



Information and Intake Form

ACE Program Overview

The ACE program is designed for motivated people who are juggling work, school, and life. The program features accelerated, compressed classes in two formats: hybrid (in-person plus online instruction) and fully online. Students can complete a certificate in 9 months or an Associate degree in 24 months (or less).

ACE Program Basics (more information available online at <http://www.shastacollege.edu/ACE>)

1. Available certificates and degrees ("pathways"):

- Administration of Justice: Associate in Science for Transfer (AS-T.1003) w/CSU GE (evening hybrid using ITV classes)
- Business: Associate in Science for Transfer (AS-T.1001) w/CSU GE (fully online)
- Business: Associate (non-transfer) in Marketing and Finance (AS. 1521) (daytime hybrid)
- Business: Associate (non-transfer) in Management (AS.1085) (daytime hybrid)
- Communication Studies: Associate in Arts for Transfer (AA-T.1001) (evening hybrid)
- Computer Information Systems: Certificate in Web Design (CL.3115) (fully online)
- Psychology*: Associate in Arts for Transfer (AA-T.1006) w/ CSU GE (evening hybrid)
- Sociology*: Associate in Arts for Transfer (AA-T.1002) w/CSU GE (evening hybrid)
- Social Sciences*: Associate University Studies (AA.1501) w/ CSU GE (evening hybrid)
- General Education (CSU GE pattern) for any associate degree

* includes pre-requisite coursework for a Bachelor's in Social Work at Humboldt State or CSU Chico

- ### 2. Classes are either fully online or hybrid (in-person with an online component). Access to a reliable computer and reliable internet on weekdays and weekends are necessary for success in this program. Regular attendance at in-person classes is critical for success.
- ### 3. To finish the program within 24 months, students take 2 classes per 8-week block, including summers. If you have completed coursework in the past, you might end up taking one class at a time, fill the gap using a course from another cohort or pathway, mix 8-week and full semester classes, and/or finish sooner.
- ### 4. The ACE program is intense. Shasta College classes are normally 17 weeks long; ACE takes a class (**all** of the content and assignments) and compresses it into 8 weeks. 3-unit classes typically require 15-18 hours of effort per week. 4-unit classes require 20-24 hours per week. Taking two classes at a time means that a student will be spending an average of 36-40 hours per week on their classes. This program requires a *significant* time commitment.
- ### 5. A student's placement in Math and English, and program space availability, will determine when a student can start the program (January or August). Summer terms are part of Associate degrees.
- ### 6. Financial Aid is available to those who qualify. California College Promise Grant (CCPG – formerly BOG Fee Waiver), Federal and State grants, and loans are all options. Students can also apply for Shasta College scholarships and other private scholarships for the ACE Program. Additional details are available on our website.

To participate in ACE

1. Review this packet and the ACE website, especially the FAQ and Financial Aid sections. If you have any general questions about the program, contact the **ACE Office at 530-242-7676**.
2. Never attended Shasta College before? Follow the steps for a new student at:
<http://www.shastacollege.edu/NewStudents> The steps include the following:
 - a. Apply: Submit an online application to Shasta College.
 - b. Financial Aid: Apply for financial aid (see below and ACE website).
 - c. Transcripts: Request transcripts (high school; college – only if you have attended any other colleges) to be mailed directly to Shasta College: Shasta College Admissions, PO Box 496006, Redding, CA 96049-6006. In addition, obtain unofficial copies of all transcripts for yourself.
 - d. Orientation: Complete the New Student Orientation online.
 - e. Counseling/Assessment with an ACE Counselor: Meet with a counselor to develop an education plan and determine appropriate Math/English placement (see next section)
3. If you have attended Shasta College before, but have not taken classes since 2014, you will need to complete steps a, b, d, and e. You do not need to resubmit transcripts unless you have attended another college since last attending Shasta.

ACE Counseling appointment for ACE program placement – required for participation

Your ACE counselor will discuss your goals with you to see if the ACE Program is a good fit, and will help you determine your major based on prior credits and goals. They will review your assessments for Math and English and your previously completed coursework to create an educational plan (a term by term personalized pathway of classes for graduation). To make your ACE Counselor appointment:

1. Call the ACE Office at 242-7676 to make an appointment. Let us know you are new to ACE!
2. Bring the following to your ACE counseling appointment:
 - a. Completed Intake Form and signed Statement of Understanding
 - b. Copies (unofficial copies are ok) of transcripts from high school and any other college(s)
3. If you do not bring the above items to the appointment, we will have to reschedule you.
4. ACE Counseling appointments can be conducted over the phone.

After you meet the ACE Counselor, the ACE program staff will send you an email about your start date.

Financial Aid

1. Submit the California College Promise Grant (CCPG – formerly BOG fee waiver) application and a Free Application for Federal Student Aid (FAFSA) for the year you intend to start (e.g., submit the 2019-20 BOG and the 2019-20 FAFSA if you plan to start August 2019 or January 2020).
2. Frequently check the “MyFinancialAid” Section of MyShasta to see if the Financial Aid office requires any additional documentation from you (“verification”). Delays in submitting verification documentation may mean delays in evaluating your eligibility for aid and aid payments (“disbursements”).
3. If you have never been a Shasta College Student, you can apply for the Shasta Promise, which might waive the \$46/unit fee for you. This program does not consider your income.
www.shastacollege.edu/ShastaPromise
4. Go to www.shastacollege.edu/FA for more details about Financial Aid and to access the Satisfactory Academic Progress (SAP) policy. The ACE Office can help you fill out financial aid applications.



Intake Form

Shasta College Student ID Number	Name you preferred to be called ("nickname")
<input type="text"/>	<input type="text"/>

First Name <i>(as it appears in your Shasta College records)</i>	Last Name
<input type="text"/>	<input type="text"/>

Street Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E-mail	Cell Phone	Alternate Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

The following information will help the ACE Program better support you achieve your goals:

What is your current paid employment status?

- ☐ Work <20 hrs/week
 ☐ Work 20-40 hrs/week
 ☐ Work 40+ hrs/week
☐ Not currently employed, but I'm looking for work
 ☐ Not currently employed; I do not plan to work while in college

Does your employer offer tuition assistance? ☐ No ☐ Yes ☐ Not sure (ask them!!)

Current Employer: _____ or ☐ N/A

Current Job Title: _____ or ☐ N/A

Current marital status: ☐ Single ☐ Married/Live with partner ☐ Divorced/Separated ☐ Widowed

Do you have dependent children living with you? ☐ No ☐ Yes: how many? _____

Are you a stay-at-home parent? ☐ No ☐ Yes

Are you currently homeless? ☐ No ☐ Yes

Are you active military or a military veteran? ☐ No ☐ Yes

If yes, make sure you visit our Veteran's Resource page to learn more about your GI Benefits: www.shastacollege.edu/Veterans

Are you currently in any of the following Shasta College or community programs?

- ☐ EOPS ☐ TRIO ☐ PACE ☐ STEP UP ☐ CalWORKS ☐ Student Athlete
☐ SMART/Job Training Center ☐ Vocational Rehabilitation

What are your reasons for coming to/returning to college now? (Check all that apply)

- ☐ Personal goal – want to finish degree for my personal satisfaction
☐ Personal goal – want to be an example to my family
☐ Promotion opportunity at current place of employment (within 1-2 years)
☐ Promotion opportunity at current place of employment (within 3-10 years)
☐ Required by employer to keep current position
☐ Interested in career change
☐ Want to re-enter the work force ☐ Not sure

General Subject of Interest (you will finalize your choice with the ACE Counselor)

- ☐ Administration of Justice ☐ Business ☐ Communication Studies ☐ Computer Web Design
☐ Social Sciences (not specific) ☐ Psychology ☐ Sociology ☐ CSU General Education only

When do you want to start classes?

- ☐ Now/ASAP ☐ 3-6 months ☐ 6-12 months

What is your preference for instruction?

- ☐ Online ☐ In-person ☐ Either is fine with me

How many classes at one time are you comfortable taking?

- ☐ One ☐ Two ☐ Not sure

University plans (transfer to a university to earn a bachelor's after Shasta College)

- ☐ I want my bachelor's degree ☐ I do NOT want a bachelor's degree ☐ I'm unsure

What is your previous experience with college coursework?

- ☐ I have never attended college ☐ I have previously attended Shasta College
☐ I have previously attended Shasta College **and** another college/other colleges
☐ I have never attended Shasta College, but I have attended another college/other colleges

List any other colleges you have attended (only if you have attended another college)

1.

2.

3.

What prevented you from completing college before? (Check all that apply)

- ☐ This will be my first time in college ☐ I didn't feel I was academically prepared
☐ Lack of finances/change in finances ☐ Family responsibilities
☐ Concern about a particular subject; list subject(s): _____
☐ Fear of failure ☐ Academic difficulties/dismissal
☐ Felt unsupported by the college ☐ Unsure of college/career goals
☐ Transportation issues
☐ Other: _____

Did either of your parents go to college?

- ☐ No ☐ Yes

How did you hear about ACE? (check all that apply)

- ☐ Shasta College counselor ☐ Shasta College program ☐ Shasta College website
☐ Shasta College staff called and/or emailed me personally about finishing my degree ☐ Shasta College event
☐ SMART Center/Job Training Center ☐ Other community resource ☐ Community event
☐ Friend or family member ☐ Work supervisor, manager, or HR department ☐ Co-worker
☐ Postcard to my home ☐ Shasta College Community Education bulletin ☐ Radio ad
☐ Other

In your opinion, where should we be advertising this program? _____

By signing below, you are indicating that you have reviewed the ACE program information in this packet as well as additional information on www.shastacollege.edu/ACE

Signature

Date



Statement of Understanding

First Name

Last Name

Shasta College ID

(as it appears in your Shasta College records)

--	--	--

My signature below indicates that I understand the following about the ACE Program:

- 1. Class scheduling:** The program is structured for students to take 2 classes each 8-week blocks, including summers. All the classes I need for my pathway (major and GE) are part of the ACE program. I will create an individualized "education plan" with the ACE Counselor; if I need to make any changes to this ed plan, I will contact the ACE Office and discuss any potential changes with the ACE Counselor.
- 2. Acceleration/compression:** The ACE program is intense. The 8-week classes include all reading/assignments from the full-semester length classes. Taking two classes at a time means that I will be spending an average of 36-40 hours per week on my classes. I have reviewed the sample weekly schedule on the ACE website, the overall class schedule, and have a realistic idea of what my life will look like while I am in the program.
- 3. Length of program:** I understand that in order to finish the program within 24 months, I must take 2 classes in each 8-week block, including summers. If I take one class at a time, the program will take longer to complete. I understand that if I do not follow my educational plan ("ed plan") as developed by the ACE Counselor, I may delay completing my program. I do have the option of taking a break and returning at a later date, if necessary.
- 4. Access to computer/internet:** Classes are either fully online or a hybrid (in person with an online component). Access to a reliable computer and reliable internet are necessary for my success in this program.
- 5. Attendance:** I understand that missing more than one (1) in-person class meeting could jeopardize my academic performance. I have reviewed the overall schedule for the program and will schedule optional travel (e.g., vacation) during breaks. If I must travel for work, I will communicate with my instructors in advance.
- 6. Communication:** The ACE program uses a Canvas "course" called ACE Students to communicate with students. I will accept the invitation to this "course" when invited. I understand that if I choose not to join the ACE Students "course" in Canvas, I will not receive regular communications from the ACE Office.
- 7. Program Readiness:** I understand that if I decide to start the ACE program without the required placement levels in Math and English, I may need to take additional full-length classes such as MATH 102/114 and/or ENGL 190 at the same time as the ACE classes, and that doing so may result in an increased course load or additional time to finish my degree. I reviewed my plan for being program-ready with my ACE Counselor.
- 8. Financial Aid:** I have read and understand Shasta College's Financial Aid Office's Satisfactory Academic Progress (SAP) policy, California College Promise Grant policy, and the additional ACE-specific financial aid information on the ACE website. I understand that dropping classes can negatively affect my financial aid eligibility, and I will consult with the Financial Aid Office and/or the ACE Counselor prior to dropping or withdrawing from any classes.

Bring this to your ACE Counseling appointment or email to AceBold@shastacollege.edu prior to your appointment.

Signature

Date



Publication Release Form

I have voluntarily agreed, without compensation of any kind, to appear or allow my art work or image to appear in any print, film, digital likeness or videotape produced by the Shasta-Tehama-Trinity Joint Community College District.

The Shasta-Tehama-Trinity Joint Community College District shall have the right and may grant to others the right to disseminate, print, alter and publish my name, likeness and biographical material, in connection with any publicity and promotion of the print, film, digital likeness, videotape or art work, except for the direct endorsement of any product.

I hereby release and discharge the Shasta-Tehama-Trinity Joint Community College District and its respective agents, employees, successors, assigns and licensees from any and all claims, liabilities and obligations of any kind of nature that may arise from my appearance or participation or art work incorporated in the print, film, digital likeness or videotape of any exhibition thereof.

I agree that the Shasta-Tehama-Trinity Joint Community College District has no obligation to exhibit or televise my performance or art work or otherwise use my likeness or art work in its print, film, digital or videotape.

Print Name

Address

City

State

Zip

eMail address

Telephone No.

Signature

Date

Parent or Legal Guardian Name (if talent is under 18 years old)

Signature

Shasta College is an equal opportunity educator and employer.