

INDIAN HILLS COMMUNITY COLLEGE

# Aviation Pilot Training Checklist and Information (On-Campus Students)

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## Getting Started in the Aviation Pilot Training Program (On-Campus)

Indian Hills Community College

Students can sign-up and complete the admissions process using online resources without having to drive to Ottumwa or they can set up a time to visit the Aviation Department on the Indian Hills Community College North Ottumwa campus.

Starting the program with the online option is easy!

1. Contact our Aviation Department secretary at (800) 726-2585 ext 5214 or [Trinita.Shewry@indianhills.edu](mailto:Trinita.Shewry@indianhills.edu) to provide the contact information below and to receive assistance in the enrollment process to start the program on-campus.
  - **Your Full Name**
  - **Mailing Address, City, State, and ZIP**
  - **Phone number to contact you and the best times to contact you**
  - **Email address where we can send information electronically**
  - **Enrollment Term (Fall, Winter, Spring, or Summer and Year)**
2. Complete an application online for the Aviation Pilot Training Program selecting the **normal program code** or download and complete the application and mail to Indian Hills Community College, Aviation Pilot Training, 525 Grandview Ave, Ottumwa, IA 52501.
3. Complete the personal Informational Conference with Department Staff here at the Aviation Center on the North Campus so that we can verify that you are fully informed about the requirements of the program. Another option is to obtain and read the **Pre-admission Informational Interview document** to get the same information provided in the personal conference by sending an email request to our aviation department secretary [Trinita.Shewry@indianhills.edu](mailto:Trinita.Shewry@indianhills.edu) with the contact information above. She will send you the word document to via attached email and you will return a completed response form to our office via mail at the above address or by fax. (Contact our secretary for instructions on faxing the sheet.) Also, you can call our office at (800) 726-2585 ext 5214 to request the document be sent to you and you can then mail the completed response sheet document to our office using the above address. Completing this response sheet and submitting it to the department electronically or by mail substitutes for the personal “Informational Conference” with the Department Staff required to be accepted into the program. This enrollment requirement is just to provide you with information and is in no way a test or an interview like for a job. After submission we will contact you and make sure you are on track in the process.
4. Complete the normal procedures for college enrollment and procedures specific to the program using the Admissions Checklist below.
5. After your application has been processed and accepted, check online to see when online registration is open for the Fall or Spring term and register completely online and be sure to select the “01” section of the courses you need to take for the first term.
6. Obtain any books, videos, or software before the course begins. Review the syllabi to see what is required for each of the first term courses.

Enrolling in the program in person is just as easy!

1. Call Indian Hills Community College at 800-726-2585, ext. 5214 to make an appointment to come to our campus and request information about the program to be sent to you.

2. You will be assisted through the enrollment process and be provided with all the information you need. The requirement for the Informational Conference with the Department Staff can be completed at this time if desired.

**Important Contacts:**

**Aviation Pilot Training Main number/Secretary**, (800) 726-2585 ext. 5214

**Admissions/Financial Aid/Registration Main number**, (800) 726-2585 ext. 5234

**Brian Hammack**, Assistant Chief Flight Instructor, (800) 726-2585 ext. 4270,  
[Brian.Hammack@indianhills.edu](mailto:Brian.Hammack@indianhills.edu)

**Darren Graham**, Director: Aviation Programs & Chief Flight Instructor, (800) 726-2585 ext. 4254,  
[Darren.Graham@indianhills.edu](mailto:Darren.Graham@indianhills.edu)

**Randall Brookhiser**, Chief Ground Instructor, (800) 726-2585 ext. 4250,  
[Randall.Brookhiser@indianhills.edu](mailto:Randall.Brookhiser@indianhills.edu)

**Admissions Checklist**

Use this checklist if you are a student beginning the land-based program on the Ottumwa North (Airport) Campus. Online start students should call the Aviation Department at (641) 683-5214 to receive assistance for completing an application and enrolling in online section courses.

Completed	Item	Date
<input type="checkbox"/>	Apply to IHCC (online or through the mail)	_____
<input type="checkbox"/>	Personal Informational Conference with Department Staff or “Pre-Admission Informational Interview” document read and response sheet submitted. (Obtained by contacting Trinita Shewry, (800) 726-2585 ext. 5214, or emailing <a href="mailto:Trinita.Shewry@indianhills.edu">Trinita.Shewry@indianhills.edu</a> .)	_____
<input type="checkbox"/>	Send transcripts to IHCC (See application for mailing address.)	_____
<input type="checkbox"/>	Financial-aid and loan applications complete. (Begin the process at <a href="http://www.fafsa.org">www.fafsa.org</a> )	_____
<input type="checkbox"/>	Aviation medical certificate / student pilot certificate (1 <sup>st</sup> or 2 <sup>nd</sup> Class) obtained and a copy sent to Aviation Department.	_____
<input type="checkbox"/>	Copies of original U.S. identification documents mailed or faxed to Aviation Department. (Originals must be presented prior to first flight.)	_____