

# PERMISSION TO REGISTER

Everything you need to do before you can register for your Flight Lab or Jet Sim course

STEP 1:	STEP 2:	STEP 3:
<p style="text-align: center;"><b>Academic Approval</b></p> <p>Complete this form at <a href="http://link.mnsu.edu/flightlab">link.mnsu.edu/flightlab</a> with <a href="mailto:starID@go.minnstate.edu">starID@go.minnstate.edu</a></p> <p>Labs will need to be taken with or after the ground school.</p> <p>Do NOT submit more than one request.</p> <p>If you are a new student, the PTR will not be approved until a Medical Exam is on file. Send your Medical to:</p> <p><a href="mailto:documents@flymankato.com">documents@flymankato.com</a></p> <p>You will be notified via MavMail when a decision has been made.</p> <p>*Your application will not be approved until you have completed the prior lab or sent in the required documents. You will not receive an email until you have been granted approval.*</p>	<p style="text-align: center;"><b>Financial Approval</b></p> <p style="text-align: center;"><i>DO NOT BEGIN STEP 2 UNTIL STEP 1 IS APPROVED</i></p> <p><b>Payment Options</b></p> <p><i>Out of pocket</i></p> <ul style="list-style-type: none"> <li>• Put 15% down if paying 100% out of pocket.</li> <li>• Eservices &gt; Bills and payment &gt; Make a pre-payment &gt; correct lab</li> <li>• Prepay for correct term.</li> </ul> <p><i>Proof of Private Loan</i></p> <ul style="list-style-type: none"> <li>• If using outside funding (FAFSA, student loan, etc.)</li> <li>• Meet with financial aid for a budget adjustment               <ul style="list-style-type: none"> <li>○ For subsequent labs, you can utilize the D2L module for budget adjustments.</li> <li>○ This can take 2-4 weeks.</li> </ul> </li> <li>• Once SFS receives the pre-approval for the private loan, the lab will be granted financial approval.</li> </ul> <p><i>Third Party</i></p> <ul style="list-style-type: none"> <li>• SACM only- Contact SFS or your Advisor for more information. <a href="mailto:thirdpartybilling@mnsu.edu">thirdpartybilling@mnsu.edu</a></li> <li>• Select Financial Aid Program Eligibility (American Indian Scholars Program, etc.)               <ul style="list-style-type: none"> <li>○ Eligibility is communicated via the financial aid award.</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Final Approval</b></p> <p>Students will receive an email once they are able to register for the Flight Lab.</p> <p style="text-align: center;"><i>STUDENTS MUST REGISTER THEMSELVES VIA ESERVICES</i></p>

## CONTACTS

To schedule a meeting with SFS, contact  
**Campus Hub**  
 507 - 389 - 1866

**Aviation Department**  
 507 - 389 - 6116  
[aviationadvising@mnsu.edu](mailto:aviationadvising@mnsu.edu)