Quick Start Guide
Enrolling in CCBC Aviation courses

Thank you for your interest in the **Community College of Baltimore County (CCBC)** Aviation Technology program. CCBC has been training Aviation Professionals for over 45 years!

CCBC is an approved institution of higher learning in which Veterans may use Financial Aid, VA Educational Benefits, grants or other tuition assistance to pay for flight training courses. CCBC offers a full range of approved airplane and helicopter professional pilot courses including Private Pilot, Instrument Rating, Commercial Pilot, Flight Instructor basic (CFI), Instrument Instructor (CFII), and Multi-Engine Instructor Airplane (MEI).

Students may choose from 6 Associate of Applied Science degree programs, including Air Traffic Control, Aircraft Dispatcher, Flight Operations Management, Professional Pilot Airplane, Professional Pilot Helicopter, and Professional Pilot Unmanned Aircraft Systems. Four Aviation Certificate Programs are also available.

PLEASE FOLLOW THESE EASY STEPS (IN ORDER) TO GET STARTED!
Note: underlined, italicized words are linked.

This document is available on **CCBCMD.EDU/ AVIATION**

1. **INFORMATION**

   Important details on the Aviation Program are available on the *__Aviation Technology__* website.
   a. Review the *__College Catalog__* for CCBC policies, degree or certificate requirements, and curricula.
   b. If interested in Flight Training, review the *__Flight Training Guide__* which details policies, procedures, costs, careers, approved flight training centers, and FAQ.
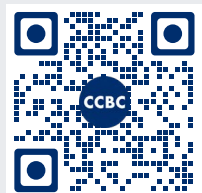
2. **ADMISSIONS**

   Submit an *__application for admission__* (free) online or in-person to get your CCBC Student ID.
   a. Apply for **Financial Aid**, and/or **Veteran's Educational Benefits** if desired and eligible.
      i. **Contact the Financial Aid Office**
      ii. **Contact Veteran Services** – (VA Educational Benefits, SCO Certifying Official)

3. **ACADEMIC ADVISING**

   Meet with an *Academic Advisor* to for placement assessment, course recommendations, and transcript evaluation for General Education courses completed at another college.

   a. **First time college students** will be required to take *placement tests* to determine their math, English & reading level (students with prior college experience may be exempt).

   b. **If you have previous college experience.** Academic Advisors can determine what General Education courses will transfer to CCBC.

   c. Submit all official **transcripts** and **military training experience** to the Registrar's office for evaluation.

4. **AVIATION ADVISING**

   a. If you have any questions prior to registration, you can *schedule a virtual or in-person advising appointment* NOTE: For registration appointments, follow the Registration Instructions on our website.

   b. If you have FAA licenses or have completed aviation courses at another college, refer to the CCBC *Flight Training Guide* for details on how to receive credit for FAA pilot certificates and ratings. Aviation courses completed at another college or university will have to be evaluated by the Aviation Department for transfer.

5. **REGISTER FOR CLASSES**

   All registrations must be completed **in-person** and **by appointment only** on the Catonsville campus. This will allow CCBC Aviation Faculty Advisors to provide guidance and mentorship, verify records/pre-requisites, and ensure that the correct courses are being taken in the correct order based on individual experiences and situations.

   Please refer to the **Registration Instructions** on our website for step-by-step guidance on how to schedule and prepare for a registration appointment with an Aviation Faculty Advisor.

   a. Professional Pilot Students registering for flight courses:

      i. You must have a valid **FAA Class I or II Medical Certificate** prior to registering for flight training courses. This can be only obtained from an FAA Aviation Medical Examiner (AME) — refer to page 9 of the *Flight Training Guide* for details.

      ii. Non-US Citizens (Resident Aliens) must obtain *TSA Clearance* for flight training under the Flight Training Security Program prior to registering for flight training courses. This typically takes 3–6 weeks to process, so do this ahead of time!

   IMPORTANT CONTACTS (Catonsville Campus):
   Admissions 443-840-4304 • ccbcadmissions@ccbcmd.edu
   Academic Advising 443-840-3833 • gettingstarted@ccbcmd.edu
   Veteran's Educational Benefits 443-840-4305 • veteranservices@ccbcmd.edu
   Financial Aid 443-840-4504 • financialaid@ccbcmd.edu
   Aviation Department 443-840-4157 • aviation@ccbcmd.edu

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