

ADVANCED COLLEGE ENTRY (ACE)

Application Form

Information & Guidelines

Advanced College Entry (ACE) is a self-pay, open enrollment program for upper-middle and high school students (except those enrolled in Sinclair's PSEO, Tech Prep, Quick Start, or Seniors to Sophomores programs).

Participating ACE students must apply for the Advanced College Entry Program with the written permission from their parents/guardians. Enrollment in any course at Sinclair is based on the approval of the ACE Coordinator.

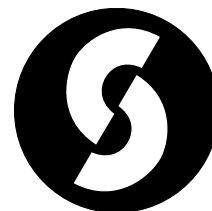
The following enrollment steps must be completed each quarter in order for students to participate in this program.

Enrollment Steps

1. Applicants must meet with the ACE Program Coordinator in the Office of Pre-College Programs, Building 12, Room 12331.
2. Complete a Sinclair Community College Application declaring PI (personal interest) as your academic program.

Please note that there is a \$20.00 one-time non-refundable application fee that will be assessed at the initial registration.

3. Complete the ACE Application, signed by a parent/legal guardian.
4. Pay your tuition fee bill at the Bursar/Cashier's office, Building 10, Second Floor, **by the quarterly registration payment deadline.**
5. Obtain your Tartan Card (student picture I.D.) in Building 10, Second Floor. You can deposit money on the card and use it as a debit card in the parking garage, at any of the Sinclair food facilities, or the Tartan Campus Store.
6. Purchase your books and attend classes
 1. **Purchase your books** at the Tartan Campus Store, located in Building 7, First Floor.
 2. **Attend your classes** with other college students and enjoy your learning experience at Sinclair.



Sinclair
Community
College

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Pertinent Information for Parents/ Guardians and Students Participating in the Advanced College Entry Program

- **Under the Family Educational Rights and Privacy Act of 1974 (FERPA),** parents have certain rights with respect to their children's educational and web records. These rights transfer to the student when he or she reaches 18 years or older **OR when they attend a school beyond the high school level.** A person participating in the Advanced College Entry program is considered as any other college student. Access to the student's records by parents or guardians is only permitted when a written release of information is signed by the student.
- **College classes are intended for college students.** In this program, the coordinator of Advanced College Entry, can limit participation in any class based on specific circumstances. Parents/Guardians still retain the responsibility to restrict enrollment for any course that they feel inappropriate for their child.
- **All students admitted to Sinclair Community College agree to adhere to the rules, regulations, and policies set forth in the Student Code of Conduct.** Students are entitled to the same fundamental rights and privileges and immunities that are guaranteed to all citizens of the United States. In addition to their inherent rights and privileges as a Sinclair student, students voluntarily assume the obligation to fulfill the

responsibilities of all citizens as well as the obligations identified in the college mission and other lawful functions. The college has the right to develop policies procedures and standards, which will ensure protection of the rights of each member of the college community.

- Sinclair Community College is committed to providing a learning experience of the highest quality and to an environment conducive to learning and student success. Students are expected to:
 - Obtain, read, and comply with the college catalog, *Student Handbook*, and any other published regulations relating to student responsibilities
 - Be respectful of the rights of others
 - Comply with the directions of college officials
 - Respect and comply with all laws and rights of good citizenship
 - Respect the freedom to teach and the freedom to learn

Sinclair maintains a safe and educational environment for all students. However, additional or extra safety measures are not provided for minor age students. Sinclair students are not monitored on campus and are able to use all facilities as well as campus computing equipment.

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All students in grades 7-12, **except those high school students enrolled in Post Secondary Enrollment Options (PSEO), Tech Prep, Seniors to Sophomores, or Quick Start programs** may apply for the Advanced College Entry Program (ACE), with the written permission from their parents/guardians. Enrollment in any course at Sinclair is at the approval of the ACE Coordinator.

Student's Last Name _____ First _____ MI _____ Social Security Number _____

Address _____ Apt # _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Parent/Guardian

I have read the Pertinent Information for the Parents/Guardians and Students participating in the Advance College Entry Program. I am aware that my son or daughter is planning to enroll in class(es) at Sinclair this quarter.

Name of Parent/Guardian _____ Date _____

Home-Schooled

I certify that my child is home-schooled and is aware that he or she is planning to enroll in class (es) at Sinclair this quarter.

Name of Parent/Guardian _____ Date _____

Name of Advanced College Entry Coordinator or Academic Advisor _____ Date _____

Quarter (check one): Summer Fall Winter Spring Year _____

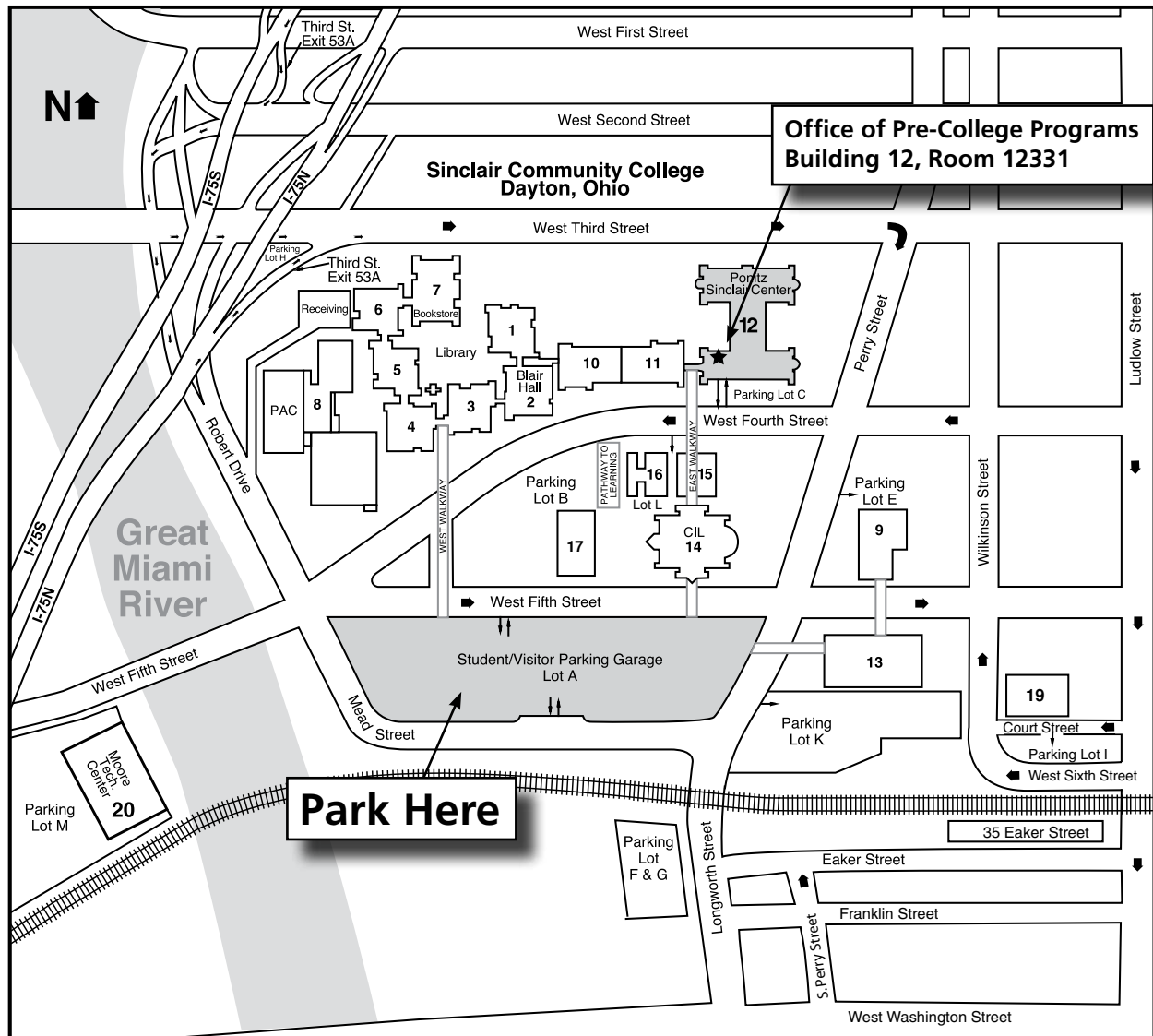
Each class that you plan to take requires the approval and signature of the ACE Coordinator or an Academic Advisor.

Please list all classes you plan to take this quarter at Sinclair

Department	Course	Section Number	Credit Hours	Course Title	ACE Coordinator or Academic Advisor Signature

ADVANCED COLLEGE ENTRY (ACE)

Campus Map



Getting to Sinclair

Take the Third Street exit, 53A, off I-75 turn east. Turn right on Perry Street and then right on Fourth Street. Turn left on Fifth Street (under the West Walkway) and enter the Student/Visitors Parking Garage.

Where to Park

Use the Student/Visitor Parking Garage (Lot A). From the parking garage you can reach the Office of Pre-College Programs by using either walkway. Walkways connect the third floor of the parking garage and the campus.

After crossing the West Walkway

Turn right and enter Building 3. Proceed through Buildings 3 and 2. Between Buildings 1 and 2, turn right up an inclined hallway to Building 12.

After crossing the East Walkway

Proceed through Building 14, at the end of the walkway turn right into Building 12, Room 12331.