



SACRAMENTO STATE

ACE STUDENT APPLICATION: DIRECTIONS

[Please confirm that all the submissions are complete per:]

1. New and Continuing ACE Student Applications

- An application form is needed for each ACE class being matriculated by a student (i.e., multiple ACE courses being taken in a semester). Make sure the student has listed all ACE courses that they will be taking on each application form.
- Social Security Number listed (Taxpayer ID # also acceptable) – MUST BE SUBMITTED.
- Student signature present. If missing, return to student to obtain signature.
- Parent/Guardian signature present. If missing, return to student to obtain signature from parent/guardian.
- High School representative signature present. If missing, sign the application. Your signature indicates you believe the student can achieve a “**B**” or better in the ACE course listed.
- Check each application for legibility of writing. If not easily decipherable, please have the student re-do.
- Verify all sections of the application are totally completed. If not, return to the student for finalization.

2. Students New to the ACE Program [Continuing ACE students need not do this *CSUMentor* step]

- Students new to ACE must complete the online *CSUMentor* application (see online directions).
- These new students must attach the completed *CSUMentor Confirmation Page* along with their ACE Student Application.
- Verify that these students new to ACE have submitted their *CSUMentor Confirmation Page*.

3. Submit \$20 registration fees for ACE (individually or collectively).

- Even if a student is taking multiple ACE courses, **only** one \$20.00 fee is to be submitted. In these cases, have the student circle on their ACE application forms the one-class for which they are submitting their payment. This should be the same class on all of their applications. Please see the example below.

3a Example – From ACE Application Form

http://www.csumentor.edu/admissionapp/undergrad_apply.asp (Check one) YES NO

Sac State ACE classes you intend to take: 1 SPAN 2A 2 EDS 99 3 HIST 17A

- If a student is submitting an individual check, please have them indicate on the bottom left-corner line of the check: “{Name} – ACE.” Check should be made payable to *Sacramento State*.
- If a student has mistakenly overpaid (i.e., \$20 fee submitted for each class), these additional monies will not be refunded.

PLEASE DO NOT STAPLE CASH/CHECKS TO APPLICATIONS

PLEASE RETURN COMPLETED MATERIALS BY 2/11/11 TO:

In Person:

Accelerated College Entrance (ACE)
Eureka Hall, Room 318
Sacramento, CA 95819-6079
[Middle of campus, College of
Education]

By Mail:

Accelerated College Entrance (ACE)
California State University, Sacramento
6000 J St
Sacramento, CA 95819-6098