



# Automotive Service Technology

## Program Admission and Registration Guide

The instructors of the AST 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 Automotive Service Technology student:

1. Complete and submit the application to Century College, including the \$20 application fee. *Be sure to indicate **Automotive Service 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 a letter that gives you an opportunity to register. It is important to understand that registration is on a first come first served basis. The AST 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. *Immediately following the College orientation there will be an Automotive Service Technology program orientation. The program orientation will last approximately two hours. At the orientation you will receive a registration form. This form must be signed by a program instructor in order to register. Online registration is not available.* You do not need to attend the program orientation which follows the college orientation unless you have assessed high enough to enter into the program.
6. Currently Enrolled Students: If you are currently taking courses at Century College and are changing your major to Automotive Service Technology, fill out the "Change of Information Form" at the records office. After changing your major, contact a program instructor to set up a meeting.
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 tools and a roller cabinet at a discounted price range of \$1500.00 - \$3000.00. These discounted prices are offered to the students that are enrolled in the AST 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 AST required tool list. A bookstore deferment system is in place for students who qualify for financial aid to purchase the required tools and tool box 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. The tool list is available on the program website.
9. **IMPORTANT NOTE: You must attend the first day of class** or you will not be able to complete the AST 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!**