list. The \$100 deposit will not be refunded.

In the event that the student is accepted, Century College will send a letter to inform the student as to the date and time of the Orientation session.

#### **Social Security Notice:**

Century College uses Social Security Numbers for student identification purposes on student records. Providing Social Security number is voluntary. However, if you do not provide your Social Security Number, you may not be considered eligible for Education Tax Credits (Hope and Lifetime Learning Scholarships). If you do not provide this number, your petition will still be processed. This data is requested for purpose of administration, program evaluation and consumer data. Your number also may be used to create summary information about MnSCU programs through data matches with other state agencies.

#### **Data Privacy Notice:**

The college is asking you to provide information that includes private and/or confidential information under state and federal law. The college is asking for this information in order to process your petition for residency. You are not legally required to provide the information the college is requesting; however, the college may not be able to effectively process your petition if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent: (1) to other schools in which you seek to enroll, or are enrolled, if you are first notified of the release; (2) to federal, state and local officials for purposes of program compliance, audit or evaluation; (3) as appropriate in connection with your application for, or receipt of, financial aid; (4) to your parents, if your parents claim you as a dependent student for tax purposes; (5) if the information is sought with a subpoena, to an organization engaged in educational research or accrediting agency. Minnesota State Colleges and Universities abide by the provision of the Title IX and other federal and state laws forbidding discrimination on the bases of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity.

## Automotive Service Technician Application Form

This application is for:                      Fall Semester                      20 \_\_\_\_\_

Name (Last, First, Middle Maiden)	Social Security Number or Student ID number
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Permanent Address	City	State	Zip Code	County
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Mailing Address (if different from above)	City	State	Zip Code	County
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Home Phone (    ) _____	Are you a US Citizen?    _____ Are you a Resident Alien?    _____ If not, what type of visa do you hold?    _____
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Cell Phone (    ) _____	E-mail address
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**Educational Record:** Names of secondary schools, colleges and technical schools attended:

High Schools or GED *	State	Town or City	Dates		Degree or diploma received
			From	To	

Have you ever attended any college? Yes \_\_\_ No \_\_\_    Have you ever attended Century College? Yes \_\_\_ No \_\_\_

Colleges, technical or other post secondary schools *	State	Town or City	Dates		Certificate, degree or diploma received
			From	To	

\* Please contact each college and request an official transcript be sent directly to the DARS/Transfer Office at Century College.

**Employment Record:** List your employment record indicating most recent employment first.

Employer or Organization	Nature of work	Dates of employment		Location
		From	To	

**Applicant Signature**

I hereby certify that the information provided on this application form and in all other admission application materials is complete, accurate, and true to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTICE**

Admission is granted without regard to race, creed, color, sex, age, national origin or handicap. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal laws regarding equal opportunity.

**Note: Federal and state legislation requires that the contents of student files be open to review by the student. Application forms, high school transcripts, test date, letters, and recommendations that are sent as part of any application for admission will be open to the student's review upon request.**

This document can be made available in alternative formats such as large print, Braille or audio tape, by calling 779-3300 voice/TTY.