

# UTILITY LINE TECHNICIAN

## Admission Information for

# 2012-2013



Go to: <http://www.mccneb.edu/util> for additional information.

 **METROPOLITAN**  
COMMUNITY COLLEGE

P.O. Box 3777 – Omaha, NE 68103-0777  
(402) 457-2400 or (800) 228-9553

# UTILITY LINE TECHNICIAN PROGRAM OVERVIEW

## Career Description

Utility Line Technicians install and repair power lines from the generating plant to the end user. The work involves climbing poles and towers, operating digger-derrick equipment, backhoes, trenchers, cable stringing equipment, and bucket trucks. The work takes place outside and can involve working in adverse weather conditions and at night.

## Who Hires Line Technicians?

Line technicians who have graduated from our program are working for Municipal power companies, rural power companies, electrical contractors, Railroads and telecommunication companies.

## What are the UTIL classes like?

The UTIL classes consist of learning the basic theory of doing line work and then practicing the skills required for installing and maintaining utility lines. Most of the theory is offered in an online format that is required to be completed out of the classroom. This frees up most of the time during class to practice skills in the outdoor and indoor training areas. Time spent in the training areas includes setting poles, operating equipment, climbing poles, stringing lines, installing a variety of equipment on the poles, installing underground cables, terminating underground cables, and learning transformer connections.

## What other classes besides the UTIL classes are required?

The ability to do math, communicate orally and through written forms, operate computers, and the ability to work with the public are skills sought by employers of line technicians. The general education requirements teach those skills. Twenty-seven (27) credit hours of general education course work are required to complete your Associate of Applied Science degree. This includes two English classes, one math class, one social science class, one computer class, and a human relations class. First Aid and CPR are also taught during the year. **Note: *If you are transferring classes from another college in the areas of math, English, social science, or humanities you must have earned a grade of C or above and the credits must have been earned from an accredited college or university. If you have ACT scores within the past two years, these also can be used in place of the Compass or Asset. (See an Academic Advisor. The UTIL Program liaison adviser is Michelle Rainey, 402-763-5800.)***

## How long does it take to complete the UTIL program?

There are two options for entry into the UTIL program. In the **traditional option**, the student begins in the fall quarter in early September. Students take four (4) UTIL classes per quarter for the fall, winter, and spring quarters. Many students complete an internship during the summer quarter. At the end of the summer quarter the student will have completed the UTIL course requirements. This option takes one year to complete the UTIL core classes. If the student has completed the general education requirements he/she will graduate at this time.

In the **weekend option**, students begin their coursework in the spring quarter. The classes are held on Saturdays and each student takes two classes per quarter. An internship can begin after one year of UTIL classes are completed. This option takes six (6) quarters of study or 18 months. Special consideration will be given to students working full time who are unable to participate in the traditional option.

### **Do I have to complete an internship?**

An internship with a utility company or electrical contractor is not required but we encourage students to consider completing one. Eight credit hours of electives are required to complete an Associate Degree of Applied Science. The internship is one of the electives, as well as several other courses. *It is the student's responsibility to secure an internship.*

### **When should I take the General Education classes?**

There is no requirement when the general education classes must be taken; however, it is of **great benefit** to complete them before entering the UTIL classes. They can be completed before, during, or after completion of the UTIL core classes, however, you will have more points if your general education classes are complete prior to the deadline date, which will increase your chances of being selected. Completion of general education classes prior to admission *will also decrease your required study time during the quarter.*

### **When are the classes offered?**

The UTIL classes offered in the traditional option are scheduled Tuesday-Friday from approximately 8:00 AM to 1:00 PM or from 12:30 PM to 5:30 PM. Classes in the weekend option are offered on Saturdays from 8:00 AM to 4:30 PM.

### **Where are the classes held?**

The UTIL classes are all held at the Applied Technology Center (ATC) located at 10407 State St. This site has indoor classrooms as well as a large outdoor training area.

### **How much does it cost?**

To obtain a degree you are required to take 98 credit hours. Tuition cost per credit hour, including the Facilities Fee, is \$53.00 for residents and \$76.50 for non-residents. Book costs will vary from one class to another but the book cost for the UTIL classes are under \$500. You will also be required to purchase tools that are unique to the Utility line trade. Tool costs, including boots, are approximately \$1,400. *(If you accept a seat in the program you are required to pay a \$50.00 non-refundable deposit that will be applied to your first quarter tuition)*

### **What are the entry requirements?**

- Must be a high school graduate or have a GED
- Must be physically fit and able to lift 75 lbs. to waist level
- Must have a valid driver's license
- Must complete the admission form
- Must take required college entrance exams
- Must test at college level in math, English, and Reading

**Getting Started: Financial Aid Basics**  
**Contact MCC Financial Aid Office at - 402-457-2330**

**Free Application for Federal Student Aid (FAFSA)**

Students can complete the FAFSA form any time after Jan. 1 each year. The FAFSA application is required to determine grant eligibility and to apply for student loans. The FAFSA can be completed online at [www.fafsa.gov](http://www.fafsa.gov). Include Metropolitan Community College's (MCC) school code (004432) to have the information automatically sent to the school. To request a paper copy of the FAFSA, call the Federal Processing Center at (800) 433-3243 or stop into any MCC financial aid office.

**Student Aid Report (SAR)**

Within 3-5 days after submitting the FAFSA electronically, you will receive an SAR confirming the information you reported and your basic eligibility status. Review the SAR for accuracy; if you are selected for verification, the school will make all necessary changes for you. To make other changes or corrections, go online to [www.fafsa.gov](http://www.fafsa.gov), sign in, choose "make correction or change", update the information and submit.

**Additional Forms**

If you include MCC's school code on your FAFSA, MCC will receive your FAFSA information at the same time you receive your SAR. If you are selected for verification or have unprocessed or incomplete FAFSA data, you will be sent a missing information letter from MCC's Financial Aid office. Fill out all forms completely and return the requested information immediately.

Visit [www.mccneb.edu/fa/forms.asp](http://www.mccneb.edu/fa/forms.asp) to download forms (e.g., Dependent or Independent Verification Worksheet, Signature Form, Asset Information Form). *NOTE: If you are selected for verification, you will be required to turn in signed copies of federal tax returns.*

**Aid Processing and Notification**

Your financial aid information will be processed after all of your documents are received. You will receive a financial aid award notice that outlines your basic eligibility based on full-year, full-time registration. Some awards require additional paperwork. Information about each type of award is included with your award notice.

**Student Loans**

Information regarding loan eligibility and required steps for requesting a loan are included with your award notice and online at [www.mccneb.edu/fa/loans.asp](http://www.mccneb.edu/fa/loans.asp). You will be required to complete the Direct Loan Master Promissory Note the first year you apply for a loan. Loan Entrance Counseling and a Student Loan Request form are required to be completed each year you want to apply for a loan. Instructions are included with your award notice.

***\*Important Note from the Utility Line Faculty:***

*Applying for financial aid can be a very confusing and intimidating process. We urge you to begin the process early in your college preparation. Even if you are not sure where you will go to college or whether you will need student aid, you can, and should, fill out the FAFSA. This form will follow you regardless of the college you choose.*

**Contact MCC Financial Aid Office at - 402-457-2330**

# UTILITY LINE TECHNICIAN PROGRAM

## TRADITIONAL OPTION

### COURSE ORGANIZATION

#### Fall Quarter

- UTIL 1010 Pole Climbing
- UTIL 1030 Ropes, Rigging & Safety
- UTIL 1110 Line Construction I
- UTIL 1020 Electricity I

#### Winter Quarter

- UTIL 2020 Transformer Theory
- UTIL 2110 Line Construction II
- UTIL 1240 Underground Distribution Systems I
- UTIL 2210 Overhead Distribution Systems I

#### Spring Quarter

- UTIL 2030 Secondary Electrical Systems
- UTIL 2220 Overhead Distribution Systems II
- UTIL 2240 Underground Distribution Systems II
- UTIL 2230 Distribution Systems Maintenance

#### Summer Quarter

- UTIL 2981 Internship

# UTILITY LINE TECHNICIAN PROGRAM

## WEEKEND OPTION

### COURSE ORGANIZATION

#### Spring Quarter

- UTIL 1010 Pole Climbing
- UTIL 1030 Ropes, Rigging & Safety

#### Summer Quarter

- UTIL 1110 Line Construction I
- UTIL 1020 Electricity I

#### Fall Quarter

- UTIL 1240 Underground Distribution Systems I
- UTIL 2210 Overhead Distribution Systems I

#### Winter Quarter

- UTIL 2020 Transformer Theory
- UTIL 2110 Line Construction II

#### Spring Quarter-2

- UTIL 2030 Secondary Electrical Systems
- UTIL 2220 Overhead Distribution Systems II

#### Summer Quarter-2

- UTIL 2240 Underground Distribution Systems II
- UTIL 2230 Distribution Systems Maintenance

#### UTIL 2981 Internship

Students are eligible to begin an internship after they have completed at least four quarters of study.

## Recent High School Graduates

It is difficult for recent graduates from high school to accumulate points that would allow them entry into the program in the fall following their high school graduation. The following course organization is a suggested track to take the year following high school graduation. If this track is completed the students will be given preference for entry into the UTIL classes the following fall.

### Fall Quarter

- ELTR 1200 Basic Electricity
- INFO 1001 Information Systems and Literacy
- Mathematics (Any course that meets the requirement)

### Winter Quarter

- ELTR 1210 Residential Wiring
- English Level 1
- Humanities/Social Science

### Spring Quarter

- HMRL 1010 Human Relation Skills
- English Level 2
- INCT 1000 Industrial Safety

***It is recommended that you meet with an academic advisor before registering for these courses. The UTIL Program liaison adviser is Michelle Rainey, 402-763-5800.***

# Utility Line Technician Selection Criteria

*Selection criteria based on the following weighted factors*

➤ **Coursework**

- One point will be granted for each general education class completed or transferred in that is required for the UTAAS degree. A grade of C or higher is required to earn a point.

➤ **College Degrees**

- Four points will be granted for previously earned Associate Degrees.
- Six points will be granted for previously earned Bachelor Degrees.

➤ **Commercial Driver's License (CDL)**

- One point will be granted if you hold a Class B commercial driver's license.
- Two points will be granted if you hold a Class A commercial driver's license with an O restriction or better.

➤ **GPA**

- Points equal to the value of your grade point average (GPA) in the required general education classes will be granted.

**Note:** If applicants for the final positions in the program are tied with point value, the applicant who first submitted his/her complete application will be awarded a position in the program.

Applicants are admitted in order of the highest points earned. Selection of qualified applicants begins on Jan. 1<sup>st</sup> for spring entry and June 1<sup>st</sup> for fall entry and extends until all seats in the UTIL Program are filled.

## HOW TO APPLY

The following is a guide and checklist for students desiring to apply for admission to the Utility Line Technician Program at Metropolitan Community College.

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- Meet with a college advisor at the campus location of your choice to discuss the UTIL program. You may also contact Tim Bowling at 402-763-5812 or Rich Newcomer at 402-763-5811 to discuss program specifics and to ask questions about the program. *The UTIL Program liaison adviser is Michelle Rainey, 402-763-5800.*
- Make arrangements with a college advisor to take the required Compass or Asset Basic Skills Assessment, if needed. *The UTIL Program liaison adviser is Michelle Rainey, 402-763-5800.*
- Obtain assistance with initial course selection and registration from the college advisor. **NOTE: *If developmental courses are indicated by the Assessment Test, you must enroll in these classes.*** You are encouraged to complete as many of the General Education Classes as possible prior to your formal acceptance into the UTIL Program.
- If you hold a commercial driver's license submit a photo copy of the front and back of your license.
- Complete the Program Admission form found at the end of this booklet and return it to the following address:

Metropolitan Community College  
UTIL Program - ATC  
P. O. Box 3777  
Omaha, NE 68103-0777

The Program Admission form can also be completed and submitted online at:  
<http://www.mccneb.edu/util>

- Note:** To be considered for entrance into the spring/weekend class, your application must be received by Jan. 1, 2011. To be considered for entrance into the fall/2011 class, your application must be received by June 1, 2011. Applicants will be notified of their status as soon as possible following the application deadline. Late applications will only be considered if there are still openings in the program for that session.
- Submit a copy of your High School Diploma or GED. Submit official transcripts for all post-secondary schools you have attended. Transcripts should be sent to:

Metropolitan Community College  
UTIL Program - ATC  
P. O. Box 3777  
Omaha, NE 68103-0777

- Note:** To be official the transcript must be sent directly from the granting institution to Metropolitan Community College. Metropolitan Community College cannot initiate the transfer of your credits. You must contact the college or university personally to request official transcripts be sent.

**APPLICATION FOR ADMISSION  
UTILITY LINE TECHNICIAN PROGRAM**

**METROPOLITAN COMMUNITY COLLEGE  
OMAHA, NEBRASKA**

<b>STUDENT ID OR SSN</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>
<b>MIDDLE NAME</b>	<b>STREET ADDRESS</b>	<b>CITY</b>
<b>STATE</b>	<b>ZIP CODE</b>	<b>DATE OF BIRTH</b>
<b>PRIMARY PHONE NO.</b>	<b>OTHER PHONE NO.</b>	

I am applying for: Weekend Option (Begins Mar. 2013)  (Jan. 1, 2013 Application Deadline)

Traditional Option (Begins Sept. 2012)  (June 1, 2012 Application Deadline)

**Name & Location of High School where you graduated**

\_\_\_\_\_

Name of School

\_\_\_\_\_

Year Graduated

\_\_\_\_\_

Location of School

**Name & Location of Institution Granting GED**

\_\_\_\_\_

Name of School

\_\_\_\_\_

Year Completed

\_\_\_\_\_

Location of School

If presently employed, please complete the following:

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Phone Number of Employer: \_\_\_\_\_

Do you have experience in utility line work or other construction work?

\_\_\_\_\_ Yes                  \_\_\_\_\_ No

If "Yes", please give a brief description of your experience(s): \_\_\_\_\_

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Furnishing the information requested below is not a requirement for admission and will not be used in admission decisions. The data will be used for statistical purposes only.

Gender:        \_\_\_\_\_ Male                  \_\_\_\_\_ Female

Racial/Ethnic Group:

- \_\_\_\_\_ Black Non-Hispanic
- \_\_\_\_\_ American Indian or Alaskan Native
- \_\_\_\_\_ Asian or Pacific Islander
- \_\_\_\_\_ Hispanic
- \_\_\_\_\_ White Non-Hispanic

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Signature

**COMPLETED APPLICATIONS MUST BE RETURNED TO THE FOLLOWING ADDRESS BY THE APPROPRIATE DEADLINE DATE:**

Metropolitan Community College  
UTIL Program - ATC  
P.O. Box 3777  
Omaha, Nebraska 68103-0777

