

ACE 2020 Application Instructions

All students must apply to CCP's ACE program following the steps below.

1. Go to: <https://ccp.elluciancrmrecruit.com/Apply/Account/Login>
2. Create an account providing all required information. The academic program is not required but if answered, choose **non-matriculated**. Create a password and click "create account".
3. Next, you need to create an application. Click "Start New Application" and complete the application in full. Click "save and continue" at the bottom of each page.
 - You will need to complete any new/missing information requested including your **social security number**. If you do not provide this information in your application, you will need to complete several additional steps which will hold up the processing of your application.
 - The application has 5 sections. Click SAVE and CONTINUE at the bottom of each page. Your Social Security Number is required.
 - i. Personal- this section will be partially prepopulated with information you provided when you created your account. Complete any missing information.
 - ii. Demographics-Complete required information.
 - iii. Plans- choose **Non-Matriculated** as the Academic Program. Choose **Dual Enrollment** for the Student Type and then select **Advance College Experience** as the high school program.

Student Type *

Dual Enrollment ▼

You have chosen **Dual Enrollment**. You are currently in high school and plan to take college courses while attending high school. Please confirm this choice.

☒ I certify my student type

Academic Program *

Non-Matriculated ▼

HS Student Program *

Advance College Experience (ACE) ▼

Entry Term *

Summer 2020 (sessions begin in May and July) ▼

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[Save & Continue](#)

iv. Academics- Provide your high school information. If you are entering 9th grade, please provide the school you will attend in the fall.

v. Signature

- Preview your completed application before submitting it and then click Save.
4. After completing the application, you will be brought back to the dashboard and you will see the application in the “My Applications” window. Please note the status of your application and edit it if needed.
 5. Once the application is completed you will be sent an email with information about course selection and other required documents.
 6. Complete and return the FERPA/Consent and Permission forms. If you have access to a printer, please follow the steps below:
 - FERPA
 - Click [here](#) to download the FERPA form.
 - Student signs form
 - Parent/Guardian signs form
 - Scan or take a photo of both sides of the signed form
 - Email the signed form (scanned copy or photo) to your High School Counselor or Principal. Have them sign it and forward it to advanceatcollege@ccp.edu. If they are unable to sign the form, ask them to

indicate in the text of the email that you have permission to participate in Advance at College.

- PERMISSION form
 - Click [here](#) to download the PERMISSION form
 - Student and parent sign the form
 - Scan or take a photo of both side of the signed form
 - Email the completed Permission & Health form (scanned copy or photo) to advanceatcollege@ccp.edu

If you have no way to access the forms to sign by hand or digitally, please send us an email and let us know. We are working daily to provide an alternative means for signature.

7. Once we receive all required forms, we will accept your application and register you for your selected course(s). We will make every effort to enroll students in their first-choice course. If the first-choice course is full, we will register students in their second-choice course and so on. If you do not select a 2nd and/or 3rd choice and your first-choice course is full, you will be notified.
8. Once you are registered, you will be notified via email and will receive instructions for making payment.

**Questions about the application process and/or next steps can be directed to
advanceatcollege@ccp.edu**