

May 18, 2009

Dear Aviation Academy Participant:

The Aviation Careers Academy begins on Monday, June 1, 2009, and we are looking forward to having you in the class. Please go to the Tulsa Technology Center Campus at Jones Airport, 801 E. 91st Street. Please enter the Tulsa Technology Center – Alliance & Conference Building and use the southeast entrance (2 large flagpoles are at the front). Your instructor, Matthew Wise, will be there to greet incoming students in the Atrium. Your parents are welcome to come in with you to meet your instructor as well.

Aviation t-shirts will be distributed in class. You will also be supplied with a notebook and handouts. You do not need to bring any other supplies.

We are asking all academy participants to follow the following dress code:

- Business casual attire is encouraged due to the nature of the academy
- Please wear collared shirts, unless you are wearing the academy t-shirt
- Please do not wear open toe sandals, cut-off shorts or jeans, or fashion jeans with holes
- We encourage you to wear long pants such as khakis, jeans; long khaki shorts are also acceptable

You should either bring a sack lunch or cash to make a lunch purchase.

More information will be provided in class about the flight portion of the Academy. **The forms enclosed with this letter are essential for this and must be returned on your first day of class. You will not be allowed to fly unless they are returned to us.** Flights will be scheduled daily (weather permitting) beginning Tuesday, June 2, from 1:00 to 4:30 PM until all are completed.

Should you have any questions about the Academy, please call at 828-4254. If you have questions about your registration, please call 595-7566 (TCC – Continuing Education, NE Campus). We trust that you will enjoy your week in the Aviation Careers Academy.

Sincerely,

Marquetta Finley
Director, Continuing Education
Academic, Family and Youth Enrichment

Enclosures