

INFORMATION FOR ATC STUDENTS:

It is the student's responsibility to:

1. Ensure that you are majored in the correct degree (AAS in Air Traffic Control and/or BS in Aviation Technology). You CANNOT be recommended for hire to the FAA unless you graduate with one of the above degrees. The FAA hiring recommendation form must have your graduation date on it, or the FAA WILL NOT accept the recommendation. You can check your degree (and semester/catalog year) by going into your personal UAA account and look under "Admissions."
2. Apply for graduation by the published deadlines. NOTE: UAA DOES NOT ALLOW YOU TO APPLY FOR ADMISSION AND APPLY FOR GRADUATION IN THE SAME SEMESTER. These deadlines can be 9 months before graduation, and they are published on the form, the front of each semester's course schedule, and the front window of the main office.
3. You must submit address and phone number changes to the FAA directly by email to: elaine.mccollum@faa.gov with a copy to: brenda.rogers@faa.gov.
4. Geographical region preference changes must be done directly by you via email to: 9-amc-amh-cti@faa.gov.
5. Understand that the AAS in Air Traffic Control is a FOUR SEMESTER PROGRAM. Each student's progression through the AAS in Air Traffic Control is different, based on previous college courses/degree, flight ratings, and the semester in which the degree is started. STUDENTS ARE NOT ALLOWED TO TAKE THE THREE ATC LABS IN THE SAME SEMESTER. DO NOT REQUEST CAROLYN TO SCHEDULE YOUR CLASSES IN THIS MANNER.
6. The ATC pre-employment test (AT-SAT) is an FAA exam, not a UAA exam. The FAA schedules the exam based upon your planned graduation date, and they will contact you directly, in writing, via the address you have submitted. Faculty will be discussing the content of the exam with you in your classes.
7. The ATC specific classes are restricted from open registration so that current and graduating students can get the classes they need, before registration is opened for new students. **Registration for graduating ATC students** will be held from 02/06/06 to 02/09/06 beginning at 9:30 am to 11:00 am, and 1:15 pm to 3:00 pm. All other students will begin registration according to posted calendar beginning 02/13/06.