



THE MARICOPA ACE PROGRAMS

ACE

Achieving a College Education

Student and Parent Handbook



The Power of Learning

Paradise Valley Community College
18401 N. 32nd Street
Phoenix, Arizona 85032
www.pvc.maricopa.edu

Important Telephone Numbers

Heather Kruse, Director of Student Development.....	(602) 787-7246
Leslie Vogel, ACE Coordinator.....	(602) 787-7163
Corey Moore, ACE Assistant.....	(602) 787-7170
PVCC ACE Fax.....	(602) 787-7175
PVCC Operator/Switchboard.....	(602) 787-6500
Admissions and Records.....	(602) 787-7020
Advisement Center.....	(602) 787-7060
Assessment (Testing).....	(602) 787-7050
Bookstore.....	(602) 787-7120
Computer Commons.....	(602) 787-6760
Counseling Service and Personal Development.....	(602) 787-6540
Disability Resource Center.....	(602) 787-7174
Financial Aid Department.....	(602) 787-7100
Fitness Center.....	(602) 787-7270
Information Center.....	(602) 787-7411
Learning Support Center (Language, Math, Writing).....	(602) 787-7180
Library/Circulation Desk.....	(602) 787-7200
Security Office (College Safety)	(602) 787-7900
Student Life Center.....	(602) 787-7240
Student Development.....	(602) 787-7170

ACE PROGRAM

Paradise Valley Community College

The PVCC ACE program began in the late 1990s as SUCCEED: **S**tudents **U**sing **C**ommunity **C**ollege to **E**xpand **E**ducational **D**reams. This program was developed in partnership with the Paradise Valley Unified School District. In 2000, SUCCEED became known as ACE/SUCCEED when the program joined with other high school bridge programs throughout the Maricopa County Community College District, known as ACE: **A**chieving a **C**ollege **E**ducation. Now, in 2008, as part of the Chancellor's "One Maricopa" effort, the name has been modified again.

Paradise Valley Community College is one of ten colleges, two skill centers, and multiple satellite locations, which comprise the Maricopa County Community College District located throughout metropolitan Phoenix, Arizona.

Founded in 1985, Paradise Valley Community College has grown from a per-semester enrollment in 1987 of 3,700 to over 8,739 today. The college's unduplicated headcount per year is over 13,958, with an additional 7,000 in non-credit and continuing education programs. Historically, PVCC has seen enrollment growth between 2-7% each semester. Enrollment growth has coincided with the increase in number of faculty: from 27 full-time residential faculty in 1987 to 103 in 2006 (plus 329 adjunct faculty in 2006). The total number of employees has grown from 62 in 1987 to 248 in 2006.

For more information call:
The ACE Program
Paradise Valley Community College
18401 N. 32nd Street
Phoenix, Arizona 85032
Phone (602) 787-7170 or (602) 787-7163
Fax (602) 787-7175
Heather.Kruse@pvmail.maricopa.edu (Director)
leslie.argueta-vogel@pvmail.maricopa.edu (Coordinator)

Paradise Valley Community College and the Maricopa College District does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, handicap/disability, age or Vietnam era/disabled veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional programs and activities. The Maricopa Community Colleges will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Ni Paradise Valley Community College ni Maricopa Community Colleges no discriminan por razones de raza, color, religión, origen de nacionalidad, género, personas minusválidas, ni edad en la solicitud de admisión, participación, acceso y trato a las personas en programas de instrucción o en programas de empleo y actividades referentes a empleos. El distrito de los colegios comunitarios de Maricopa tomará medidas para asegurar que el no tener conocimiento de Inglés no sea una barrera de admisión y participación en programas vocacionales de estudio.

The PVCC ACE Program

Achieving a College Education

Welcome to the ACE Program at Paradise Valley Community College!

ACE refers to Achieving a College Education. The ACE Program is for high school students who have just completed their sophomore year and who have an interest in going to college. The purpose of the ACE Program is to retain students in high school and ensure their transfer to the community college or other institutions of higher education after graduating from high school.

The ACE Program gives high school students the opportunity to experience college long before they graduate from high school. By bringing students into the college environment while they are still in high school, the transition into full-time college life will become easier. Students who participate in this program will:

- Receive a scholarship to cover tuition and fees during their **high school phase** of involvement with the Program. (2 years: Junior and Senior years)
- Take college courses offered during the summer and regular academic year (spring and fall semesters), in addition to their high school classes.
- Participate in co-curricular programs, which include field trips to state universities, businesses and industries.
- Develop proficiency in basic academic skills and strategies essential for coursework, college survival, and daily life.
- Be ready to transfer to a college or university.
- Be exposed to a variety of vocational and career options/opportunities.

ACE PROGRAM GUIDELINES

ACE MISSION STATEMENT:

The mission of the ACE Program is to help students make a smooth transition from high school, through community college, and transfer to a university where they can complete a baccalaureate degree.

ACE PROGRAM GOALS:

1. To demystify higher education, its requirements, costs and benefits
2. To familiarize students with college life
3. To provide tools for students to succeed socially, academically and personally
4. To assist students in identifying educational, career, and vocational goals and interests
5. To identify sources of financial assistance and scholarships and facilitate students in the application process
6. To empower parents/guardians to become actively involved in students' education and future
7. To collaborate with local educational institutions, community partnerships, and the private sector
8. To provide continuous follow-up and support to each cohort which will ensure retention and tracking

ACE SCHOLARSHIP:

ACE students will have tuition paid by the ACE Program for up to **six semesters (or 24 credit hours)**, beginning the summer semester after sophomore year in high school, and concluding after spring semester of senior year in high school. **The student is responsible for the purchase of textbooks and transportation to and from the Paradise Valley Community College campus, unless otherwise specified.** (*The Paradise Valley Unified School District provides bus transportation and books for PVUSD students during their first year of participation in the program.*) If an ACE student changes high schools, he/she may still participate in ACE as long as transportation to PVCC is provided. (Please notify an ACE staff member should this occur).

FALL/ SPRING CLASSES:

During the first year in the PVCC ACE Program, students take classes together as a cohort. Classes are held Tuesday and Thursday afternoons from 12:30 to 4:00 p.m. During the summer (June/July), fall (August-December) and spring semesters (January-May) of their second year, students are mainstreamed into regular college classes, with the exception of a 1-credit class they complete as a cohort. Each student's testing scores are analyzed; their individual needs are met by placing them in classes according to the placement test scores. Usually the student will take classes late in the afternoon or evening depending on the class. The semester is 16 weeks in length. The student is expected to meet the requirements and obligations of a regular college student. ACE students are placed in General Education courses necessary for every degree. The ACE Program works to ensure that the ACE participants gain the most experience and complete as many classes as the student is willing to commit to during the two-year participation.

The ACE/SUCCEED Program class schedule is as follows:

First year (Junior Year) – complete 12 credits		Second year (Senior Year) – complete 12 credits	
2 x 3-credit classes in fall semester	= 6 credits	1 x 3-credit class summer session	= 3 credits
1 or 2 x 3-credit classes in spring	= 3-6 credits	1 or 2 x 3-credit classes in fall	= 3-6 credits
1 x 3-credit class in summer	= 3 credits	1 or 2 x 3-credit classes in spring	= 3-6 credits

ACE PROGRAM GUIDELINES

ATTENDANCE:

Paradise Valley Community College and the ACE Program subscribe to the belief that college class attendance is essential to academic success. The following attendance policy is in effect from the first day of classes and will be enforced until completion of the program to help ensure success and to prepare students for the expectations and demands of their full-time college experience.

PVCC ACE Program Attendance Policy:

Students will be allowed a maximum of THREE absences in any given semester. The student WILL still be responsible for making up any missed class work/exams/projects/etc. Students with FOUR absences will be withdrawn from class for that semester, unless prior arrangements have been made with the class instructor. All students must report absences to the PVCC ACE office AND to their instructor. Students who are withdrawn from class for excessive absences by the instructor **may** be eligible for a 'stop out' from the ACE Program for the remainder of the semester. **The Attendance Policy is in effect as of the first day of classes and will be strictly enforced until completion of the ACE Program.**

Definition of an Absence:

Regardless of the reason, if a student is not physically present in the classroom during the scheduled class time, that student is considered absent. Please see the PVCC Catalog and Student Handbook for information on Official Absences. In the event of an absence, the student is responsible for any missed class work. **Check your class syllabus for definition of an absence according to instructor policy.**

STOP OUT POLICY:

All students who already know that they will miss more than three class sessions in a semester are encouraged to speak to the ACE director or coordinator regarding 'stopping out'. A 'STOP OUT' allows a student to concentrate on high school studies or extra-curricular activities for a given semester WITHOUT being dropped from the ACE Program. Students with a 'STOP OUT' will simply not be registered for classes for one semester (of student's choice) without penalty. A student may use a stop out for any semester EXCEPT for first semester. IT WILL BE THE RESPONSIBILITY OF THE STOP-OUT STUDENT TO CONTACT THE ACE STAFF TO MAKE PLANS FOR THE UPCOMING SEMESTER. A student may **NOT** use 'STOP OUT' two consecutive semesters; students with TWO CONSECUTIVE STOP-OUTS will be dropped from the ACE Program.

GRADING:

ACE students will begin an official college transcript, which will become a part of the student's permanent records. Grades will be available online at my.maricopa.edu after the course completion date. A paper copy of the student's transcript can also be requested in person at Admissions & Records. Paradise Valley Community College uses the following grade key:

A - Excellent B - Above Average C - Average D - Passing F - Failing
I - Incomplete (not computed in GPA) W - Withdrawn (not computed in GPA)

Prerequisite courses require a grade of 'C' or better to advance to the next level. Completion of courses at 100 level or above, with a grade of 'C' or better, may be eligible for transfer to another college or university. A grade of 'D' may satisfy graduation requirements at Paradise Valley Community College, but WILL NOT BE not eligible for transfer. **Any student with a grade of 'D' or 'F' will complete a Student Probation Contract. The contract indicates that the student will retake the course(s) the following semester and pass with a 'C' or better. If the student does not pass the course(s) the second time, the student will be asked to give up the scholarship or pay out of pocket to retake the course again and be reconsidered to stay in the program. No other course(s) will be taken until the repeated course(s) has(have) been completed with a passing grade.**

ACE PROGRAM GUIDELINES

A STUDENT WILL LOSE HIS/HER ACE SCHOLARSHIP if she/he:

1. Drops out of high school.
2. Fails to attend ACE classes on a regular basis or perform satisfactorily.
3. "Stops out" for two consecutive semesters.
4. Does not abide by PVCC and ACE regulations and Code of Conduct.

BOOKSTORE:

Textbooks for ACE courses may be purchased at the PVCC Bookstore (see store for hours). The Bookstore staff will be able to help you locate textbooks for classes. Students who purchase their books **may** be able to sell the books back to the Bookstore (not a guarantee). The Bookstore reserves the right to determine quality, quantity and price of books bought back. **An I.D. and a receipt are required to return, exchange, or sell your books back to the bookstore.** If books are purchased through the ACE Program funded by a book voucher, we encourage returning the books to the ACE Office to recycle to other students.

ID CARD:

Every PVCC ACE student **must** acquire a Paradise Valley Community College ID card. To obtain the card you **must** present a picture ID. Student ID cards are issued in the Kranitz Student Center (KSC) Building at the College Safety office across from the bookstore. A valid ID is required for ALL transactions on campus in Admissions and Records, Assessment/Testing, Computer Commons, Cashier's Office, Fitness Center, the Learning Support Center (LSC) and the Library. **I.D. cards must be carried at ALL times while on campus. IDs are automatically renewed when the student is registered and has paid for a specific semester.**

PARKING ON CAMPUS:

PVCC requires registration of your vehicle with the College Safety Office (no charge), and all vehicles parked on campus must adhere to the Motor Vehicle Division (MVD) policies. College Safety enforces parking policy on campus; violations may result in a fine.

PROGRAM STAFF:

The ACE Program Staff members are assigned to track ACE students' academic, educational, and career progress. The program staff is available to all students to discuss program status, course registration, future plans, scholarship information, change of schools, trouble with classes, questions/concerns about the program, and questions about colleges and universities. ACE staff will make visits to the students' high schools during the school year. To make an appointment with the ACE Coordinator, Director, or Assistant, call 602-787-7163 or 602-787-7170.

SPECIAL PROGRAMS/ WORKSHOPS/ FIELD TRIPS:

PVCC ACE will offer special programs from time to time, and we encourage students to attend. These events will give the students an opportunity to renew friendships, enhance skills, and receive assistance with financial aid, scholarship searches, and tutoring support. Field trips to Northern Arizona University, the University of Arizona and other businesses and industries are conducted during the summer and school year. Field trips are not mandatory, but participating in these events will make the ACE experience broader and more meaningful to students.

ACE ACADEMIC TIMELINE:

HIGH SCHOOL JUNIOR (YEAR 1)

Summer I (June-July)	Fall I: August-December	Spring I(January-May)
Monday through Thursday Time varies by class	Tuesdays and Thursdays 12:30 – 4:00 p.m. (Saturday 9:00-11:45 a.m. option)	Tuesdays and Thursdays 12:30 – 4:00 p.m. (Saturday 9:00-11:45 a.m. option)
3 to 6 college credits	Up to 6 college credits	Up to 6 college credits

HIGH SCHOOL SENIOR (YEAR 2)

Summer II (June-July)	Fall II: August-December	Spring II(January-May)
Monday through Thursday Time varies by class	Tuesdays and Thursdays 12:30 – 4:00 p.m. (Saturday 9:00-11:45 a.m. option)	Tuesdays and Thursdays 12:30 – 4:00 p.m. (Saturday 9:00-11:45 a.m. option)
3 to 6 college credits	Up to 6 college credits	Up to 6 college credits

Expectations of PVCC ACE Parents/Guardians

1. Attend parent meetings and orientations.
2. Provide transportation assistance to and from PVCC for students to attend classes, field trips, and any other program-related activities.
3. Attend ACE Parent Workshops.
4. Assist in purchasing textbooks and other related materials for each class.
5. Talk with son/daughter and keep up to date with daily activities of their classes and related program activities.
6. Be positive and encourage students with their personal efforts and program responsibilities.
7. Take an active role in students' education and support future goals.
8. Understand FERPA* (Family Educational Rights and Privacy Act) law and communicate directly with son/daughter to monitor academic progress.
9. **NOTIFY PVCC ACE OFFICE OF ANY ADDRESS, TELEPHONE, CELL PHONE, AND E-MAIL CHANGE. This is crucial to maintain accurate student records.**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For additional FERPA info:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

ACE Student Success: A Shared Responsibility

The ACE Program at Paradise Valley Community College is dedicated to providing diverse programs and services that help students develop the ability to meet their educational and personal goals. We recognize that student success is a shared responsibility of both staff and students, and we believe that to succeed, students must be involved as active partners in their education.

ACE Staff are committed to:

1. Monitoring and enforcing ACE student attendance policy.
2. Providing an academic advisor to support and track students' educational and career progress.
3. Providing ACE students with a program of study to ensure proper class placement.
4. Making every effort to provide accurate, timely information regarding access to the college's programs, services, and amenities.
5. Providing quality student services and making knowledgeable and accurate inter-office referrals.
6. Reviewing and updating student services and procedures based on feedback from students.
7. Treating students with respect, courtesy, and dignity.
8. Recognizing that academic progress and intellectual growth are the students' primary goals, and providing services that will promote such progress.
9. Providing learning opportunities for students to acquire life management skills such as realistic goal setting, time management, stress management, and social skills.

ACE Students are expected to:

1. Attend all class sessions!!
2. Provide or arrange transportation to and from Paradise Valley Community College campus, if applicable.
3. Provide textbook(s) and all other relevant class materials for each class.
4. Communicate their needs and let employees know the perceived barriers to meeting their requests.
5. Read and review printed materials and ask questions regarding access and services in a timely manner.
6. Follow through on all class requirements and complete them in a timely manner, including but not limited to projects, homework, research papers, etc.
7. Make use of student services and evaluate in order to provide meaningful feedback.
8. Treat employees, faculty, and other students with respect, courtesy and dignity.
9. Make a commitment to their own academic and intellectual growth and to use those services that will help them achieve their goals.
10. Be aware of and select those personal growth opportunities that will help them develop life and social skills.

A Glossary of Important College Terms

ADMISSION:	Acceptance for registration based on completion of application documents, receipt of transcripts and test scores, meeting of academic standards, and fulfilling of any other requirements (physical examination, essay, etc.). Application for financial aid is usually a separate process.
ADVISOR:	A resource person able to help you plan your course of study and select appropriate courses. Also called program advisors or academic advisors.
AGEC:	Stands for A rizona G eneral E ducation C urriculum: a 35-38 semester-credit general education certificate that fulfills lower-division education requirements for students planning to transfer to any Arizona public community college or university. (AGEC-A, AGECE-B, and AGECE-S)
ASSOCIATE DEGREE:	A degree awarded for the completion of a minimum of 64 credits selected to meet specific requirements. The Associate of Arts (AA) emphasizes courses for transfer to four-year schools, the Associate of General Studies (A.G.S.) allows for flexibility in course selection, and the Associate of Applied Science (A.A.S.) emphasizes a particular occupational field.
BACHELOR'S DEGREE:	A degree awarded by a four-year college. The Bachelor of Arts (BA) or Bachelor of Science (BS) degree requires approximately 126 credits.
CATALOG:	The annual publication of a college or university which explains the institution's policies, procedures, and programs, including course descriptions.
COHORT:	A group of individuals having a statistical factor (as age or class membership) in common. ACE/SUCCEED uses "cohort" as the year you enter the program for example: 2008 or 2009 cohorts.
COLLEGE:	(1) A single institution of higher learning offering post-high school courses and degrees. (2) A large division of a university, offering courses and degrees in a related field. Example: ASU College of Liberal Arts and Sciences.
COMMUNITY COLLEGE:	A "two-year" college offering associate degrees, certificate programs, and courses at freshman, sophomore, and non-credit levels.
COUNSELOR:	A faculty member available to help you with personal, career, or school related questions.
COURSE DESCRIPTION:	A brief, official statement of the content and prerequisites of each course included in the catalog
COURSE NUMBER:	The three-digit number following the subject code which identifies a particular course as to content and level, such as RDG 091, College Reading Skills.

CREDIT HOUR:	Numerical unit assigned to a course based on the amount of time spent in class each week.
CURRICULUM:	A series of courses that meet a particular academic or vocational goal. It is also called a program of study.
ELECTIVES:	Courses a student can select in order to complete a program of study, sometimes with restrictions.
GRANTS:	Student financial aid awarded to undergraduate students (working on their first bachelor's degree) who demonstrate financial need. Grants do not require repayment.
LOWER DIVISION:	First and second year college courses (100 and 200 level. Example: ENG 101). Only lower division courses are offered by the community colleges.
MAJOR:	The field of specialization. Examples: computer science, nursing etcetera.
PREREQUISITE:	A condition which must be met before enrolling in a specific class, usually the completion of a lower-level class in the same subject or an appropriate placement test score.
PRIVATE COLLEGE:	A college not supported by state funding, often having a unique program & image.
REQUIRED COURSE:	A course needed to complete a certificate or degree program.
SCHOLARSHIPS:	Student financial aid based on academic achievement, need, or a combination of factors. Scholarships do not have to be repaid.
SECTION NUMBER:	Follows immediately after the subject code and the course number (RDG 091) in the class schedule which identifies the location and time of the class. Example: RDG 091 – Section 0001-LEC (11813)
SUBJECT CODE:	The three-letter abbreviation which identifies the subject area of a course such as RDG for Reading courses.
SYLLABUS:	A course outline and information on classroom policies, test, dates and materials to be used in a class, usually given to students by the instructor at the first class meeting.
TRANSCRIPT:	A record of a student's course work and grades
TRANSFER CREDIT:	Credit earned at another college applied to a PVCC program or vice versa.
UNIVERSITY:	Any institution of higher education offering bachelors, masters, and doctoral degree programs.
UPPER DIVISION:	Courses usually taken during junior and senior years offered at four-year institutions (300 and 400 level. Example: ENG 492).

