Dr. Frank R. Lilly, Director

AIRC 3005N

Email: frlilly@csus.edu

ACE Website: http://www.csus.edu/acaf/ace

Course: EDUC 99 Code: TBA Sec. 50 Units: 3 Graded – CR/NC [Credit/No Credit]

First Day of Sac State Instruction – January 22nd, 2019

Benefits of ACE

Grades earned for ACE courses are part of students’ academic records. Credits earned may be applied to degree programs at Sacramento State or may be transferred to other universities. ACE students must order transcripts like regular Sacramento State students.

In addition, ACE students receive the same privileges as regular University students, including:

- Full library access (with the purchase of a OneCard at http://www.csus.edu/onecard/)
- Purchasing privileges at the Hornet Bookstore (books and computer products)
- Use of computer labs on campus during open lab hours (with a OneCard)
- Internet access including email through Saclink https://www.saclink.csus.edu/saclink/
- Internet access to unofficial transcripts/ACE course grades through My Sac State at http://my.csus.edu/
- Student rates for admission to campus activities such as musical, theatrical, and athletic events
- Experiential learning of how to navigate the academic and social and emotional components of being a university student.

ACE On-Campus Program and Courses

Decisions about classes rest with the ACE Director in consultation with the student and the academic departments. ACE participants are usually restricted to lower-division classes (001 to 099). Requests to take any upper division courses must meet the approval of the course instructor and department Chair; an Add/Drop Form must be submitted to the ACE office or Director with those signatures on said form by the campus census date. The ACE Program cannot approve any upper division course enrollment without those signed forms. Students must meet all prerequisites listed in the Sac State Class Schedule http://www.csus.edu/webpages/schedule.stm and University Catalog at http://aaweb.csus.edu/catalog/. Selected courses must be academic and cannot be remedial.

All Mathematic courses require a submitted Add/Drop Form with the signatures of the respective instructor and department Chair by the campus census date. As above, the ACE Program cannot approve any Math course enrollments without those signed forms.
Typically, a student is limited to one academic class the first semester. The second semester's course load will depend on past performance. To make sure students have the best opportunity for success, workloads are carefully monitored throughout the semester.

To receive official or view unofficial transcripts at the completion of a semester in ACE go to the following site: http://www.csus.edu/registrar/transcripts/.

**Records Updates and Policies: View Your Sacramento State Record**
- You may view and print your unofficial grades on-line using *My Sac State* at http://my.csus.edu/.
- Or, visit the Admissions and Records service counter, Lassen Hall. Office hours during semesters are 8am to 4pm, Mon, Thu, and Fri and 8am to 5pm Tue and Wed (during fall and spring semesters). Bring photo I.D.
- Or, order a copy of your transcript. There is a nominal charge for a transcript, and it takes a week or two to reach you in the mail. Sacramento State does not issue "unofficial" transcripts, but registered ACE students may view and print their Sacramento State records on *My Sac State*.

**Purpose of ACE Seminar**
All ACE students are enrolled in this three-unit seminar that is completed entirely online and through some requisite obtainment and submission of signed forms. The purpose of this course is to enable ACE participants to acquire some beginning college-level skills, complete bureaucratic activities, and access some invaluable college-level resources. These activities include several basic study strategies (online searching, library tools), general financial aid opportunities when enrolled as a full-time student at Sac State or another college, and necessary social and emotional skills needed to matriculate an academic environment. The seminar also provides an opportunity for students to have general academic, programmatic, or career questions/concerns addressed by the Director via online communications. In-person advisement or assistance is also available with the Director upon student request.

**Assignments**

I. **Add-Drop Form** (20 pts. Due: February 5*, 4:00pm.)
   All Add-Drop Forms with appropriate signatures are due. Students are encouraged to submit these signed forms to the ACE Office earlier if completed. In some cases where additional signatures are still being sought (i.e., Chair signature from the Department of Mathematics and Statistics), students must present a copy of all courses that they are seeking to take during the semester. Any of the said unsigned Add-Drop Forms MUST be signed and submitted as soon thereafter as possible.

   **PLEASE NOTE:** Any student who does not submit the Add-Drop Form by campus census date will be dropped from the ACE Program. **THIS DEADLINE IS AN ABSOLUTE REQUIREMENT.**

II. **SacLink Account Establishment** (20 pts. Due: February 5*, 4:00 p.m.)
   A SacLink account is the California State University, Sacramento universal authentication, e-mail, transcripts, and Internet access mechanism available to all students, faculty, and staff. It is a student’s computing & networking electronic ID for the campus. See [https://www.saclink.csus.edu/saclink/](https://www.saclink.csus.edu/saclink/).

   You will need to register for your free SacLink account to access our seminar web site, unofficial transcripts (see above), use elements of our Library (i.e., *Locus*), etc. In all, this important ACE program requirement should take one less than a couple of minutes to complete. The quick and effortless process for signing up is at [http://www.csus.edu/saclink/settingUp.stm](http://www.csus.edu/saclink/settingUp.stm).
For an ACE participant who has already established a Saclink account in a previous semester, one does NOT need to repeat this activity. Just alert the ACE Director that one has said account and provide Saclink username.

III. Sac State Library Report (50 pts. Due: March 12th, 4:00 p.m.)

For new ACE students, a two/three-page paper reporting on the Sac State Library (http://library.csus.edu/) and online elements must be submitted. Particular areas that must be reviewed and discussed include: the Library Virtual Tour (http://csus.libguides.com/content.php?pid=674657); Research Guides; and all of the Plagiarism Information components (http://library.csus.edu/content2.asp?pageID=353); all of the How Do I? [including Featured, Most Popular, and Most Recent Answers] sections (http://csus.libanswers.com/index.php); Off-Campus Access to Library E-Resources; This paper must adhere to the following guidelines and be uploaded into SacCT/Blackboard:

1) Microsoft Word;
2) Spell- and Grammar-Checked;
3) Heading – Includes your Name, Semester, and Courses taken through ACE;
4) Font – Times New Roman;
5) Font Size: 12-point;
6) Lines – Double Spaced;
7) A short narration that describes each of the aforementioned sections.
8) References

For returning ACE students, follow the same numbered guides as above except write a 2-3 page essay on an area of Social and Emotional Learning that you will need to be aware of this semester in your own life and why. Use peer reviewed authored journal articles to reference why the area you have chosen is important.

Spring Break ➔ March 19th through the 23rd!

IV. Midterm Evaluation Reports (10 pts. Due: April 9th, 4:00 p.m.)

A Midterm Evaluation Report for each course taken must be submitted. Please see your campus course instructor one or two weeks prior to this date and have them fill-out, sign, and forward this report to the ACE Director or ACE Office (Campus Mail 6079). It is anticipated that this report will take approximately 5- minutes to be completed by the course instructor.

V. {Assignment V-i for Junior-level or lower (or new ACE students), V-ii for Senior-level High Schoolers (or returning ACE students)}

V-i. General Education (GE) Report (50 pts. Due: April 30th, 4:00 p.m.)

A one/two-page paper identifying general education (GE) requirements, services, resources, and critical online linkages available through the Sac State Office of Academic Affairs <http://www.csus.edu/acad/> is required. This paper should be completed and uploaded using these guidelines:

1) Microsoft Word;
2) Spell- and Grammar-Checked;
3) Heading – Includes your Name, Semester, and Courses taken through ACE;
4) Font –Times New Roman;
5) Font Size: 12-point;
6) Lines – Double Spaced;
7) Narration that overviews the Sac State online advisement and description of GE course requirements, Areas A-E general names plus their sub-sections titles, and additional graduation requirements at <http://catalog.csus.edu/16-17/first 100 pages/ge.html>. Identify at least two possible lower division Sac State courses per each Area A-E. Further description and clarification will occur via email as needed.

- OR -

V-ii. **Financial Aid Report** (50 pts. Due: April 30th, 4:00 p.m.)
This paper should be completed and uploaded using the following guidelines:
1) Microsoft Word;
2) Spell- and Grammar-Checked;
3) Heading – Includes your Name, Semester, and Courses taken through ACE;
4) Font – Times New Roman;
5) Font Size: 12-point;
6) Lines – Double Spaced;
7) Narration that overviews the Sac State Office of Financial Aid online assistance segments <http://sacramentostate.financialaidtv.com>, important telephone numbers and websites, and FAFSA on the web <http://www.fafsa.ed.gov/>. Further description and clarification will occur via email as needed.

*If you have done this assignment in a previous ACE semester or have documentation of already applying for college financial aid, you do not need do this assignment.*

VI. **Course Reflection** (50 pts. Due: May 11th, 4:00 p.m.)
A two/three-page paper reflecting upon your ACE semester courses and general campus experiences is required. This paper should be completed and uploaded using the following guidelines:
1) Microsoft Word;
2) Spell- and Grammar-Checked;
3) Heading – Includes your Name, Semester, and Courses taken through ACE;
4) Font – Times New Roman;
5) Font Size: 12-point;
6) Lines – Double Spaced;
7) Narration that reflects on your semester experiences and possible non-academic “lessons” learned for the future. Further description and clarification will occur via email as needed.

### Summary of Tasks/Dates

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<tr>
<th>Task</th>
<th>Weight</th>
<th>Due Date</th>
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<tr>
<td>Add/Drop Form</td>
<td>20pts.</td>
<td>Feb. 05th, 2019</td>
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<td>SacLink Account</td>
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<td>Library or SEL Report</td>
<td>50pts.</td>
<td>Mar. 12th, 2019</td>
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<td>Midterm Reports</td>
<td>10pts.</td>
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