

**Dr. Bruce Ostertag****EDS 099 • Fall 2011**

**Independent Studies - ACE  
Accelerated College Entrance  
On-Campus Program (3-Units)**

Name: \_\_\_\_\_ Saclink Login: \_\_\_\_\_ Saclink Password: \_\_\_\_\_

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ACE Website: <http://edweb.csus.edu/projects/ace>

Course: EDS 99 Code: 82036 Units: 3

Graded – CR/NC

Course Website: <http://online.csus.edu> - Guest Login: *guest* Password: *guest*

***PLEASE NOTE THE NEW LOCATION OF THE ACE OFFICE***

## **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 and dial-up services 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

## **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. In some program areas, such as music, students are required to take three or more related classes as a condition of admission. To make sure students have the best opportunity for success, workloads are carefully monitored throughout the semester.

## College Transcripts

To receive official or view unofficial transcripts at the completion of a semester in ACE go to the following site : <http://webapps1.csus.edu/admr/content/record/transcript/>.

### Records Updates and Policies: View Your Sacramento State Record

- You may view and print grades on-line using *My Sac State* at <http://my.csus.edu/>.
- Or, come to 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 dropping off 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) and general financial aid opportunities when enrolled as a full-time student at Sac State or another college. The seminar also provides an opportunity for students to have general academic or programmatic 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: September 9<sup>th</sup>, 4:00 p.m.)**

All [Add-Drop Forms](#) with appropriate signatures and ACE fee (\$20.00) 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 (10 pts. Due: October 10<sup>th</sup>, 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 students computing & networking electronic ID for the campus. See <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 easy process for signing up is at <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.*

### III. **Sac State Library Report (50 pts. Due: October 24<sup>th</sup>, 4:00 p.m.)**

A two/three-page paper reporting on the Sac State Library (<http://library.csus.edu/>) and online elements must be submitted. Particular sections that must be discussed include: all of the Freshman Seminar Survival Guide (<http://library.csus.edu/services/inst/firstyr/firstyear.html>), the *Library Virtual Tour* (<http://library.csus.edu/services/inst/indiv/vtour/1welcome.htm>); Off-Campus

Access to Library E-Resources; Research Guides; and all of the Plagiarism Information components (<http://library.csus.edu/content2.asp?pageID=353>). This paper must adhere to the following guidelines:

- 1) Word-processed or typed;
- 2) Spell- and Grammar-Checked;
- 3) Heading – Includes your Name, Semester, and Courses taken through ACE;
- 4) Font – Chicago, Helvetica, Geneva, Times, Times New Roman, or Verdana;
- 5) Font Size: 12-point;
- 6) Lines – Double Spaced;
- 7) A Narration that describes each of the aforementioned online sections.

*If you have done this assignment in a previous semester, you need not repeat it.*

*This assignment should be submitted electronically as a Microsoft Word or PDF document.*

**IV. Midterm Evaluation Reports (20 pts. Due: November 7<sup>th</sup>, 4:00 p.m.)**

A [Midterm Evaluation Report](#) for each course taken must be submitted. Please see your campus course instructor prior to this date and have them fill-out, sign, and forward this report to the ACE Director or ACE Office. It is anticipated that this report will take approximately 5-10 minutes to be completed by the course instructor.

*Same activity as in previous semesters.*

**V. Financial Aid Report (50 pts. Due: November 22<sup>nd</sup>, 4:00 p.m.)**

A one/two-page paper identifying financial aid services, resources, and critical online linkages available through the Sac State Office of Financial Aid <[https://webapps1.csus.edu/faid\\_general/](https://webapps1.csus.edu/faid_general/)> is required. This paper should be completed using the following guidelines:

- 1) Word-processed or typed;
- 2) Spell- and Grammar-Checked;
- 3) Heading – Includes your Name, Semester, and Courses taken through ACE;
- 4) Font – Chicago, Helvetica, Geneva, Times, Times New Roman, or Verdana;
- 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.

*This assignment should be submitted electronically as a Microsoft Word or PDF document.*

**VI. Course Reflection (50 pts. Due: December 5<sup>th</sup>, 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 using the following guidelines:

- 1) Word-processed or typed;
- 2) Spell- and Grammar-Checked;
- 3) Heading – Includes your Name, Semester, and Courses taken through ACE;
- 4) Font – Chicago, Helvetica, Geneva, Times, Times New Roman, or Verdana;
- 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.

**Same activity as in previous semesters, just updated.**

*This assignment should be submitted electronically as a Microsoft Word or PDF document.*

## Summary of Tasks/Dates

***[ALL OF THE ACTIVITIES MUST BE COMPLETED BY THE DEADLINE DATES IN ORDER TO RECEIVE A PASSING GRADE FOR THE SEMESTER]***

<b>Tasks</b>	<b>Points</b>	<b>Due</b>
Add/Drop Form	20	9/9
SacLink Account	10	10/10
Library Report	50	10/24
Midterm Reports	20	11/7
Financial Aid Report	50	11/22
Course Reflection(s)	50	12/5
<b>Total Points</b>	<b>200</b>	
<b>Minimum Points Needed to Pass</b>	<b>180</b>	