



DEPARTMENT OF AVIATION  
MINNESOTA STATE UNIVERSITY, MANKATO

## MINNESOTA STATE UNIVERSITY DEPARTMENT OF AVIATION NEW STUDENT REGISTRATION CHECKLIST

The following checklist will guide you through the requirements which must be completed prior to beginning your first semester at MSU. All the appropriate items should be complete (initialed off) so that the checklist can be turned in on your first visit to the airport once classes have started.

Completing this checklist will ensure you have completed all the initial steps required for you to begin flight training. Some of the items are more informational in nature, but we as an Aviation Department and our flight training partners, North Star Aviation, would like you to know and understand them.

**NOTE: ALL CHECKLIST ITEMS MUST BE COMPLETE PRIOR TO THE FIRST DAY OF CLASSES IN THE SEMESTER YOU INTEND TO TAKE A FLIGHT LAB. IF ANY OF THE CHECKLIST ITEMS ARE INCOMPLETE ON THE FIRST DAY OF CLASSES, YOU WILL NOT BE ALLOWED TO REGISTER FOR A FLIGHT LAB UNTIL THE FOLLOWING SEMESTER. THIS WILL NOT INHIBIT COMPLETION OF THE AVIATION DEGREE PROGRAM.**

### REQUIRED TO BEGIN FLIGHT TRAINING

\_\_\_\_\_ **FAA Medical Exam complete.** FAA flight doctors administer these. There is a list of regional FAA doctors at the airport. This can also be found using an Internet search via <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. Your medical exam is your student license prior to receiving your private pilot rating. You must show your completed exam to be enrolled in training. **Plan to complete your flight physical as early as possible prior to the start of school in the event you need to submit extra medical records to Oklahoma City. 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.

DEPARTMENT OF AVIATION  
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\_\_\_\_\_ **Student has a current passport, or birth certificate and current government issued photo ID.** North Star Aviation must see the original passport or original copies of both the birth certificate and government ID prior to enrolling in flight training. This is a TSA requirement and will be taken care of as a part of one of student's initial flight training lessons.

\_\_\_\_\_ **Application for financial aid is complete and turned in to the university.** This can be a confusing issue, so please do this early. You cannot enroll in a flight lab until the financial aid is approved and the other requirements are met. For more information, contact the Campus Hub at: 800-627-3529 or [www.mnsu.edu/campushub](http://www.mnsu.edu/campushub)

\_\_\_\_\_ **Student is actively enrolled in the correct classes and flight lab.** Students need to be enrolled in a flight lab to engage in flight training, and need to be enrolled in the appropriate ground school at the same time (or prior) to flight lab enrollment. Flight lab enrollment requires completion of the Permission to Register (PTR) process, which can be started at [link.mnsu.edu/flightlab](http://link.mnsu.edu/flightlab). Students are advised to keep an eye on their MNSU email for instructions and updates as they navigate the process.

\_\_\_\_\_ **Required flight training items have been purchased.** These include, 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.

\_\_\_\_\_ **Electronic Flight Chart Capability.** A rapidly changing area of flight is the conversion to electronic charts. Paper charts are going away and will eventually not be available. North Star Aviation will no longer stock paper charts for purchase, so the Aviation Department is requiring all flight students to have an iPad, iPad Mini, or some other tablet capable of downloading Foreflight, which allows students to download flight charts. Please note that as of 2024, 4<sup>th</sup> Generation IPADS (or older) are no longer compatible with Foreflight. The Private Pilot and Instrument Pilot courses require the Foreflight App as a minimum and the Commercial and Instructor courses may require the Jeppesen App. 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.

\_\_\_\_\_ **A copy of your class schedule, work schedule, and extra-curricular activity schedule for the semester has been provided to North Star Aviation.** 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.

\_\_\_\_\_ **For international flight students, all required TSA paperwork has been submitted and approved.** It is important to begin this process early since the time frame to complete can be lengthy, which is why international students often have to wait a semester to start flight training. The University will do the CEVIS part and North Star Aviation will do the TSA requirement.

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