



# Auto Body Technology

## Program Admission and Registration Guide

The instructors of the ABOD program appreciate your interest in our program. Your education is important to us. This program is a highly sought-after training experience. We have created this instruction guide to assist you with your admission and registration process. It is highly recommended to read through our entire webpage and links for important information you may find beneficial. We want your experience at Century College to be positive and productive, so do not hesitate to contact any of our instructors for assistance.

### Follow these steps to become a Century College Auto Body Technology student:

1. Complete and submit the application to Century College, including the \$20 application fee. *Be sure to indicate **Auto Body Technology** as your Major.* It is important to understand that admission into the program occurs only during fall semester.
2. Take the college Assessment Tests in reading, writing, and math.
3. Meet with the Assessment Advisor immediately following your assessment tests to determine if your scores are high enough to get into the Automotive Service Technology program, or if you need to take some refresher courses to improve your academic success.
4. Upon meeting the program requirements, you will receive an E mail message that gives you an opportunity to register. It is important to understand that registration is on a first come first served basis. The ABOD program at Century College is a high demand program with limited capacity. This program has a history of filling several months before the start of each academic year.
5. New Students: Attend the earliest New Student Orientation at Century College to increase your chances of admittance into the program. *Following the College orientation there will be opportunities to attend an Auto Body Technology program orientation. See the program website for dates and times. The program orientation will last approximately two hours. At the orientation if you are not registered for classes within the program you may get a registration form which is signed by the program instructor to register. Online registration is available. Contact your advisor for assistance.*
6. Currently Enrolled Students: If you are currently taking courses at Century College and are changing your major to Auto body Technology, fill out the “Change of Information Form” at the records office. After changing your major, work with an advisor to assist you with registering for the correct courses.
7. Purchase the book required for the program at the Century Bookstore. It is better to purchase your book early, as it will be needed on the first day of class. *The book is available in early August. Sometimes there is a waiting line at the bookstore, so please plan extra time when purchasing a book.*
8. Obtain the tools required for the program. There are various tool suppliers that provide this list of tools and roller cabinet at a discounted price range of \$2000.00 - \$3000.00. These discounted prices are offered to the students that are enrolled in the ABOD program. If you decide to purchase tools and a toolbox without using financial aid, you may use any tool vendor that can provide the required tools and box size listed on the ABOD required tool list. A bookstore deferment system is in place for students who qualify for financial aid to purchase the required tools and toolbox for the program. The deferment can be used at the College bookstore 30 days prior to the start of the school year. The bookstore tool set and box is from a preselected vendor with an approximate cost of \$2300.00.
9. **IMPORTANT NOTE: You must attend the first day of class** or you will not be able to complete the ABOD 1005 Automotive Workplace Safety course. As this course is a prerequisite for all other AST courses, you would not be able to continue in the program.

**On behalf of Century College, we want to welcome you to the first step that will change your life!**