NEW STUDENT INFORMATION PACKET
Congratulations!

Your completed application and recommendation for admission to Spartan College of Aeronautics and Technology qualifies you for conditional acceptance. The next part is to complete all the necessary steps to become fully accepted into your chosen field of study. Spartan is committed to you because your success, as with past graduates, enhances our world-wide reputation for quality training of aviation professionals. Your Enrollment Manager has indicated to you several items necessary for final acceptance. Your Spartan experience will be greatly improved if all those items are received prior to your arrival in Tulsa. Full acceptance must be completed prior to commencement of classes. Let’s determine together what you need for acceptance and create a plan to accomplish getting these items to Spartan.

Your First Day at Spartan

How do I find Spartan?
Students arriving by plane to the Tulsa International Airport should call 1-800-331-1204 for transportation assistance from the airport to Spartan. Students arriving by automobile on I-244, follow the airport signs and exit highway 11, exit on Pine Street, which is before the airport exit. Go east one block, to the main campus.

What do I do first?
Check in at Spartan’s main campus located at 8820 East Pine Street for assistance. If you arrive after business hours, many local motels offer a discount to Spartan students and families, so be sure to ask.

Housing
Checking into student housing is a part of the registration process. You are expected to arrive on your assigned registration day. Please notify admissions if you need other arrangements.

Orientation
Attendance is required and you must be registered before you can attend orientation.

Acceptance Items Needed

1. Official High School Transcript (includes Grad Date, GPA, or GED scores)
2. ACT/SAT/ASVAB scores

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Your Enrollment Manager has recommended you for acceptance to Spartan. One of the most important steps in getting ready for college is financial preparation. If your method of payment includes Financial Aid, please refer to www.spartan.edu.

To make things smoother for you, let’s create a timeline to complete the financial aid process.

**ACTION**
Complete online financial aid process at  http://www.spartan.edu/new-student-access/financial-aid-process

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**Saving Money for School**

Preparing to start college is very important to your success. Your Enrollment Manager informed you of the “extras” you will need upon arrival in Tulsa. Money to live on is one of these extras and is not covered by financial aid. The amount of available funds needed varies a great deal per student, so plan to meet your specific needs. Let Spartan assist you in thinking through this process so you can create a personalized budget:

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### Your Specific Needs

<table>
<thead>
<tr>
<th></th>
<th>Spartan Housing</th>
<th>Off Campus Housing/Apartments</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Housing</td>
<td></td>
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<tr>
<td></td>
<td>Low</td>
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<td>$1,435.00</td>
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</table>
Advantages of the Student Housing Program include:

- The apartments are furnished
- Utilities are paid to $100 per apartment (included in rent)
- No apartment credit checks
- No large apartment security deposit
- No water, gas, or electric deposits
- Not typical dorm housing, but actual apartment home living
- Walking distance from the Main Campus

Securing affordable, satisfactory housing before arriving in Tulsa prevents distractions which could detract from training. Whether you will be living in student housing under the single student housing program or moving your entire family to Tulsa, we are here to help. Please be aware that we need time to get you situated. All money needs to be sent in the form of cashier’s check, money order or personal check. Please do not send cash! If you have any special housing needs or just want more information, please feel free to call. We want to make your relocation as smooth as possible.

**Spartan Residence Hall**

The Residence Hall is located within walking distance of Spartan’s Main Campus and is close to shopping, dining, and entertainment venues. Spartan Residence Hall offers a recreational field and on-site maintenance. Visa, Mastercard and Debit cards are accepted for rental payments. The Spartan Residence Hall is subject to availability and approval.

- **Individual leases**
- **Furnished living area with couch, chair, TV cabinet, and end table**
- **Full size refrigerator**
- **Microwave and stove**
- **Dishwasher**
- **Garbage disposal**
- **Large utility room with combination washer/dryer in each unit**

Each Bedroom has:
- Full size bed
- Ceiling fan
- Desk and desk chair
Our experience tells us that the second month’s rent is always the hardest for the student to pay. It is recommended that you find a job as soon as possible, with the possibility of getting paid. It is also recommended, if possible, that two payments be made when moving in to avoid the possibility of late charges.

**Other Housing Options**

This includes married students, students with children, and single individuals who prefer private housing. Spartan utilizes a locating service in the area to assist you at no charge.

They will help you in locating housing (apartment or house) and assist in getting the application to you via fax or mail. They will help with any questions you might have or in filling out the application, make arrangements for your arrival, and send you any information that you might need in the process of finding your new home.

In the Tulsa area, average deposits on apartments can be up to $150.00 and in some cases the first and last month’s rent will be due upon moving in, unless you are able to provide a co-signer. You will be responsible for utilities and a six month lease is the average agreement.

The locating service can also assist in locating roommates and apartment furnishing if needed.

If Spartan Housing is full or if a student prefers off-campus housing, assistance is provided through RnR Real Estate. Whether you are looking for a shared housing experience or an independent one, RnR can offer housing that fits your needs.
Many magazines have named Tulsa as one of America’s most desirable cities when measured in various ways.

Tulsa . . .
is the No. 1 place to live in the U.S.  
(Relocate America 2009)
is the No. 1 metro area for cost of living  
(Business Facilities 2009)
is the No. 2 mid-sized city for jobs  
(Forbes 2009)
is the No. 2 “pay-raise” city in the U.S.  
(Forbes 2009)
is the No. 2 metro for quality of life  
(Business Facilities 2009)
is the No. 8 small city of the future  
(FDI magazine 2009)
is one of America’s top hot real estate markets  
(CNN Monday 2009)
has a cost of living 11 percent below the national average  
has a per capita income 20.7 percent above national average  
has the second shortest commute time in the U.S.

Tulsa Weather
Very warm in the summer (June through September) and cold in the winter (October through May). Tulsa’s mean temperature is 59 degrees. The summer months are great, offering lots of outdoor activity. However, the winters are cold and you can expect some snow and rain with temperatures sometimes below freezing.

Housing
Advance housing arrangements can be made for those students taking advantage of housing and locating service. Renters and Personal Property insurance is recommended.

Job Availability
Tulsa employers have been hiring Spartan students for over 80 years. Be sure to bring your Social Security card and two forms of photo identification. Also, letters of recommendation from past employers are very helpful. (Refer to Part Time Jobs on page 7.)

Banking
We recommend opening a local checking account as soon as you arrive. Spartan will accept your personal checks for tuition and will cash checks for $50.00 or less, up to 30 days after your arrival. When opening an account, traveler’s checks or cash can be deposited into a checking account with immediate access. So remember to bring transition money with you to get started.

Child Care
Tulsa has a licensed babysitter referral service as well as numerous private and public daycare services. The referral service number is: 918-834-2273.

Driving in Tulsa
For information regarding your driver’s license and car license refer to the next page.
When should I get to Spartan?
Typically registration is held one week prior to your scheduled start date. You will receive a registration packet that will explain registration in detail. You are expected to arrive on your assigned registration day.

How do I get around in Tulsa?
Since you will be living in the Tulsa community while attending college, it is important to preplan the means by which you will get around town. You have the responsibility to provide for your own transportation needs. The most common are:

Car: If possible, it is highly recommended you have a vehicle while in Tulsa. You not only need to get back and forth to college, but also back and forth to work.

Public: There are public transportation services available in Tulsa at minimal cost. However, it has been our experience that bus routes are not convenient to Spartan or to a student’s class schedule. Although it is viable, you may want to consider another option.

Carpool: This option allows for some cost savings if several students get together and ride share back and forth to college. If several students carpool, the cost of gas can be shared. It is also a way for a student without a car to get back and forth to class, but makes transportation difficult for anything else.

Driver’s License & Car Tags: If you choose to bring a vehicle with you, full-time Spartan students can use their home state licenses and car tags as long as they are current. A Spartan student identification card and parking sticker will be provided. Oklahoma law requires that you carry proof of insurance with you in your vehicle at all times.

My start date is __________________

My arrival date is: __________________

For more information about Tulsa visit: www.tourismtulsachamber.com www.tulsaworld.com
No matter where you’re from, we are confident you will find Tulsa to be a delightful city to live, work and learn.

One of the many advantages to the Student Employment Service is the invaluable list of tips we provide. Spartan’s graduate career center can assist you in writing your resume, preparing for an interview, or even deciding what is appropriate to wear to an interview.

Even if you’ve never had a problem finding employment, we encourage you to utilize our services.

If you have any further questions, please do not hesitate to take advantage of the Spartan Student Employment Service.

Student Employment Services: 1-800-331-1204 ext. 358

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**Part Time Jobs**

For most students, it is necessary to work while attending college. The Spartan Student Employment Service is set up to assist you in obtaining employment.

**Questions**

The following is a list of questions most frequently asked about student employment. Take a few minutes to review the information to get a better understanding of employment in Tulsa and the Spartan Student Employment Service.

Q. How does Spartan Employment Service locate job openings?
A. The staff locates job openings through many different means, including contacting employers by phone and personal visits. This base has been developed over the years and successfully expanded by the excellent performance of previous students. Additionally, we are continuing to add to the base by making new contacts.

Q. How do students find out about job openings?
A. As jobs become available, the job orders are posted on the Student Employment Board. Because the better jobs usually are taken quickly, it is a good idea to check the board on a regular basis. Each job order will give you the information you need to apply. Items listed include: hours, duties, experience requirements, pay rate (when available), company name, person to contact and hours to apply. Should you have questions or problems relating to your job search, our staff is available to assist you.

Q. What kind of jobs are on the Student Employment Board?
A. There are over 30 categories of jobs listed. Some of these include: Automotive, Aviation, Clerical, Delivery, Dockwork, Electronics, Fast Food, Janitorial, Hotel, Landscape, Manufacturing, Medical, Restaurant, Retail, Skilled and Unskilled Trades, Security, Telemarketing and Warehouse.

Q. Do you assist spouses with employment?
A. Yes. While most of the job orders are aimed at the abilities of our students, a number of the employers we contact will hire spouses, family members and non-Spartan roommates.

Q. Will I need my own transportation to get a job?
A. Though Tulsa does have public mass transit, it is recommended that you have your own transportation. The Tulsa Transit Service operates between 6:00 a.m. and 6:00 p.m.

Q. What can I do to increase my employability before I arrive at Spartan?
A. It is important to have a resume and, if possible, letters of recommendation from previous employers to bring with you. It is also a good idea to prepare a list of previous employers and references with correct addresses and phone numbers. Most employers will require two forms of identification such as a driver’s license, state-issued I.D., Social Security card, or birth certificate. If you have a passport it is recommended that you bring this as well.
Career Planning

Most students will need to have a job while they are attending college.

Other Career Center services include:

- **Career Assistance** - before and after graduation
- **Resume and Cover Letter** - writing assistance
- **Job Lists/Resource Library** - for job preparation with directories, magazines ... and more
- **Long Distance Telephone - use to contact companies**
- **Mailing and Faxing** - of resumes
- **PC’s** - available for your use
- **On-Campus Interviews** - with prospective employers

We give thanks to the great companies that support and employ our graduates. Here are just a few:

- AAR Corp.
- Acuren Inspections
- Allied Signal
- American Eagle Airlines
- American Flyers
- Atlantic Southeast Airlines
- AvDuct Worldwide
- Aerotek
- Bath Iron Works
- B.F. Goodrich
- Bizjet
- Boeing
- Cessna Aircraft
- Chahtaqua Airlines
- Chemtronics
- Colgan Air
- Delta Airlines
- DynCorp International
- Erickson Air Crane
- Express Jet Airlines
- FFC Services
- Flight Safety
- Flight Star Aviation
- Florida Power & Light
- General Atomics
- General Electric
- Great Lakes Aviation
- Gulfstream
- Honeywell
- KC Wind Group
- L-3 Communications
- Ladish Forging
- Lockheed Martin
- Lufthansa
- Mesaba Airlines
- Next Era Energy
- Nordam
- Pinnacle Airlines
- Pratt & Whitney
- Southwest United Industries
- Raytheon Aerospace
- Raytheon Aircraft Services
- Raytheon E-Systems
- Republic Airlines
- Rockwell Collins
- Spirit Aero Systems
- Team Industrial
- Tinker Air Force Base
- Turbomeca
- Underwriters Laboratories
- United Airlines
- US Steel
- US Airways
- U.S. Military
- Vance Air Force Base
- Western Technologies, Inc.
- XRI Testing
- Plus many more!

On-Campus career fairs are held twice a year.
**General Aviation Maintenance**

Calculator*
Combination Squares
Compass, Bow
Drill Bit ¼”
Drill Bit #21
Drill Bit #30
Erasers
File Card
File Handle
File, Mill Bastard 10”
Flash Light
Flat File
Glasses, Safety
Hacksaw
Hacksaw Blades, 18 and 32 tpi

**Aviation Maintenance**

(In addition to General Aviation Maintenance)

- Adapter, 3/8” to 1/4”
- Adapter, 3/8” to 1/2”
- Aviation Snips
- Brush, Wire
- Chisel, cold
- Crow Foot 3/4”, 3/8” Dr.
- Drill Bit #41
- File, Set 4”
- File, Half Round 10”
- File, Round 10”
- File, Slim Tapered 8”
- Gauges, Thickness
- Glasses, Safety
- Gloves, Welding
- Goggles, Welding
- Hearing Protectors
- Hi-Liter
- Inspection Mirror
- Mallet, Soft-Face
- Multi-meter, Digital
- Needle, 2” Curved
- Needle, 10” Straight
- Particle mask
- Pencils, Colored
- Pliers, comb. Slln Joint

- Punch, Pin 1/4”
- Rule, 6’ Steel Tape
- Scissors
- Screwdriver Bit 5/16” Std. 3/8 Dr.
- Screwdriver, Phillips #1
- Screwdriver, Phillips #2
- Screwdriver, Phillips #3
- Screwdriver, Standard 4”
- Screwdriver, Standard 6”
- Screwdriver, Standard 8”
- Socket Set 12 pt. 1/4” Drive
- Socket Set 12 pt. 3/8” Drive
- Socket, Spark Plug 7/8” Dp, 1/2” Dr.
- Speed Handle, 1/4” Drive
- Speed Handler, 3/8” Drive
- Tape, Masking 3/4”
- Wire Crimping Tool
- Wire Strippers, Automatic
- Wrench, Allen
- Wrench, Combination 1/4” thru 1 1/8”
- Wrench, Ignition set
- X-Acto Blades

* Scientific for general education classes. Graphing calculator for Bachelor’s Degree classes.

Note: Tools are purchased on an as-needed basis throughout your training. However, it is recommended you bring as many tools as you have with you to college.

Your Spartan Bookstore is the service center for all your required and additional aviation specialty hand tools. See your bookstore representative for more information, or call 1-800-331-1204 Ext. 288.
Quality Control/Nondestructive Testing

Calculator, Radiation Calculator, Radiation
Rule, 6” Steel, 64th’s Glasses, Safety

Core Electronic Technology Course

Tools for AIE1708 Avionics Fundamentals, AIE1718 AC Theory and Semiconductors:
Tool Kit (includes):
  Analog Section Kit Bread Boards Digital Section
  Power Supply Kit Trainer with Case
Also Needed:
  Brush, Acid Brush, Toothbrush Style Digital Meter
  Glasses, Safety Helping Hands Pliers, Flush Cut
  Pliers, Needle Nose Practice Kit, Solder Pliers, Flush Cut
  Screwdriver, Cabinet Tip Screwdriver, Phillips #1 Screwdriver, Phillips #2
  Solder Tips (3) Solder Wick 6” Steel Rule
  Wire Strippers Flashlight Oscilloscope Probes x 2
  Wrist Strap

AIE1728 - Electronic Devices:
  Screwdriver, Jeweler’s Set
  Tuning Tools, Non-conductive

AIE2738 - Digital Circuits & Devices:
  Logic Probe

AIE2748 - Principles of Electronic Communication
  Battery, 9-volt (2)
  Radio Kit, AM/FM
  Transmitter Kit, FM Stereo
  Soldering Iron

Avionics
(In addition to the Core Electronic Technology Course)

AIE2758 - Aircraft Systems
AIE2768 - Aircraft Communication and Navigation Systems
AIE2778 - Aircraft Radar Systems and Avionics Line Maintenance

  Surface Mount Kit
  Nutdriver Set, Xcelite 11 pc.
  Wrench, Allen Set
  Wrenches, Ignition (optional)
This checklist includes six items that will help to ensure your successful transition to campus life.

☐ FINANCIAL AID
I have completed steps 1 through 5 online.

☐ COLLEGE / EXPENSES
I have saved $_______ for personal living expenses.

☐ HOUSING
I will be using RnR housing and have sent my application, application fee and deposits.

☐ TRANSPORTATION
I will be bringing: ☐ an automobile, ☐ a motorcycle, ☐ a moped, ☐ another form of transportation.

☐ PART TIME JOBS
I have prepared a resume and obtained references and recommendation letters.

☐ PERSONAL BELONGINGS
I have packed my personal belongings and I’m ready to go.

☐ FINAL PREPARATION
I have reviewed my checklist and all my questions are answered.

Important Phone Numbers

Admissions: 1-800-331-1204, Ext. 208
Financial Aid: 1-800-331-1204, Ext. 241
Housing Department: 1-800-331-1204, Ext. 660
Bookstore: 1-800-331-1204, Ext. 288
Student Employment Services: 1-800-331-1204, Ext. 358

Consumer information available at: http://www.spartan.edu/consumerinformation