A program advising session gives you the opportunity to meet with your program advisor before starting your program. Your program advisor will assist you with registering for classes and work with you through graduation.

During your program advising session, you will discuss the following:

- Provide overview of LTC email and MyLTC account
- Review admissions checklist items (steps to be completed for program admission)
- Provide an overview of financial aid information (FAFSA) and payment options
- Review the financial assistance available to help pay for college
- Review the occupational information specific to your program
- Review Credit for Prior Learning options
  - Transfer from a college or university
  - Credit by exam
  - Registered apprenticeship
  - Work or life experience
  - High school dual-credit agreement even if it is not part of their current program
- Discuss the functional ability statement form
- Discuss placement scores and suggest courses to register for each term
- Specific program information such as program requirements, expectations, and course content
- Discuss attached program sheet/plan - meet with program advisor if you decide not to follow the plan in the future or if uncertain about classes
- Share information on the college support services, including the academic support center, disability services, minority services, peer tutoring services, etc.
- Review Microsoft/Keyboarding co-req/pre-req requirements, if applicable
- Discuss the requirements of the tool purchase.

The items listed above were discussed during my program advising session. I understand that course substitutions may be necessary while completing my program (see Program Advisor for options).

_______________________________________________  __________________
Student Name (printed)   Student Name (signature)   ID #   Date
_______________________________________________  __________________
Program Advisor       Date

If at any point you have questions or concerns, please see your program advisor listed above. If your program advisor is not available, please stop by the front desk and ask for assistance.
LTC Automotive Graduate Tool Program

Program Outcomes
Automotive Maintenance Technician and Automotive Collision Repair program graduates will leave the program with the following:

1. Mastery of the course competencies and the program outcomes
2. Technical competency in all eight areas of ASE certification and preparation to pass ASE examinations
3. A professional tool set and box suitable for professional work in the industry

Program Policy Requirement
The LTC Automotive programs require students admitted to the program to purchase a professional set of automotive tools and a professional box to house them suitable for professional work in the industry.

Automotive program students receive their tools upon final payment received by LTC and during their final term of classes - (2nd term for Auto Collision or 4th term for Auto Maintenance).

Students who do not graduate do not receive the tool set and box.

Graduation Definition
Graduation is defined as meeting all program requirements for the Technical Diploma in accordance with all LTC program policies and payment in full of all program tuition and fees.

The Tools and Tool use
The tool set and box are from Snap-on and are purchased at a price greatly discounted from the normal retail price.

While enrolled in the program and taking courses students will use LTC tools in the LTC shops.

Program graduates begin their careers with a brand new professional tool set and box.

Charges
Charges for the tool set, box are dispersed into installment payments that the student pays to LTC. These payments are held in an account.

Graduate and Non-Graduates Procedures
For program students, orders to Snap-on for the tool set and box take place following the receipt of the final payment during their final semester in which the student is graduating and a new tool set and box is shipped to the address provided by the student. Orders are placed for program students ONLY.

Note: It is the responsibility of the student to provide the Trade & Industry Division Specialist with a receipt from the LTC Student Billing Department showing that all fees are paid before orders can be placed.

For students leaving the program early, Snap-on tools are not ordered and a credit will be issued for the tool fees that have been charged to the student account on or near records day of the semester in which the student drops the program.

Note: It is the responsibility of the student to contact the Trade & Industry Division Specialist within the term that you leave the program to request a credit.

I have read and understand the requirements explained above related to the tool purchase.

Student Signature