

ADVANCED STUDIES
Dates, Deadlines and More – Fall Only and Full Year 2018
(Courses offered in the high schools)

Registration

- An ACE representative will visit the high schools in September/October to provide registration packets and information to students registering for ACE courses.
- All fall 2018 registration materials must be postmarked by **October 3, 2018**. Late registrations will not be accepted.
- Both the student and a parent/guardian must sign the registration form.
 - ✓ A downloadable registration form and a list of course offerings are available on our website at www.genesee.edu/ACE.

Tuition/Payment/Refunds

- Tuition is \$60 per credit hour: \$180 for a 3-credit hour course; \$240 for a 4-credit hour course.
- A minimum payment of 50% per course is required and must accompany the registration form.
- You may pay with a personal check, Visa, MasterCard or money order. The ACE office cannot accept cash.
- Full payment for fall and full year semester courses is due **November 15, 2018**
- Due to the low ACE Programs tuition rate, there is NO refund should a student withdraw from the program after the October 3, 2018 registration deadline.

Withdrawal Deadlines/Policy

- Withdrawal requests must include a completed withdrawal form signed by both student and high school personnel.
- Official withdrawal received by the ACE Programs Office prior to October 3, 2018 will result in the course being deleted from the student's record and no grade will be recorded. This is the only instance where a refund will be provided.
- Official withdrawal (**fall only courses**) received by the ACE Programs Office after October 3, 2018 and prior to November 15, 2018 will result in a grade of "W".
- Official withdrawal (**full year courses**) received by the ACE Programs Office after October 3, 2018 and prior to March 15, 2019 will result in a grade of "W".
- Failure to complete course requirements or properly withdraw may result in a grade of "F".
 - ✓ A downloadable withdrawal form is available from our website at www.genesee.edu/ACE.

Certificate of Residency Requirement

- Students must submit an *original* Certificate of Residence to GCC once per academic year (each fall).
- Exact procedures vary between counties. Contact the ACE Office or Business Office if you have questions.
- Failure to submit the certificate will result in double tuition charges.
 - ✓ A downloadable residency form is available from our website at www.genesee.edu/ACE

Instructor Grading/Class Roster /Syllabus Deadlines

- Syllabus is due August 1, 2018
- Class rosters finalized - October 12, 2018
- Grading
 - Fall Only DUE January 25, 2019 (Opens January 1, 2019)
 - Full Year DUE June 30, 2019 (Opens June 4, 2019)

Transcript Request

- Via online (\$10 fee) -- <http://www.genesee.edu/academics/transcripts.cfm> or
 - Contact the Record's Office (\$10 fee) to request a transcript at (585)345-6850.
 - ✓ A downloadable transcript request form is available from our website at www.genesee.edu/ACE
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