

## New Student Registration Checklist

Complete the following steps prior to beginning your first semester at MSU:



### Complete your FAA Medical Exam

FAA flight doctors administer these. A list of qualified providers can be found online: [www.faa.gov/pilots/amelocator](http://www.faa.gov/pilots/amelocator). If possible, request a First-Class FAA medical exam. We recommend a First Class to ensure your ability to obtain one upon graduation.

**You must have your medical examination complete prior to registering for ANY flight lab.** Plan to complete your flight physical as early as possible prior to registering for your first flight lab in the event you need to submit extra medical records to the FAA Aerospace Certificate Division, AAM-300.

**If you take any kind of prescription medications contact a flight physician prior to your scheduled appointment. The FAA has a special issuance process for only 4 antidepressants (fluoxetine (Prozac), escitalopram (Lexapro), sertraline (Zoloft), or citalopram (Celexa), which involves a costly and time-consuming (about 3 months minimum) psychiatric and cognitive testing requirement. Also, a listing of any alcohol offense, such as consumption as a minor, or a DUI, requires full documentation for the FAA.** If you have further questions, you can ask North Star Aviation or the Aviation Department about the process.

**Scan your completed medical certificate and email it to [documents@flymankato.com](mailto:documents@flymankato.com)** as soon as you have completed it. Plan on bringing your original copy with you to Mankato as well.



### Bring Identification

Bring your current passport to the Mankato airport. North Star Aviation must see the original passport prior to enrolling in flight training. This is a TSA requirement and will be completed during one of your initial flight training lessons.



### Have a financial plan

If you are going to borrow money to help pay for the aviation program, you should complete the **FAFSA** form. Federal and state grants, along with other types of need-based aid, are awarded through the FAFSA process. In order to access federal student loans students must complete the FAFSA. There are additional steps to the process and funding available to you when you enroll in an aviation program; these may take more time to complete. You cannot enroll in a flight lab until you have a plan to pay for that instruction (i.e. having financial aid approved) and the other requirements are met. For more information visit the [Aviation Student Handbook](#).



### Identify the right ground school and flight lab

Meet with an academic advisor at orientation and regularly review the [Aviation Student Handbook](#) and ask questions as needed to make sure that you are registering for the proper flight training and the appropriate ground school along with, or prior, to flight lab enrollment. In order to register for flight labs you need to complete a pre-registration process. Students will be

notified about pre-registration through their Mavmail account and can find more information in the handbook referenced above.



#### **Purchase your flight training equipment**

Required flight training equipment includes, but may not be limited to, a headset, appropriate aircraft manuals, fuel strainer, vision restricting device, E6B calculator, and a bag to carry these in. The items are available at North Star Aviation either in kits or by individual items or through other various sources such as Sporty's Pilot shop or My Pilot Store.



#### **Purchase a device to access electronic flight charts**

The Aviation Department is requiring all flight students to have an iPad OR iPad Mini, which allows students to download electronic flight charts. Please note that as of 2024, 4th Generation iPads (or older) are no longer compatible with the software needed to access these charts. In addition to being newer than a fourth-generation, iPads need to have Wi-Fi and GPS capabilities. Often times a cellular model is required for the GPS, but a cellular plan is not needed. We also recommend an iPad mini for maneuverability in the cockpit. For more details on the software used in our program please reference: <https://foreflight.com/support/buying-guide/>.



#### **Secure reliable transportation**

Students are required to have their own transportation to the airport to get to flight lessons on time; this is not provided by the university. This transportation should be reliable year-round, so please do **NOT** count on seasonal transportation (bicycle, motorcycle, etc.)



#### **Submit your semester schedule (class, work, and extra-curricular) to North Star Aviation.**

Email this information to: [documents@flymankato.com](mailto:documents@flymankato.com). These schedules will allow them to build your flying schedule. The sooner you turn these schedules in, the better times you will have available for your flight training. If you are unsure of your work or extra-curricular schedule, turn them in as soon as you know them. **This is a requirement every semester you intend to fly.**

**All checklist items MUST be completed prior to registering for a flight lab. You will not be allowed to register for a flight lab until the following semester if these items are not completed in time.**

**Contact the Aviation Department at MSU with any questions about this checklist at [aviation@mnsu.edu](mailto:aviation@mnsu.edu).**