Skyline College

DAYTIME AUTOMOTIVE TECHNOLOGY PROGRAM
STUDENT APPLICATION AND SELECTION PROCEDURES

NOTE: This application is <u>NOT</u> necessary for students wishing to register in AUTO 710 or AUTO 711. 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. Please note that Skyline College Application is only good for 2 years, if you have not attended any classes within 2 years at any of our District Colleges, then you would need to reapply.

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 & received 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 are responsible for submitting the following:**

Requirements for Admission

APPLICATION

➢ Completion of the Skyline College Application online at the college website:
www.skylinecollege.edu/automotive/apply.php.

➢ Completion of the Daytime Automotive Technology Program Application.
www.skylinecollege.edu/automotive/apply.php

PREREQUISITE: AUTOMOTIVE FUNDAMENTAL EDUCATION OR WORK EXPERIENCE

Documented proof of prior automotive experiences. **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:

➢ One semester of AUTO 710 or AUTO 711 at Skyline College **(equivalency from another community college would be evaluated for transfer credits, otherwise AUTO 710 Credit by Exam will be required to be accepted into the program)** with a grade of "C" or higher (Submit a copy of your final grade report with your application, a letter from your instructor would be beneficial)

OR

➢ One year of high school automotive training with grade of "C" or higher **(verified by official transcript)**, a letter of recommendation from your automotive instructor would be beneficial. If accepted into the program an Automotive Fundamentals Credit by Exam (AUTO 710) with a passing score will be required in order for us to issue certificates of achievement. There is a Credit by Exam exception for students who pass both dual enrollment courses AUTO 509.1 and 509.2.

OR

➢ One year of full-time related work experience by submitting a letter with this application from your employer on business letterhead **specifying employment dates and duties**. The depth of work experience will be evaluated by the admission team. An Automotive Fundamentals Credit by Exam (AUTO 710) with a passing score may be required in order to be accepted into the program. The AUTO 710 Credit by Exam will be required in order to issue any certificates of achievement.

MATH

Students must demonstrate Math proficiency in one of the following ways:

➢ Successful completion of one year of a U.S. high school Elementary Algebra course. The final course in the term must be completed with a grade of "C" or better **(Submit a copy of your high school transcript with the application)**

OR

➢ Successful completion of a college Elementary Algebra, or higher level courses, with a grade of "C" or better **(Submit a copy of your college transcript with the application)**

OR

➢ Demonstrated placement at the Intermediate Algebra level (MATH 120) or higher, on the Skyline College MATH Placement Test **(Submit a copy of your placement result with the application)**

ENGLISH

Students must demonstrate English proficiency in one of the following ways:

➢ Successful completion of one year of a U.S. high school senior English course. The final course in the term must be completed with a grade of "C" or better **(Submit a copy of your high school transcript with the application)**

OR

➢ Successful completion of a college level writing course with a grade of "C" or better **(Submit a copy of your college transcript with the application)**

OR

➢ Successful completion of ESOL 400 or equivalent with a grade of "C" or better **(Submit a copy of your college transcript with the application)**

OR

➢ Demonstrated placement in a college level ENG 100 or ENG 105, or higher, on the Skyline College English Placement Test **(Submit a copy of your placement result with the 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

FALL SEMESTER NO LATER THAN **APRIL 15**
SPRING SEMESTER NO LATER THAN **NOVEMBER 15**

Applications are accepted throughout the year. Late applications will be accepted but space might not be available for the semester you applied for.
Grades for course work in progress should be submitted at completion of courses.

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. Professional tool brands such as Snap-on, Matco and others are recommended. For approved brands please refer to the Tool List that is posted on the automotive website: *www.skylinecollege.edu/automotive/tools*

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*

Skyline College

DAYTIME AUTOMOTIVE TECHNOLOGY PROGRAM APPLICATION FORM
For the Morning Full–Time 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:** _____

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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 "C" or higher. **(Please attach your High School Transcript)**

☐ **AUTO 710, AUTO 711, AUTO 509.1 and AUTO 509.2 at Skyline College** with a grade of "C" or higher.
(Please attach a copy of your final grade report for AUTO, AUTO 711, AUTO 509.1 and AUTO 509.2)

☐ **Currently registered in AUTO 710, AUTO 711, AUTO 509.1 and AUTO 509.2 at Skyline College**—please indicate the semester you are taking AUTO 710, AUTO 711, AUTO 509.1 and AUTO 509.2 _____

☐ **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. | **PREREQUISITE MATH AND ENGLISH PLACEMENT RESULT—required** |

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

☐ **Attached is a copy of the results of my** <u>Skyline College Math and English Placement test</u>**, or a transcript showing the College level Math and English classes already taken.**

☐ **Attached is a copy of my high school transcript.**

☐ **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** |

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Applicant's Signature: _____ **Date:** _____

Revised 01/20 TB/nl