

Student & Family ACE Handbook

2022-2023



**SUNY
CORNING**

COMMUNITY COLLEGE

ACCELERATED COLLEGE EDUCATION

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VISION & MISSION

The ACE Office is an essential part of the Workforce Education and Academic Pathways department at SUNY Corning.

SUNY Corning Community College Workforce Education & Academic Pathways

VISION:

Workforce Education & Academic Pathways will be the region's leading provider of: career, professional and corporate training resources, equitable college access and services to the community.

MISSION:

Workforce Education & Academic Pathways partners with the community to address workforce and economic development needs. Through focused strategic alliances, we promote economic sustainability, equal access to college programs, workforce training and credentialing opportunities.

TABLE OF CONTENTS

ACE OFFICE PROGRAMS	3
ACCREDITATION	3
PARTICIPATING SCHOOLS	4
ELIGIBILITY & BENEFITS OF ACE	5
ACE ENROLLMENT & COURSE SYLLABUS	6
ACE ACADEMIC ADVISING	7
ACADEMIC POLICIES & STANDARDS	8
TRANSFER GUIDANCE & FUTURE FINANCIAL AID	10
STUDENT CONFIDENTIALITY & ACCESSIBILITIES	12
ACE LEARNING & STUDENT SUCCESS RESOURCES	13
MYCCC: STUDENT PORTAL & EMAIL	16
ACE IMPORTANT DATES	16

ACE OFFICE PROGRAMS

We have two concurrent enrollment programs through the ACE Office at SUNY Corning. We have our Accelerated College Education Program also known as the ACE Program. We also have the High School College Education Online Program also known as the High School CEO Program.

Accelerated College Education (ACE) is a concurrent enrollment program in which high school students take SUNY Corning courses at their high school, earning college credit. All courses are taught at the student's high school by high school faculty who have the appropriate degree and credentials required by SUNY Corning to act as adjunct instructors. This allows the student to be better prepared for the transition from high school to college, and earn college credits that can be transferred to many colleges and universities in New York State and throughout the country. As of 2021, the ACE Program includes 36 schools covering the Southern Tier of New York and the Northern Tier of Pennsylvania with approximately 2400 students enrolled.

High School College Education Online (High School CEO) is a concurrent enrollment program where area high school and home school students can take **online courses** taught by SUNY Corning instructors. The High School CEO Program is for high school students wanting to take additional courses that are not offered at their high school. These online courses are taught through SUNY Corning's Learning Management System, Brightspace. Students need to have a computer and internet access to complete these courses. Courses are set up as asynchronous so that the student can access them anytime of the day or night.

ACCREDITATION

National Alliance of Concurrent Enrollment (NACEP)

SUNY Corning is a founding member of the National Alliance of Concurrent Enrollment Partnerships (NACEP), a national accrediting body for concurrent enrollment programs. We received accreditation status from NACEP in 2008. NACEP was established for the purpose of professional exchange, development of common standards, and the sharing of information regarding best practices for member colleges.

SUNY CCC received Re-Accreditation from NACEP in 2015.

PARTICIPATING SCHOOLS

New York State Schools

Addison Central School	GST BOCES-Bush Campus, Elmira
Alfred Almond Central School	GST BOCES-Coopers Plains Campus, Painted Post
Andover Central School	GST BOCES-Wildwood Campus, Hornell
Arkport Central School	Hammondsport Central School
Avoca Central School	Hornell Central School
Bath-Haverling Central School	Horseheads Central School
Bradford Central School	Jasper-Troupsburg Central School
Campbell-Savona Central School	Notre Dame High School
Canaseraga Central School	Odessa-Montour Central School
Canisteo-Greenwood Central School	Prattsburgh Central School
Corning-Painted Post Central School	Spencer-Van Etten Central School
Elmira Central High School	Twin Tiers Christian Academy
Elmira Heights Central School	Watkins Glen Central School
Fillmore Central School	Waverly Central School
Genesee Valley Central School	Wayland-Cohocton Central School
Goshen Central School	Whitesville Central School

Pennsylvania State Schools

Cowanesque Valley High School
Sayre Area High School
Williamson Jr. Sr. High School
Wyalusing High School

ELIGIBILITY & BENEFITS OF ACE

STUDENT ELIGIBILITY

Academically sound high school students are eligible to take college courses in our ACE Program. These students must meet prerequisites for each course as outlined in the course description section of our College Catalog. If a course requires eligibility to enroll in ENGL 1010 (College Composition I), a student must demonstrate proficiency through a means approved by our English Department or they need to complete the skills assessment in reading and writing through Placement Testing. The same is required for eligibility to enroll in Math courses. A student needs to demonstrate proficiency through means approved by the Math Department or they need to complete the skills assessment through Placement Testing. SUNY Corning does have an onsite Testing Center that students would utilize if testing is required.

To access our course descriptions in the 2022-2023 College Catalog please follow this link [College Catalog](#), click on CCC Students on the top left and select Catalog. Individual courses then can be looked up and reviewed.

BENEFITS OF ACE

Students who take ACE courses have an opportunity to get a head start on their college education, build their academic skills and explore potential career and degree pathways. The experience of successfully completing college level courses while still in high school helps students build confidence, motivation and resilience. SUNY Corning ACE Students also have the privilege to be directly accepted into SUNY Corning without having to fill out an application for admission. ACE Students get to skip to the head of the line as accepted students and start planning their degree completion and/or transfer plans early.

A financial benefit is certainly important when thinking about the costs associated with a college education. The cost of tuition, course fees, books and housing all add up, which can make a college degree expensive. To help elevate the increasing cost of a college education, NY State has made all ACE courses **Tuition Free**. This cost saving benefit allows all students to access college level courses in their high schools at no cost. This means no tuition charge, no fees and no paying for books (the high schools provide books/supplies to the students). Students and their families should be aware of the potential savings opportunities when planning for college.

NY State Resident Requirements

Please note that if you are a NY State resident, all counties require that a student complete a Certificate of Residence for the county they currently reside in each year they participate in ACE. All Certificates of Residence are due within the first 30 days of the semester. If a Certificate is not received by the deadline, students would be billed a non-residence fee and a hold will be placed on the students account. An account hold prevents future registrations and the release of Academic Transcripts until payment is received. For additional information regarding Certificates of Residence follow this direct link [Certificate of Residence](#).

Pennsylvania Resident Information

Pennsylvania residents are not required to submit a proof of residence and still receive the tuition free benefit of taking ACE courses. Previously, a non-resident fee was charged to PA students but currently for the 2022-2023 academic year it is waived.

ACE ENROLLMENT & COURSE SYLLABUS

ENROLLING IN ACE COURSES

Students enroll in ACE courses with the assistance of their high school guidance counselors in the Spring of each year. The guidance counselors typically meet with the students to go over course selections and create class schedules. During these meetings prerequisites for the courses the students are interested in are reviewed. If the student has met prerequisite requirements, then the student is eligible to be enrolled. If the student doesn't meet the prerequisites, then the guidance counselors contact the ACE Office to discuss the students next steps. The ACE Office works closely with the SUNY Corning Testing Center to get students scheduled to take Placement Test as well as working closely with academic departments to assess individual situations.

Once students have selected courses for their upcoming grade year then the high schools send those registrations to the ACE Office starting in late August. As the ACE Office completes registrations they work closely with the high schools to ensure all students are accurately enrolled in the courses they have chosen. Students can check their Academic Transcript on the MyCCC student portal to verify their registration is correct (See the *Transfer Guidance & Future Financial Aid* section in this handbook for step by step instructions). If a student has any concerns regarding their registration they will need to contact their Guidance Office, then the ACE Office.

Drop or Withdraw Request

If the student does not wish to take an ACE course for college credit, they are required to submit the Drop Request Form on the ACE Website at <https://www.corning-cc.edu/admissions-future-students/ace/drop-form.php> by the Last Date to Drop that is listed in the Important Dates section at the end of the current academic year ACE Handbook. This will allow the student to drop the course without incurring a tuition charge or having the course appear on their Academic Transcript. If the student submits the drop after the Last Date to Drop then it is considered a Withdrawal, a “W” for the course and it is marked on their Academic Transcript because it is then considered an attempted course. If the student Withdraws from a course a charge may be incurred. We encourage the student to contact the ACE Office at ace@corning-cc.edu or 607-962-9533 with any questions regarding a Drop or Withdrawal from an ACE course.

COURSE SYLLABUS

Once the student has enrolled and started in an ACE course it is important to stay on track in order to be successful. ACE instructors should provide students with what is called a syllabus at the start of each course. The syllabus is a guide to the course and it typically includes course policies, rules and regulations, required texts, and a schedule of assignments. Most importantly a syllabus includes what the expectations are for a student taking the course. Knowing and understanding the instructor’s expectations provides a student with the necessary guidance to complete the course successfully. Reading and understanding the syllabus is essential to being a successful college student.

ACE ACADEMIC ADVISING

Academic Advising for ACE students is an essential part of their success. The holistic advising approach we utilize at SUNY Corning is Appreciative Advising as developed by Jennifer L. Bloom, Bryant Hutson, and Scott Amundson.

“Appreciative Advising is the intentional collaborative practice of asking positive, open-ended questions that help students optimize their educational experiences and achieve their dreams, goals, and potentials.”

ACE students are able to schedule an appointment with one of our ACE Office Staff by using the scheduling link on our website or contact us by email or phone. The majority of the appointments offered are completed through virtual meetings via Zoom or Google Meet. Students can also request an in-person or over the phone appointment as well.

When students schedule an advising appointment they are emailed an intake questionnaire which verifies basic information and allows the student to provide goals and ideas they want to explore.

ACE Academic Advising appointments typically begin with a discussion based on the students answers in the intake questionnaire. A review of the student's college Academic Transcript is completed with a discussion about course history and GPA. The discussion then moves into course options that their high school offers along with any other college level courses not offered within the high school setting if it's needed. The advisor then creates an academic plan based on the students chosen educational pathway and the students potential course loads for each semester are reviewed. This plan gives the student an overview of the degree program they are interested in and a detailed outline of what is needed to complete the degree. We also utilize the DegreeWorks tool in the My CCC student portal. DegreeWorks provides students with an outline of any Associate Degree of interest which includes what specific courses are required along with how the courses a student has already taken are applied.

For further information on ACE Academic Advising students can schedule an appointment by following this direct link [ACE Advising Appointments](#). They can also contact the ACE Office at ace@corning-cc.edu or 607-962-9533.

ACADEMIC POLICIES & STANDARDS

ACADEMIC HONESTY

The rules of the host high school should be followed in non-academic behavioral misconduct situations. However, in cases involving academic misconduct, particularly academic dishonesty, the College's regulations should prevail. The following excerpt is taken from the "Academic Honesty" section of the SUNY Corning 2022-2023 College Catalog.

"The principles of integrity, respect and ethical behavior are long standing traditions at SUNY CCC. It is expected that all students will recognize these values and adhere to all aspects of student conduct and academic honesty inside and outside of the classroom. The act of academic dishonesty is one in which a student is trying to gain an unfair academic advantage or is avoiding actions required by a course, which have been designed to improve some aspect of the student's education. Knowingly and willfully aiding or collaborating with a student in the violation of an Academic Honesty policy, even if not personally committing any violation, is considered academic

dishonesty. The following list describes various instances or actions that the College considers to be acts of academic dishonesty. While trying to be thorough, this list is not absolute. It is up to the practical judgment of faculty and students to consider cases that are not included here.”

Please use the following link [SUNY CCC College Catalog 22-23 Academic Honesty](#) for examples of violations and an outline of the process that follows a potential violation along with possible consequences.

ACADEMIC STANDING & GRADING

ACE students begin their college transcripts when they enroll in any SUNY Corning credit-bearing course. ACE students per the below excerpt from SUNY Corning’s Academic Progress Policy, are not evaluated for Academic Standing due to the fact that you are not considered a matriculated student. A matriculated student is one who has been formally admitted to the college and has declared a degree program.

“The Standards of Academic Progress at Corning Community College require students to maintain a standard of progress to keep matriculation in a degree program and eligibility for financial aid. Good academic standing is important to all students. To be considered in good academic standing and make progress toward a degree or certificate, students must maintain a 2.0 grade point average and successfully complete 67% of their attempted credit/ credit equivalent hours each semester. At least once each semester, students are encouraged to meet with their faculty advisor or with an Enrollment Specialist in the Enrollment Advisement Center to review their academic progress. Matriculated CCC students (full-time and part-time) will be evaluated at the end of each fall and spring semester of attendance on the following criteria and must meet both the GPA and passed hours’ requirements to remain in good academic standing. If the standard of progress is not achieved, a student will be placed on academic probation or academic suspension. Students should be aware that grades of A, A-, B+, B, B-, C+, C, D, F, and, I, N, P, W, R, S, and U count as “hours attempted,” under the Academic Progress Policy. Passed hours include grades of A through D, and P. Students meeting the GPA requirement for “Good Standing” must also pass 67% of hours attempted in the semester being evaluated. Students who do not pass 67% of hours attempted, in the semester being evaluated, will be placed on probation regardless of GPA.”

Though ACE students are not evaluated for Academic Standing while in the ACE program their grades and GPA (Grade Point Average) are important. After high school, if they choose to continue their studies at SUNY Corning, at the end of their first semester, Academic Standing would be evaluated based on all credit-bearing courses

completed to a grade. If the student was not successful in attempted courses during their time in ACE it could negatively impact their Academic Standing. It's also important to remember that GPA's are reviewed by prospective colleges for acceptance. Grades are also reviewed because each college has grade standards in order to accept transfer credits. A college transcript is a permanent educational record so it's important for students to keep that in mind as they progress through their ACE experience. For additional information about the college's Academic Progress Policy and to view the Academic Progress Chart, follow this direct link [Academic Progress Policy](#) to the 2022-2023 College Catalog.

As an ACE student, grades on their college transcript are the same as any student taking credit-bearing courses. For information on grades and GPA calculations use this direct link [Grades Policy](#) to the 2022-2023 College Catalog. Questions regarding how grades from ACE courses are considered and/or evaluated by an individual student's high school, should be directed to the guidance office at their high school because each has their own policy.

ATTENDANCE

Regular attendance is essential for success in the college classroom setting. It is important to communicate with your teacher and the ACE Office when issues with attendance are impacting your success. The following excerpt is taken from the "Attendance" section of the SUNY CCC 2022-2023 College Catalog.

"Success in courses is directly related to attendance. Regular attendance in class and laboratory sessions is expected of all students; however, instructors determine student attendance requirements for their courses. These attendance requirements, along with their relationship to final grades, should be clearly stated in the course syllabus."

TRANSFER GUIDANCE & FUTURE FINANCIAL AID

TRANSFER GUIDANCE

SUNY Corning is accredited by the Middle States Association of Colleges and Secondary Schools, the same agency that accredits every institution of higher learning in New York State, ACE courses will generally transfer to any State University of New York (SUNY) college or university. Over 300 other colleges and universities have indicated that they will accept SUNY Corning credit as well. However, the degree program that a student ultimately pursues may determine whether a course is

transferable as a degree program requirement or as elective credit. It is recommended that students, parents, and counselors consult the transfer colleges of interest website or contact them directly about specific transfer requirements.

An Academic Transcript is a copy of a student's permanent academic record, which includes all courses taken, grades received, and degrees granted. Requesting a transcript can easily be done by completing an online form. The Transcript Request Form is accessible on the SUNY Corning's website www.corning-cc.edu or by following this direct link <https://www.corningcc.edu/current-students/transcript.php>. Be aware that there is a fee for each transcript requested. Please note that there is an option to "Send After Final Grades," and selecting this option will ensure that the transcript will be mailed with all your grades included. Further questions about the process of requesting a transcript can be answered by reviewing the Frequently Asked Questions (FAQ) section when accessing the site.

Alternatively, a student may also download an unofficial copy of their academic transcript by accessing the MyCCC student portal.

MyCCC link: <https://myccc.corning-cc.edu>

- Click "MyCCC Login" Log in using your username and password. After logging in, click on the "My Banner" link at the upper right corner of your screen.
- Click Student Services and Financial Aid. Then click on Student Records to access your unofficial transcript.

The Enrollment Advisement Center (EAC) at eac@corning-cc.edu or the ACE Office at ace@corning-cc.edu can also assist with questions regarding transferring and/or transcripts.

FUTURE FINANCIAL AID ELIGIBILITY

High school students should be aware that a low Grade Point Average (GPA), low credit ratio, or taking too many non-required courses can negatively impact their future financial aid eligibility if they plan to pursue a degree at SUNY Corning. Most associate's degrees must be completed within 150% of their degree program. For example, if the program requires 62 credits 150% would be 93 credit which does not include dropped or audited courses.

A student with a low ratio of credits earned to credits attempted may lose federal financial aid eligibility. Dropped courses do not appear on the student's transcript; however, courses a student withdraws from do appear on the transcript and count as "credits attempted." SUNY Corning's Federal Satisfactory Academic Policy outlines the academic requirements for federal aid programs such as Pell Grant, SEOG Grant,

Federal Work-Study, Direct Loans. For additional information, follow this link to our 2022-2023 College Catalog to review the [Standards of Federal Satisfactory Academic Progress](#).

Students planning to attend SUNY Corning after high school should seriously consider their career paths when selecting courses to take while still in high school. Accruing too many non-required credits could negatively impact a student's long-term financial aid eligibility. Questions regarding Financial Aid Eligibility should be directed to our Enrollment Advisement Center (EAC) at eac@corning-cc.edu or 607-962-9875.

STUDENT CONFIDENTIALITY & ACCESSIBILITIES

CONFIDENTIALITY & PRIVACY RIGHTS

The ACE Office at SUNY Corning strictly abides by FERPA guidelines. The following excerpt is taken from the “Confidentiality and Privacy Rights” section of the SUNY Corning 2022-2023 College Catalog.

“In the interest of students’ rights and freedoms concerning all aspects of their educational experience, the College will comply with the spirit and intent of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This Act was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failure by the College to comply with the Act. College policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act.”

To view the complete Confidentiality and Privacy Rights college policy, follow this direct link [Confidentiality and Privacy Rights](#) to our 2022-2023 College Catalog. Students can give permission to other parties to access their educational records by completing the Voluntary Consent to Release Information form. This form is available for students to download by logging into their MyCCC student portal and following these instructions:

- Click on the Student Tab
- Under the Student Services links to the left, click on Your Privacy Rights
- The link to the form is located at the bottom of the Your Privacy Rights page.

For additional information on FERPA, contact the Registrar's Office at registrar@corning-cc.edu or visit the US Department of Education Family Policy Compliance Office website at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

ACCESSIBILITIES GUIDANCE

The ACE Office understands that some students may need additional support and access to resources to help them be successful in college level coursework. We recommend that students and/or their families contact their High School Guidance Office as well as the Accessibility Services Office at SUNY Corning. Collaboration between the students' High School and our Accessibility Services Office is essential for their success. For further information, follow this link [Accessibility Services and Requesting Accommodations](#) in our 2022-2023 College Catalog.

Contact the Accessibility Services Office at accessibility@corning-cc.edu or 607-962-9262.

ACE LEARNING & STUDENT SUCCESS RESOURCES

THE LEARNING COMMONS

The Learning Commons has professional and peer tutors who will provide students with individualized and small group academic support in math, writing, science, accounting, and other subject areas. Get personalized help and tutoring with essays, other class assignments, preparation for exams, and more. Our academic assistance is FREE and encouraged for use by all currently enrolled SUNY Corning Community College students.

The Learning Commons has two locations. On the Spencer Hill (Main) Campus in Corning, the Learning Commons is located on the main/upper level (LIB 111) of the Arthur A. Houghton, Jr., Library. There is an additional location at the Elmira Center (318 Madison Avenue), located on the first floor up from the lobby (ELM 111). Follow [this link to the LibGuide](#) that displays the ongoing, updated tutoring hours for the Library Learning Commons, the Elmira Learning Commons, and live remote help.

For more information about the Learning Commons and to make an appointment go to the MyCCC student portal. Their link is located on the Student Tab under the Student Services links.

THE LIBRARY RESOURCES AND SERVICES

ACE students have full access to the Arthur A. Houghton, Jr. Library. The Library provides a broad array of print and electronic resources covering all subject areas taught at the College. Electronic resources (reference books, periodicals, and electronic books) are available anytime through the Library link, located on the “Welcome” tab in MyCCC. ACE students may borrow print materials from the circulating collection. Students will be notified of the loan period at the time they borrow an item, and overdue notices are sent as a courtesy. Please encourage students to return or renew Library materials by the assigned due date. Materials may be renewed in person, by calling the Circulation Office at (607) 962-9251, or via e-mail to circulation@corning-cc.edu. Overdue fines and charges for lost books are the responsibility of the individual student; transcripts will be held until their accounts are cleared. A SUNY Corning librarian can meet with your class either on campus or at your location to demonstrate SUNY Corning library resources, provide basic library skills instruction, or just give a general orientation to a college library. Librarians can conduct a library instruction session for any discipline.

Contact the Library as far in advance as possible at (607) 962-9251 or via e-mail at library@corning-cc.edu.

ACCESSIBILITY SERVICES

SUNY Corning Community College supports the participation of students with disabilities in challenging educational programs and career training. Accessibility Services provides support through appropriate accommodations and individualized services. These accommodations and services are designed to provide equal access to all the college has to offer.

The office is located on the main campus in Chemung Hall, CHM 100. You can contact the office via email at accessibility@corning-cc.edu or by phone at 607-962-9262.

ENROLLMENT ADVISEMENT CENTER

The Enrollment Advisement Center (EAC) is the one-stop for all a student's enrollment needs from application to graduation. The EAC offers many student services that are important for a student's success.

Some of the services offered are:

- Academic Counseling and Advising Information

- Financial Aid Guidance
- Career Counseling
- Transfer Advising
- Assessment Re-Testing and Course Placement
- Academic Progress
- Academic Program/Major Selection
- College Success Skills
- College Policies and Procedures
- Resource Identification and Referral

For further information or to make an appointment contact the EAC at eac@corning-cc.edu or 607-962-9875. The EAC is located in the center of the Commons Building on the Main Campus.

CAREER SERVICES

Career Services are a part of the Enrollment Advisement Center (EAC) at SUNY Corning. The office is located next to the EAC in the Commons Building on Main Campus. This office provides services and resources to all students and alumni to help identify skills, interests and values as well as explore career opportunities.

For further information or to make an appointment contact Career Services at careers@corning-cc.edu or by contacting the EAC with the information provided above.

IT HELPDESK

The Information Technology department at SUNY Corning is committed to helping students with their various technological needs. The IT Helpdesk is a resource for students to access when experiencing technical challenges with your MyCCC student portal, email, My Banner (Self-Service) access and with any on campus computer issues. You can submit a ticket at any time just by clicking on the link in the Information Technology box.

Contact the Helpdesk at 607-962-9555 or helpdesk@corning-cc.edu

MYCCC: STUDENT PORTAL & EMAIL

MYCCC & EMAIL

Every ACE student has access to the MyCCC student portal which is the online tool SUNY Corning utilizes to give access to a student's college email, My Banner (online educational records, tools and resources), Brightspace our online Learning Management System and other college information. We encourage students to access their student portal often.

Here are the steps to log on to the MyCCC:

1. Use the MyCCC link <https://myccc.corning-cc.edu>
2. Enter your Username (If you don't know your username email the Enrollment Advisement Center (EAC) at eac@corning-cc.edu or the ACE Office at ace@corning-cc.edu) and password.
3. If you are a first time user, your password is your 6-digit date of birth (MMDDYY is the format) and once you have logged in you will be prompted to change your password.
4. If you don't remember your password, you can have it reset by contacting the EAC at 607-962-9875 or the ACE Office at 607-962-9533.

Accessing student email is easy once logged into the MyCCC. The icon is to the top right of your screen. Note that the college uses Google so a student's email is a Gmail based account. If a student has other Gmail accounts, make sure to sign out of them to limit any issues.

ACE IMPORTANT DATES

Fall 2022 ACE Dates						
Course Type	Date Range	Drop Deadline		Withdrawal Deadline		Registration Deadline
Semester & HS CEO sections- 20 wks ACA Grant	9/12-1/28/23	10/21/22	6th wk	12/2/22	12 th wk	10/21/22
1st 10 wks	9/12-11/18/22	9/30/22	3 rd wk	10/21/22	6 th wk	9/30/22
2 nd 10 wks	11/21-1/28/23	12/9/22	3 rd wk	12/30/22	6 th wk	12/9/22
NY – 40 wks	9/12-6/17/23	11/18/22	10 th wk	2/24/23	24 th wk	11/18/22
PA -20 wks	8/29-1/13/23	10/07/22	6 th wk	11/18/22	12 th wk	10/07/22
PA – 40 wks	8/29-6/3/23	11/4/22	10 th wk	2/10/23	24 th wk	11/04/22

Spring & Summer 2023 ACE Dates

TBD