



## 2018 Electrical Distribution Systems Application Requirements Associate of Applied Science Degree

**Final Application Deadline is December 5**

For consideration in the Electrical Distribution Systems program, all of the items listed below must be received by the Office of Admissions by December 5 or postmarked on or before December 5.

- Submit the following:
  - ✓ Application for Admission – Available online at [www.statetechmo.edu/apply/](http://www.statetechmo.edu/apply/) (no application fee).
  - ✓ Education Record – Submit all that apply:
    - High school students will be given tentative admission based on a 6<sup>th</sup> or 7<sup>th</sup> semester transcript. An official eight semester transcript from an accredited high school must be submitted after high school graduation directly from your high school to the Office of Admissions.
    - Official passing high school equivalency test (HiSET or GED) score report - Missouri HiSET or GED Score reports will be obtained by the Office of Admissions. Faxed copies are not accepted. High school equivalency graduates outside of Missouri should request that the State Department of Education in the capital city of the state in which they tested send an official copy of their score report to the Office of Admissions; or
    - A home-school transcript; or
    - Official college transcript(s) with 24 or more semester credits from an accredited higher education institution. If the applicant has earned less than 24 college semester credits, submit both the official college transcript and an official high school transcript or official passing high school equivalency test (HiSET or GED) score report or home-school transcripts.
  - ✓ High School Attendance Record Form completed and signed by your high school counselor. Transfer students (students with 24 or more college semester credits from an accredited higher education institution), home school students, and students who earned high school equivalencies rather than high school diplomas do not need to submit the high school attendance record form.
  - ✓ Test Scores – Submit all ACT, ACCUPLACER, and/or COMPASS test scores.
    - Test scores are used for program admittance and course placement.
    - Results of these tests must be less than five years old.
    - Test scores may be waived with approved transfer credit.
    - The ACCUPLACER test is offered on the State Technical College of Missouri campus for a nominal fee. To prepare for the test, visit <https://accuplacer.collegeboard.org/students/prepare-for-accuplacer>. Contact the Office of Admissions to schedule a test appointment.
    - Check [www.actstudent.org](http://www.actstudent.org) for ACT test locations, fees, and details for registering for the test. State Tech is a testing location and our test code is 5105.

▪ **Associate of Applied Science Degree Requirements:**

Test	Minimum Algebra Score	Minimum English Score	Minimum Reading Score
ACT	15	18	18
ACCUPLACER	34	81	81
COMPASS	18	70	81

- **Driving record** which qualifies you for a Missouri Class A Commercial Driver’s License (CDL). The Driving Record may be obtained from your local License Bureau or from the Department of Revenue. If you have a CDL, submit both a Driving Record and a copy of your license. The Driving Record should be requested after **November 5** as close to the application deadline as possible to ensure it is the most current record available. Your typed name needs to be included at the top of the driving record.
- Three (3) **recommendation forms** from individuals not related to the applicant, but who are familiar with the applicant’s attitude, dependability, honesty, and work ethic needs to be check marked and include signature of individual. Section to be completed by applicant needs to be marked and signed.
- One-page **hand-written essay** on the topic: “Why I want to be a line worker.”
- **Industry Experience** – if applicant has worked for a company or organization related to the Electrical Distributions System program for a minimum of 30 days, please attach a separate sheet of paper with your essay titled Industry Experience detailing the place of work, name of supervisor, phone number of supervisor, email address of supervisor, types of work experiences (office work does not qualify for industry experience), and starting and ending dates of work experience(s).

Notes: Applicants may be contacted for an interview with Electrical Distribution Systems faculty members. Applicants who are selected for the program will be notified and have 45 days to successfully complete a Department of Transportation physical.

**Reminder:** Apply for scholarships - details at [www.statetechmo.edu/scholarship-guidelines/](http://www.statetechmo.edu/scholarship-guidelines/)- Application Deadlines Vary!

**Mail to:** State Technical College of Missouri-Office of Admissions      Fax: 573-897-5026  
 One Technology Drive      Phone: 573-897-5000 or 1-800-743-8324  
 Linn, MO 65051      Email: [admissions@statetechmo.edu](mailto:admissions@statetechmo.edu)

Note: Completing all application requirements does not guarantee admission into a program.