ADDENDUM

This addendum revises MIAT College of Technology
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# ADMISSIONS REQUIREMENTS AND PROCEDURES

Persons interested in obtaining additional information about MIAT College of Technology and its program offerings should contact MIAT College of Technology to speak with an Admissions Representative. Admissions Representatives will provide general information about MIAT College of Technology and based on this discussion will determine if the prospective student should be scheduled for a Student Interest and Motivation Assessment (SIMA). During the SIMA, Admissions Representatives will explain admissions requirements, review program information, career opportunities, employment assistance, educational costs and conduct a tour of the facilities. In the event a SIMA is conducted offsite a tour of the facilities is required prior to starting training. All prospective students interested in attending MIAT College of Technology must participate in a SIMA with an Admissions Representative. After meeting with an Admissions Representative, prospective students interested in applying to MIAT College of Technology must complete an Application for Consideration and any additional required documentation to begin the application process as well as submit a $25 application fee. All Applications for Consideration will be accompanied by an Admissions Representative's recommendation to the Admissions Committee detailing the applicant's strengths and potential challenges as it relates to successfully completing the selected training program and/or obtaining meaningful employment upon graduation.

The applicant will then, with the assistance and guidance of MIAT College of Technology support personnel, begin the post-application process. Admissions requirements include proof of high school graduation, academic evaluation, and background evaluations. The following admissions requirements will be reviewed by the Admissions Committee prior to enrollment:

I. **Proof of Graduation** – Applicants must provide documentation of high school graduation or its equivalent. Satisfactory documentation includes, but is not limited to:
   a. Copy of the high school diploma or equivalent, such as a General Equivalency Diploma (GED);
   b. Copy of a high school or college transcript indicating high school graduation status;
   c. Copy of form DD-214 indicating graduation status;
   d. Copy of a letter indicating graduation status and graduation date from an appropriate school or state official;

   All documentation must be in English or have been translated to English by a recognized translator.

II. **Academic Evaluation** – Applicants must complete an academic evaluation recognized by MIAT College of Technology. The evaluation offered on campus is the Career Programs Assessment Test (CPAt), the Wonderlic Scholastic Level Exam (SLE), and the Office Proficiency Assessment and Certification (OPAC). MIAT College of Technology also recognizes the American College Testing (ACT) scores and those results must be within three years of the date of application.
   a. CPAt minimum acceptable score is a composite score of 142 and a score of 45 in the Numerical Skills section.
   b. ACT minimum acceptable score is 16 in Reading and 17 in Math.
   c. Wonderlic SLE minimal acceptable score for the Airframe & Powerplant Technician Program, Airframe Technician Program, Powerplant Technician Program, Global Logistics and Dispatch Program and Aircraft Dispatch Program is 15. Wonderlic SLE minimal acceptance score for the Energy Technician Program, Wind Power Technician Program and HVACR Technician Program is 14.
   d. OPAC minimal acceptable score for the Global Logistics and Dispatch Program or Aircraft Dispatch Program is 70%.

Based on extenuating circumstances, the Campus President or Director of Training may waive the minimum standards of the CPAt , ACT, Wonderlic SLE or OPAC upon presentation of acceptable documentation demonstrating that the applicant has the ability to successfully complete the training program. A student may be admitted on an academic probationary status not to exceed fifteen (15) school days.

All courses are taught in English therefore; applicants must be able to speak, read, write, and understand English. Applicants for whom English is a second language may be required to demonstrate English communication skills by way of the Test of English as a Foreign Language (TOEFL) exam or other acceptable documentation of ability to read, write and understand the English language.

III. **Background Evaluation** - All applicants are required to complete an authorization and disclosure form permitting MIAT College of Technology to conduct a secure background evaluation. These evaluations are conducted to identify potential employment limitations and advise applicants prior to investing in the training. This also helps to ensure the safety of our current student population, staff and faculty. Background evaluations include, but are not limited to:
   a. Social security number verification
   b. Driving record verification
   c. Sexual and/or violent misconduct
   d. Use of alias's
   e. State and national criminal history