



DAYTIME AUTOMOTIVE TECHNOLOGY PROGRAM STUDENT APPLICATION AND SELECTION PROCEDURES

*NOTE: This application is **NOT** necessary for students wishing to register in AUTO 708, AUTO 709, AUTO 710, AUTO 711 or Saturday or Evening Automotive Classes. Students wishing to take the classes mentioned above need only use the Skyline College Application for Admission available online at www.skylinecollege.edu/automotive/apply.php. If you are interested in the one semester CAA Entry Level Automotive Technology Certificate Program, it requires a different application. For more information on that program visit: www.skylinecollege.edu/caa/automotive.php.*

Application for the Daytime Automotive Technology Program must be received by April 15 for the fall semester and by November 15 for the spring semester. **The application and all documents must be sent to the Automotive Department Office, Building 8, Room 8208.** Applications received after the deadline will be assigned the next available number on a waiting list according to the date received. Applicants will be informed of the status of their application within six weeks of the application deadline. Applicants are responsible for submitting the following:

Requirements for Admission

1. Completion of the Skyline College Application online at the college website:
www.skylinecollege.edu/automotive/apply.php.
2. Completion of the Daytime Automotive Technology Program Application (attached).

AUTOMOTIVE EXPERIENCE

3. Documented proof of prior experience. **All statements MUST be substantiated by attached documents of verification (a transcript or letter from employer on business letterhead).** Such documentation may come from one or more of the following:
 - A. One semester of AUTO 710 or AUTO 711 at Skyline College (or equivalent from another community college) with a grade of "B" or higher (**Submit a copy of your final grade report with your application or a letter from your instructor.**)

OR
 - B. One year of high school automotive training with grades of "B" or higher (**verified by official transcript**). Also, a letter of recommendation from an automotive instructor would be beneficial or a copy of a Tech Prep Certificate of credit.

OR
 - C. One year of R.O.P. Automotive training with a grade of "B" or higher or equivalent training. (**A copy of your R.O.P. Certificate must be submitted with your application.**)

OR
 - D. One year of full-time related work experience. This will be documented by submitting a letter with this application from your employer on business letterhead specifying employment dates and duties.

MATH

4. All students must meet the math proficiency requirement in one of the following ways:
 - A. Eligibility for MATH 110, 111 or higher on the Skyline College Math Placement Test. (**Submit a copy of Math Placement Test results with your application.**) **Test scores are good for 2 years from date of test.**

OR
 - B. **Submitting a college transcript** showing completion of MATH 811 or its equivalent with a grade of "C" or higher.

ENGLISH

5. All students must meet the English proficiency requirement by:
- A. Eligibility for ESOL 400 or ENGL 846, 836, 105, or 100; and eligibility for READ 836 or 420 on the Skyline College English Placement Test or qualifying course work (**Submit a copy of your English Placement Test results or your final grade report from your qualifying course work with your application**)

OR

- B. Satisfactory completion of ENGL 828 with a grade of "C" or higher; or ENGL 826 and READ 826 both with a grade of "C" or higher. (**Submit a copy of your final grade report with your application.**)

NOTE: Minimum requirements may be lowered at the discretion of the selection committee, depending on the number of available seats and the number of applicants.

COMPLETED APPLICATION AND DOCUMENTATION AS REQUIRED SHOULD BE SUBMITTED TO:

**AUTOMOTIVE DEPARTMENT
SKYLINE COLLEGE
3300 COLLEGE DRIVE
BUILDING 8, ROOM 8208
SAN BRUNO, CA 94066**

NO LATER THAN **APRIL 15 FOR THE FALL SEMESTER** AND NO LATER THAN **NOVEMBER 15 FOR THE SPRING SEMESTER** (though late applications are accepted). Grades for course work in progress should be submitted at completion of course.

PLACEMENT TESTS

For information please contact the Assessment/Placement Testing Office at (650) 738-4150.

COLLEGE FEES

To verify current fees check the current Schedule of Classes or the Skyline College website: www.skylinecollege.edu.

For information regarding fee waivers and refund policies, consult the current college catalog, class schedule, or college website.

TOOLS

The current cost of tools purchased in connection with this program for the first semester is approximately \$400 to \$750, depending upon the brand of tools and the supplier.

Information regarding possible financial assistance to defray program costs is available from the Office of Financial Aid, Building 2, Student Services Center, (650) 738-4236

For further information contact the Automotive Department at (650) 738-4438
or the Office of Admission and Records at (650) 738-4251
Automotive web page on the Skyline College website: www.skylinecollege.edu/automotive



DAYTIME AUTOMOTIVE TECHNOLOGY PROGRAM APPLICATION FORM

For the Morning and Afternoon Automotive Programs Only

Last Name: _____ First Name: _____

Address: _____ City: _____ State & Zip: _____

Telephone: (____) _____ Email: _____ Skyline College G# _____

Are you a High School Graduate? Yes No If no, what is the highest grade you completed? _____ I have a G.E.D.

Name of High School last attended: _____ Last year you attended: _____

1. AUTOMOTIVE EXPERIENCE—required:

Please indicate the automotive experience(s) you are using to meet the program entrance requirement:

- High School Automotive One year with grades of “B” or higher. (Please attach your High School Transcript)
- R.O.P Automotive One year with grades of “B” or higher. (Please attach a copy of your R.O.P. certificate.)
- AUTO 710 or AUTO 711 at Skyline College with a grade of “B” or higher.
(Please attach a copy of your final grade report for AUTO 710 or AUTO 709.)
- Currently registered in AUTO 710 or AUTO 711 at Skyline College—please indicate the semester you are taking AUTO 710 or AUTO 711 _____
- Automotive Work Experience (one year full-time) please include a letter from your employer on his/her business stationery.
- Other (please explain and attach verifying information) _____

◆ **Be sure to attach copies of documentation that will verify your Automotive experience(s). Failure to attach documentation will delay the processing of your application.**

2. SKYLINE COLLEGE MATH AND ENGLISH PLACEMENT TEST RESULTS—required:

Please indicate how you will meet the Math and English requirement.

- Attached is a copy of the results of my Skyline College Math and English Placement test (or a transcript showing the College level Math and English classes I have taken).
- I am planning to take the Placement test on _____ and will send/deliver the results.
- College Level Math and English classes I am currently taking are _____

3. LIST AUTOMOTIVE CERTIFICATES, LICENSES, OR CREDENTIALS HELD AND ATTACH COPIES—optional

4. PLEASE MARK YOUR PROGRAM PREFERENCE:

- Morning Program (All manufacturers--generic)
- Afternoon Program (All manufacturers--generic)
- I have no preference. Either program is fine.

◆ **Applicant's Signature:** _____

◆ **Date:** _____

For Office Use Only

	OK	NEEDS:	ACTION TAKEN:
VERIFICATION OF TRAINING: _____	<input type="checkbox"/>	_____	() ADMIT
ENGLISH PLACEMENT: _____	<input type="checkbox"/>	_____	Initials: _____ Date: _____
READING PLACEMENT: _____	<input type="checkbox"/>	_____	() WAITING LIST
MATH PLACEMENT: _____	<input type="checkbox"/>	_____	Initials: _____ Date: _____
			() NOT ELIGIBLE
			Initials: _____ Date: _____
			Initials: _____ Date: _____