



**Alliance  
Charter  
Academy**

# **Alliance College Experience**

2026-27 Handbook

ACE Advisor: Chad Wynne  
[chadwynne@aca.k12.or.us](mailto:chadwynne@aca.k12.or.us)

## **Alliance Charter Academy Mission Statement**

Our mission is to personalize learning through a collaboration of family, community and school; to nurture the innate curiosity of our students; ignite their passion for learning; and prepare them for lifelong success.

## **Welcome to the Alliance College Experience (ACE) Program**

The ACE program provides an opportunity for scholastically able and interested students in grades 11-12, the opportunity to experience more academically challenging coursework and to begin earning college credit while still enrolled in high school. This is in compliance with Oregon SB 300 which extends to high school students the option to earn high school and college credits concurrently.

The objectives of the ACE Program are to serve Alliance Charter Academy (ACA) high school students who have advanced beyond the level of courses offered on-site at ACA. ACE provides ACA students, who are ready, with a chance to experience college while maintaining the oversight of an ACA advisor. ACE also provides ACA students an opportunity to earn concurrent high school/college credit and help students gain early entry into post-secondary education.

## **The Role of the ACE Advisor**

The ACE advisor is there to support you in the following ways:

- To help you develop your academic goals and to create a Personalized Learning Plan
- To facilitate the payment of your classes
- To monitor your progress to ensure you are “on track” for graduation
- To assist you in planning for college classes by answering questions, directing you to resources, and providing you academic guidance as you look forward to college after graduation

As an ACE student, you will meet with your ACE advisor before the beginning of each term, and will also have a mid-term meeting for answering questions and checking progress. Additional meetings can be scheduled at any time you may have questions or concerns.

## **Student Responsibilities**

To remain in good standing in the program, it is your responsibility to:

- maintain good grades (a “C” or better) and complete your classes
- maintain exemplary attendance and behavior
- participate in state and/or federally mandated testing
- return any books that belong to ACA at the end of each term

Continued enrollment in ACE will depend on how you fulfill these responsibilities. **Participation in ACE is a privilege which may be revoked at any time.**

## **ACA Email**

I will be sending out all correspondences through your ACA email. Please ensure that you have a working ACA email and that you check it at least once a week.

## Determining Classes

Placement testing is free at your college's testing center. College advisors will review your high school transcript, discuss the scope of your high school coursework, and may request a COMPASS test to help them determine your college placement.

Before each term begins, you will meet with your ACE Advisor to review the classes you have registered for. Class choices will be determined by funding, your Personalized Learning Plan, and high school graduation requirements. **It is your responsibility to know the registration deadlines (listed in your college's course catalog) and to register for your classes.**

The counseling department at your college is the best source of information regarding your classes. We strongly recommend that at least once a year, you should consult with a college advisor regarding your classes and your educational goals.

**It is advisable to sign up for classes as soon as the registration period opens** (see the college catalog for dates). Classes fill quickly. If you are waitlisted for a class, sign up for an extra class, so if you do not get into the waitlisted class you will have a backup. If you end up getting into the waitlisted class, be sure to drop the back up class as soon as possible. Please notify the ACE advisor if you make any changes after your term meeting.

The college's course catalog and counseling center will be able to answer questions regarding class sequences, prerequisites, and class content.

If you are taking a sequence class (for example, Spanish I, II, and III), we recommend taking the first of the sequence in the fall. Not all parts of the sequence may be offered every term.

You may take classes from any accredited college or university such as Clackamas Community College, Portland Community College, Portland State University, Lewis and Clark, etc. If one of these colleges offers online courses a maximum of one class per term may be covered.

ACE does not cover out of state tuition, and online programs.(ex, Study.com).

## Registering for classes

If you are new to ACE, you will need to register at the college and receive a login account. If you are at CCC, this will be your "My Clackamas" account. You will use this account to register for your classes online, make payments, and track your grades. In your "My Clackamas" account you will find a link that will create a credit check report to evaluate your progress towards a specific certificate or degree.

## Allotment Guidelines

You must be enrolled as a full-time student (in order for ACA to receive the funding) which is either:

- 12 credit hours per trimester at the college of your choice or
- 9 credit hours per trimester at the college of your choice and 2 ACA classes

If you choose the 12 credit option, you can still take an ACA class, but it is not required. It is required to take two ACA classes if you choose the 9 credit option.

ACA classes may include: site-based class at ACA, C4Ps, online high school level classes (BYU), and

work experience.

You are given a \$5460 allotment for the year. This may be used for ACA classes, college classes and/or books.

- A maximum of one third of the allotment may be spent per term.
- If you are taking ACA courses, the tuition for these classes must be deducted from the \$5460 first and the remaining amount is split into thirds—one-third for each trimester.
- Any allotment not used in any particular term may be added to the following term's allotment.
- You need to fill out an ACE contract each term to determine the amount of funds available for that term. These forms must be filled out and returned before we are able to pay for your classes.

### **Paying for Classes**

Every term your ACE advisor will give you the ACE Vendor form to fill out. Your ACE advisor will not be able to pay for classes unless this form is returned.

CCC: Each term, at the end of the first week of classes, Your ACE advisor will log into your account and pay your class tuition and fees. You are required to record your college login information and password, and to give your ACE advisor permission to access your account on the ACE Funding Worksheet.

After the ACE advisor pays for the classes, the advisor will email you a reminder to login to check your account. You then have one week to log into their account, check for accuracy, and pay any tuition balance. **You are responsible for paying for any tuition that exceeds your allotment.** If you have an outstanding balance, and the balance is not paid, late fees will accrue and you will not be able to register for classes the following term. If you can't pay the entire amount due, you may work with your college to set up a payment plan.

### **Adding/Dropping Classes**

If at any time you decide to add or drop a class, you are required to immediately notify the ACE advisor, before dropping the class, so that the allotment and credits may be adjusted. Check with your college regarding the dates for adding and dropping classes. Some classes are closed to new students after the first week. Classes added after the first week will require instructor's signatures.

### **Withdrawals**

If you withdraw from a class, a "W" will be transcribed from your CCC transcript to your ACA transcript.

### **Academic Probation**

If a student fails to maintain grades of "C" or better, or fails to take the minimum number of classes required for full-time status, the student will be placed on academic probation. If the student fails to maintain a "C" or better, or maintain full-time status a second term, they may be:

- counseled into an alternative program
- ineligible for re-enrolling in ACE
- withdrawn from ACE

## **College Credit and Grades**

Every college class that was paid for by ACE funds will be transcribed on your high school transcript. ACE will not pay to repeat the same class. For every credit at the college, you will receive high school credits. The conversions are as follows:

1 college credit for a 200+ level course = .25 ACA credits

1 college credit for a 100 level or below course = .20 ACA credits

Any credit from a class 100 level or above may be transferred to an Oregon four-year state university or college. Not all classes transferred may apply to your particular degree though. Universities also have differing requirements regarding enrollment as a freshman or as a transfer student. If you know the four-year school or the major you will be pursuing, we strongly advise you to talk to the University Admissions department to determine which classes they would recommend and would transfer toward your degree.

Credit for courses studied independently of the ACE program may be applied to your transcript if the credit is from an accredited school or if the course is evaluated by a Highly-Qualified ACA teacher.

## **Support on Campus**

If you are struggling in a class, please let us know immediately. There are language labs, science labs, foreign language labs and math labs available to provide academic assistance. We may be able to help you set up some tutoring or additional support at ACA. You may also want to consider setting up a study group with other students who are taking the same class.

Your professor will also have office hours when they are available to meet with you to discuss your progress and answer questions. We are not able to meet with your professor to discuss your grades or progress.

## **Foreign Language Requirement**

State colleges require two years of the same high school foreign language. Please be aware of this if you are planning on attending a four-year college.

## **Personal Finance Requirement**

ACA requires all graduates to take a personal finance class as part of their graduation requirements.

## **Career Related Learning Experience (CRLE/Senior Project/Personalized Learning)**

The state requires all students graduating from high school pass a class called Career Related Learning Experience, which gives students a chance to think about and plan for life after high school. We offer this as an on-site class or as self-study C4P. Taking it as an onsite class is really the easiest way to complete the course, but pursuing it as a C4P, might work better with your schedule.

## **First Year Experience**

We highly recommend that you take the First Year Experience Class at CCC during your first year. This class will help you get familiar with the campus, learn time management, how to navigate the library and databases, how to access resources on campus, etc. This is a year-long sequence at CCC.

### **Purchasing Books**

ACE students rarely have the chance to use their allotment to purchase books. However, if you find yourself with surplus allotment, we can use it to buy textbooks. Your college bookstore will have the list of books required for your class. You may either purchase or rent the books directly through the bookstore, or you may purchase them on your own through sources such as Amazon or Bookbyte.

### **State Testing**

All juniors are required to take state testing in math, science and English language arts. Testing will occur sometime during the last six weeks of school. Please refer to the school calendar for the testing dates.

### **SAT/ACT**

The SAT or ACT test is a requirement at most four-year colleges. If you haven't already taken the SAT or ACT, you should visit the college board website at <https://sat.collegeboard.org> to sign up for the test. The test is offered several times a year, and you may take the test more than once. Khan Academy at [www.khanacademy.org](http://www.khanacademy.org) offers free preparation classes online.

### **Re-applying for ACE**

Fifth year high school students are not eligible for ACE. Current eleventh grade ACE students may apply for a second year if the following criteria are met:

- You are in good standing academically
- You have not completed high school graduation requirements
- You submit a reapplication form and it is approved by the review committee