



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.

- If you have never taken classes at or applied to Metropolitan Community College, create an account and apply to the college at:
<https://mccneb.elluciancrmrecruit.com/Admissions/Pages/welcome.aspx>
- Complete and return the Program Pre-entry form.
Note: To be considered for entrance into the spring weekend class, your Pre-entry form must be received by **December 1**.
To be considered for entrance into the fall traditional class, your Pre-entry form must be received by **May 1**.
 - Applicants will be notified of their status as soon as possible following the Pre-entry form deadline.
 - Late Pre-entry forms will only be considered if there are still openings in the program for that session.
- You may also contact Greg Babst at 531-622-5806 or Tim Bowling at 531-622-5812 to discuss program specifics and to ask questions about the program.
- Meet with **Hans Rudin, the UTIL program advisor, 531-MCC-5820**. Make arrangements to take the English Accuplacer, if needed. **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 photocopy of the front and back of your license by taking photos and emailing to Hans Rudin at harudin@mccneb.edu
- Submit official transcripts* for all post-secondary schools you have attended. Transcripts should be sent to transcripts@mccneb.edu or mailed to:

Metropolitan Community College
Attn: Records
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.