ACE | ACHIEVING A COLLEGE EDUCATION

Online Application Instructions

1. Use this link to get to the application: https://bit.ly/34UmBXA

1.1 Students who have signed up for Dual Enrollment or who have an MEID use this link and skip to page 5: https://bit.ly/3lj68BZ

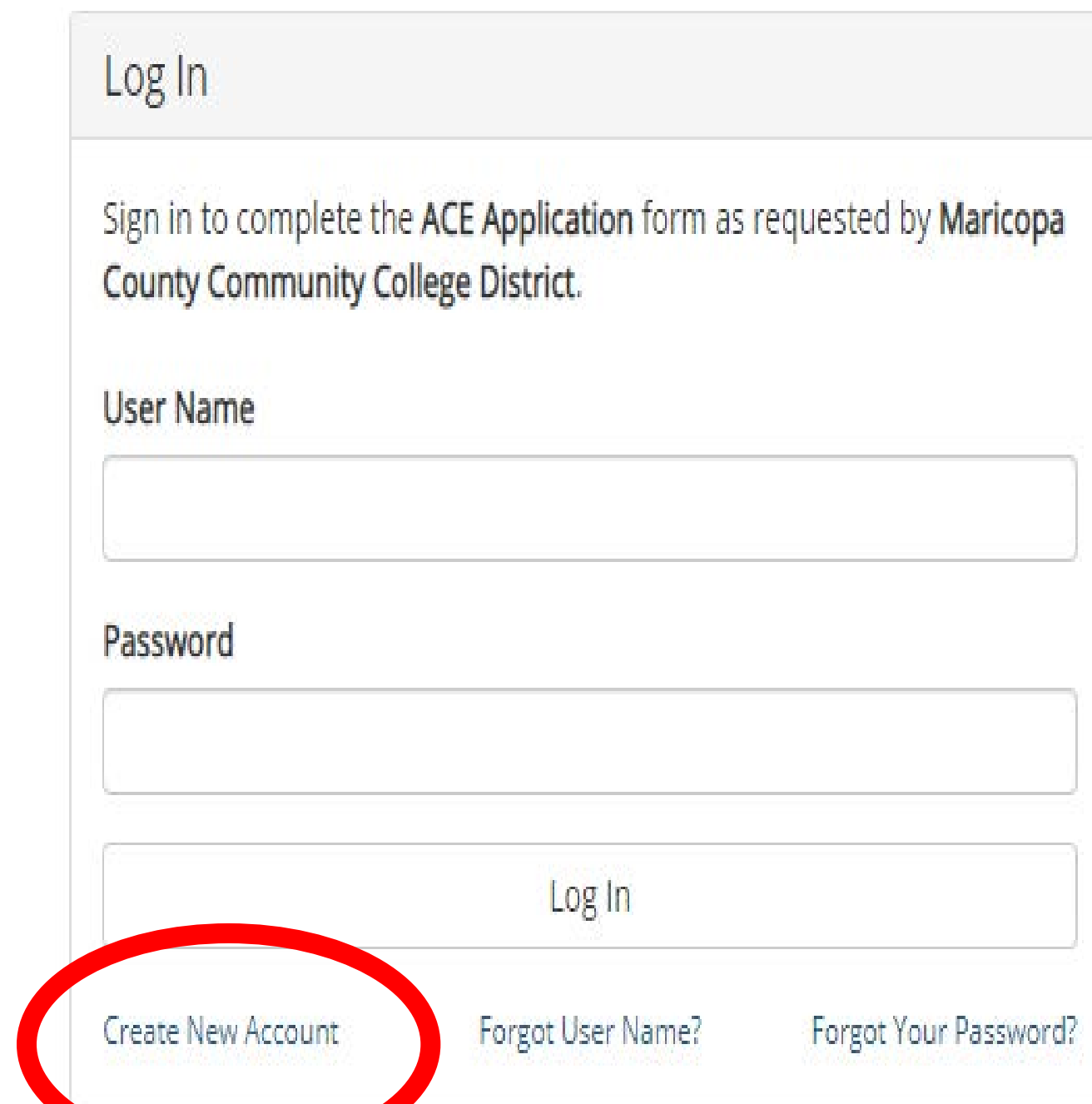**2.** Select "***Create New Account***"

~Important Information~

• Here is the link to go back and finish/revise your saved work
  *(this link and the application one are two **different** links)*:
  https://bit.ly/3et808J

• How to Video: https://youtu.be/ixTETM9If-g

• This is the ACE recruitment video again if you need it
  (remember we have Spanish captions if you need!):
https://www.youtube.com/watch?v=RArKFe4HaYU&feature=emb_title

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Log In

Sign in to complete the ACE Application form as requested by Maricopa County Community College District.

User Name

Password

Log In

Create New Account   Forgot User Name?   Forgot Your Password?

MARICOPA COMMUNITY COLLEGES

Create a new account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

Please complete all of the information below

Username *

[Enter a Username]   ⚠ Username is a required field

Username restrictions:
- Must be at least 8 characters long
- Must contain at least one letter.

Set Password *

[Choose a password]

Confirm Password *

[Confirm your password]

Password restrictions:
- Must be at least 8 characters long
- Cannot contain your username.
- Must contain 3 of the 4 types of characters below:
  - upper case letters
  - lower case letters
  - numbers
  - special characters: @ & $

First Name *

[Enter your First Name here]

Last Name *

[Enter your Last Name here]

E-mail Address *

[Enter your Email Address here]

Confirm E-mail Address *

[Confirm your Email Address here]

Secret Question *

[-- Please select --]

Secret Question Answer *

[ ]

Answer Hint *

[ ]

[ ] I'm not a robot — reCAPTCHA Privacy - Terms

Create Account

---

3. Create an account for your application.
(This will allow you to return to your application at any time)

Some things to keep in mind:
- Make sure you write down your username and password.
- Remember to use your name *(student)* this account is for you.
- For the password carefully read what they are asking you.
- The email address should be the students email.

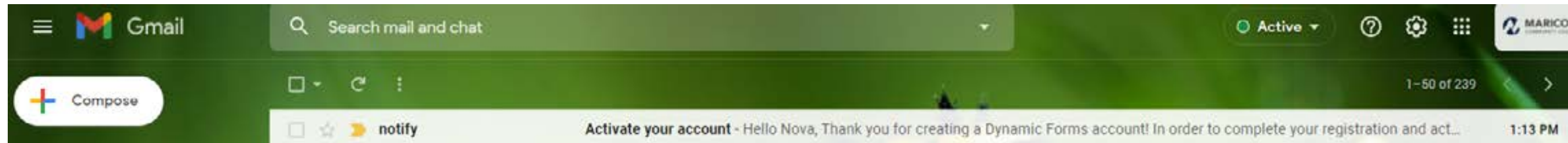**3.1.** Select "***Create Account***"

Create a new account

Verify your email

We sent an email to: bri2105456@maricopa.edu

Please visit the link provided in that email to activate your account.

NOTE: If you do not receive the activation email in your inbox, please check your junk and/or spam folders.

4. You will see this notification saying to go to your email to verify your address.

Gmail | Search mail and chat | Active | MARICOP

Compose | 1-50 of 239

notify | Activate your account - Hello Nova, Thank you for creating a Dynamic Forms account! In order to complete your registration and act... | 1:13 PM

Activate your account ➤ Inbox x
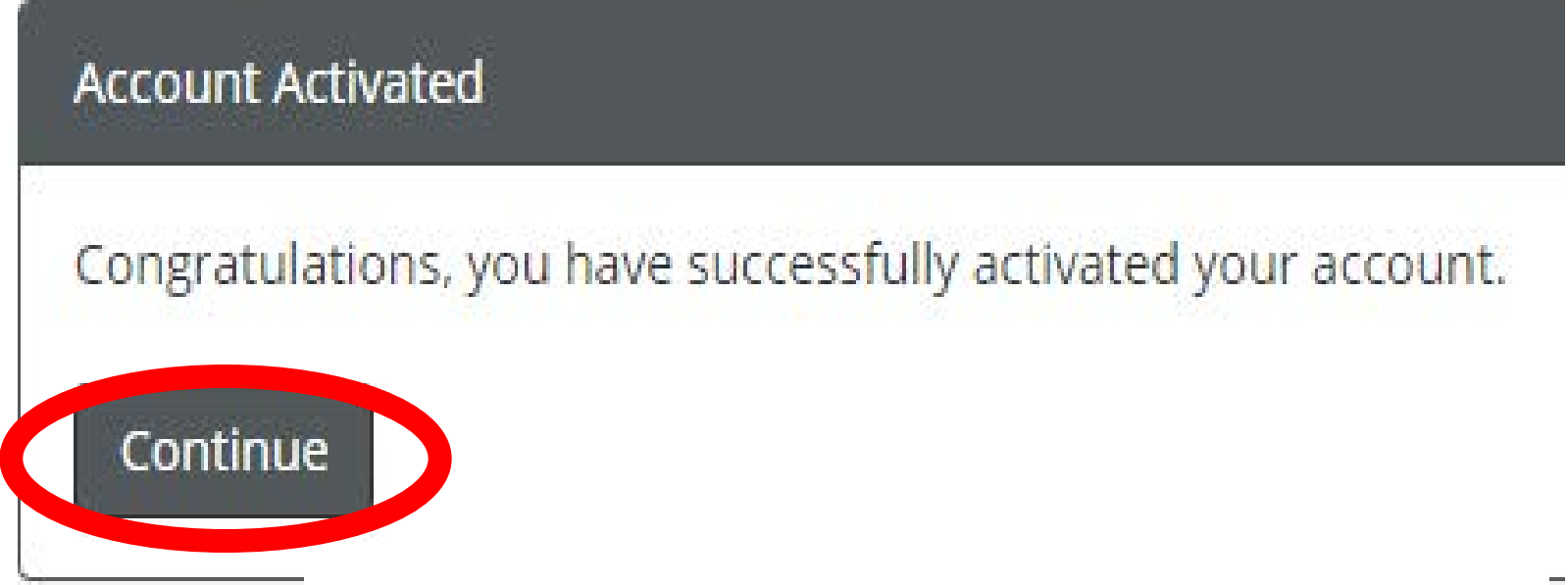
notify@ngwebsolutions.com
to me ▾

Hello Nova, Thank you for creating a Dynamic Forms account!

In order to complete your registration and activate your account, you must visit the link below:

Activate your account

5. Once you go to the email account that you added, click the link to verify.

Account Activated

Congratulations, you have successfully activated your account.

Continue

6. Once you see the "***Congratulations***" notification select Continue.

Log In

Sign in to complete the **ACE Application** form as requested by **Maricopa County Community College District**.

User Name

Password

Log In

Create New Account   Forgot User Name?   Forgot Your Password?

7. Log in using your new username and password.

Log In - Security Question

Sign in to complete the **ACE Application** form as requested by **Maricopa County Community College District**.

Welcome back **mooflastrikes**. As an additional security step, we require you to answer the security question you answered when creating your account.

What is your mother's maiden name?

Having trouble with your security question? Click here for more options.

☐ This is my device *

By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device.

Log In

8. When you log in it will ask you for your security question.

*You can opt out of having to always use the question when you log in
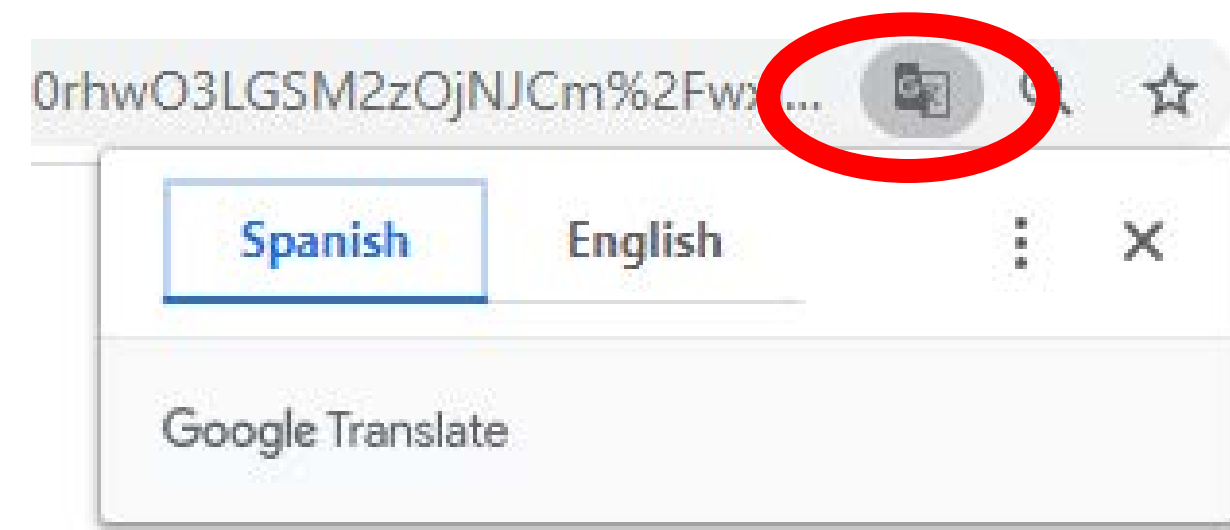*(see the * on the screenshot for more details)*

ACE Programs Application Checklist

The completed application for the ACE Program consists of the following:

- ACE Programs Application
- Two (2) Recommendations
- Essay Section
- Education and Record Release/Statement of Commitment
- Unofficial high school transcript

Chandler-Gilbert | Estrella Mountain | GateWay | Glendale
Mesa | Paradise Valley | Phoenix | Rio Salado | Scottsdale | South Mountain

Maricopa Community Colleges
2411 West 14th Street Tempe, Arizona 85281

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9. Yay! You can now officially start your application.

- Make sure to read through the checklist of what you need for the application.
- You also have the option of doing the application in Spanish as well!

Hint: if you do not see the language options at the top of the browser you will see an icon and you can change it from there.

10. To continue on with the application keep an eye out for the "***Next***" button at the bottom left of each page.

You will have the option to "***Save Progress***" and can continue at any time. That is where your login information comes in handy!

~Here is the link to go back and finish/revise your saved work~
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https://bit.ly/3et808J

MARICOPA COMMUNITY COLLEGES

Achieving a College Education

Select Your College Of Interest

* [South Mountain Community College ▾]
☑ Optional - Second College
[-- Please Select -- ▾]

Student Information

First Name *[Nova]	Middle Name [ ]	Last Name *[Castro]
Preferred Name [Nova Castro]	Date of Birth *[10/31/2000]	

Address Information

Address *[1222 E Somewhere Rd]
City *[Laveen]   State *[Arizona ▾]   Zip *[85281]

Student Phone Number *[(602) 243-8100] *[Cell ▾]
☐ Add an additional phone number

Student Email Address *[jjfxdpoeo@gmail.com] *[-- Choose -- ▾]
☐ Add an additional email address

Demographic Information

Legal Sex *[Female ▾]   Gender Identity [Woman ▾]
Ethnicity *[Hispanic/Latino ▾]

[Previous] [Save Progress] [Next]

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11. When selecting your college of interest: Please select the college that is closest to you. *That is because classes are in person for all campuses except for Rio Salado.*

You may select a second college but you will not be considered at both colleges unless you do not get chosen at your first choice.

In this section of the application we are asking for student information. *(Parents will have the opportunity to add their information later in the application)*.

• Make sure to include an email that we can reach you at.
~It would be best to use your personal email (students). Sometimes your high school emails get blocked when we are tying to communicate with you~

• A good phone number if we have to call you.

*In person classes are subject to change due to COVID-19. We will communicate with you on how classes will be once you are selected.

The nice thing about the application is that you will see this if you are missing anything.

Educational Information

Career Goal *[ ] This field is required.

High School Attending *[Fairfax]

Educational Information

Career Goal   *Doctor

High School Attending   *Fairfax   Current Grade   *Sophomore ▾

High School ID#   223315

Junior High/Middle School Attended   *Vista Del Sol

Have you ever earned college credit? *No ▾

First Generation Information

First Generation College Student?   *Yes ▾

You are a first generation student if both parents or guardians (parent or guardian if only living with one) did not complete a bachelor's degree.

Highest education level for Parent/Guardian #1   High School ▾
Highest education level for Parent/Guardian #2   High School ▾

[Previous] [Save Progress] [Next]

Out Of School Activities

Are you currently working?   *No ▾
Are you involved in other activities? *Yes ▾
  ☐ Community Service
  ☑ Music   Hours per week *10
  ☐ Sports
  ☐ Other

ACE Program Family Participation

Have any family members participated in an ACE Program?   *Yes ▾

Name	Relationship	ACE Start Year	ACE College
*Brittany Castro	*Mom	*2009	*SMCC

[Previous] [Save Progress] [Next]

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12. This section is where students put their educational information in.

We ask for "**Current Grade**" to ensure you are currently a Sophomore in high school.

~remember this is the only time you can apply!~

If you have taken Dual Enrollment you would put Yes for "**Have you earned college credit?**"

13. In this section you are letting us know if you work or have any other obligations.

We also ask if anyone in your family has been in the ACE program.

Parent/Legal Guardian Information

First Name: *Brittany

Last Name: *Castro

Relationship to Student: *Mother

Email Address:

Phone Number: *(602) 243-8000

Address: *1234 Somwhere Dr.

City: *Laveen

State: *Arizona

Zip: *85281

Annual Household Income? *$ 1,000

Please check those that apply. I live with...

- ☑ Both Parents
- ☐ One Parent
- ☐ Step Parent
- ☐ Guardian
- ☐ Foster/Group Home
- ☐ Spouse
- ☐ Other

List ALL the family members living in your home.

Name	Age	Relationship	Highest Grade Completed	Occupation
*Brittany Castro	*55	*Mother	*Associates	*Office Corrdinator
Athenya	*90	*Grandmother	*Masters	*Book Author

Previous | Save Progress | Next

14. This section is where parents/guardian*(s)* can add their information.

The last section on the page make sure you add everyone in your household. If you have alot of people living in your house there are enough spaces that you can add.

ACE Recommendation Form

ACE Candidate Instructions

This form is to be completed by an adult not related to the ACE Program candidate such as a high school counselor, teacher, employer, coach, or pastor (at least one must be a current teacher).

- Ask your recommender if they can recommend you.
- Allow your recommender at least one week to complete the form.
- You will receive a confirmation email once your recommender completes the recommendation.

Please make sure that you have the correct email address for your recommender.

Recommendation #1 Name *Brittany Castro   Recommendation #1 Email *brittany.castro@southmount

Recommendation #2 Name *Rosa Cota   Recommendation #2 Email *ace@southmountaincc.edu

[Previous] [Save Progress] [Next]

15. For the Recommendation section please follow the instructions carefully.

• Make sure you talk to your recommenders before you sign them up.

• Get the correct spelling of their first and last name! Along with correct spelling of their email address.

Once you submit your application an email will be sent out to your recommenders with instructions on how to fill out the form.

When they submit their recommendation form you will get an email notification letting you know they completed it.

If the recommender is unable to complete the form you can either contact the college you are applying to or log into your application to change the recommender.

~Here is the contact information for the colleges~: https://bit.ly/2TVi1Sm

~Here is the link to go back and finish/revise your saved work~
*(this link and the application one are two **different** links)*:
https://bit.ly/3et808J

Essay Section

Tell us about yourself, your reasons for wanting to go to college, and how the ACE Program might help you with your plans. The answers you give in this section will help the selection committee decide who might benefit most from the college preparation activities of the ACE Program. Please make sure that you follow the instructions for answering the questions.

- Your essay must be UPLOADED below and a minimum of 300 words
- Essay Question: How will participating in the ACE Program help you reach the goal you have set for yourself?
- Be specific in your answer and take the time to read through this section. Include the following when crafting your essay:
  - Your future career, education, and personal goals, and why you are motivated to accomplish them
  - Any obstacle that may slow you down in reaching your goals
  - Why you believe that college is important to you
  - Your personal achievements
  - Challenges that you have overcome
  - A person, event, or endeavor that has significantly influenced your life while attending high school
  - How attending a Maricopa Community College would help you reach your dream
  - INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED.

Type Essay ☑ Upload Essay ☐

Type or Copy/Paste your Essay: Here is my essay

MARICOPA
COMMUNITY COLLEGES

Essay Section

Tell us about yourself, your reasons for wanting to go to college, and how the ACE Program might help you with your plans. The answers you give in this section will help the selection committee decide who might benefit most from the college preparation activities of the ACE Program. Please make sure that you follow the instructions for answering the questions.

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  - How attending a Maricopa Community College would help you reach your dream
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Type Essay ☐ Upload Essay ☑

UPLOAD AND ATTACH your essay file here: Choose File No file chosen
Files over 25 MB will not be accepted

High School Transcript

Please upload a copy of your Unofficial High School Transcript.

UPLOAD AND ATTACH your essay file here: Choose File No file chosen
Files over 25 MB will not be accepted

Previous   Save Progress   Next

Type Essay ☐ Upload Essay ☑

UPLOAD AND ATTACH your essay file here:
*SMC ACE PRESENTATION_Recruitment_2020.pdf Delete file

High School Transcript

Please upload a copy of your Unofficial High School Transcript.

UPLOAD AND ATTACH your essay file here: Choose File No file chosen
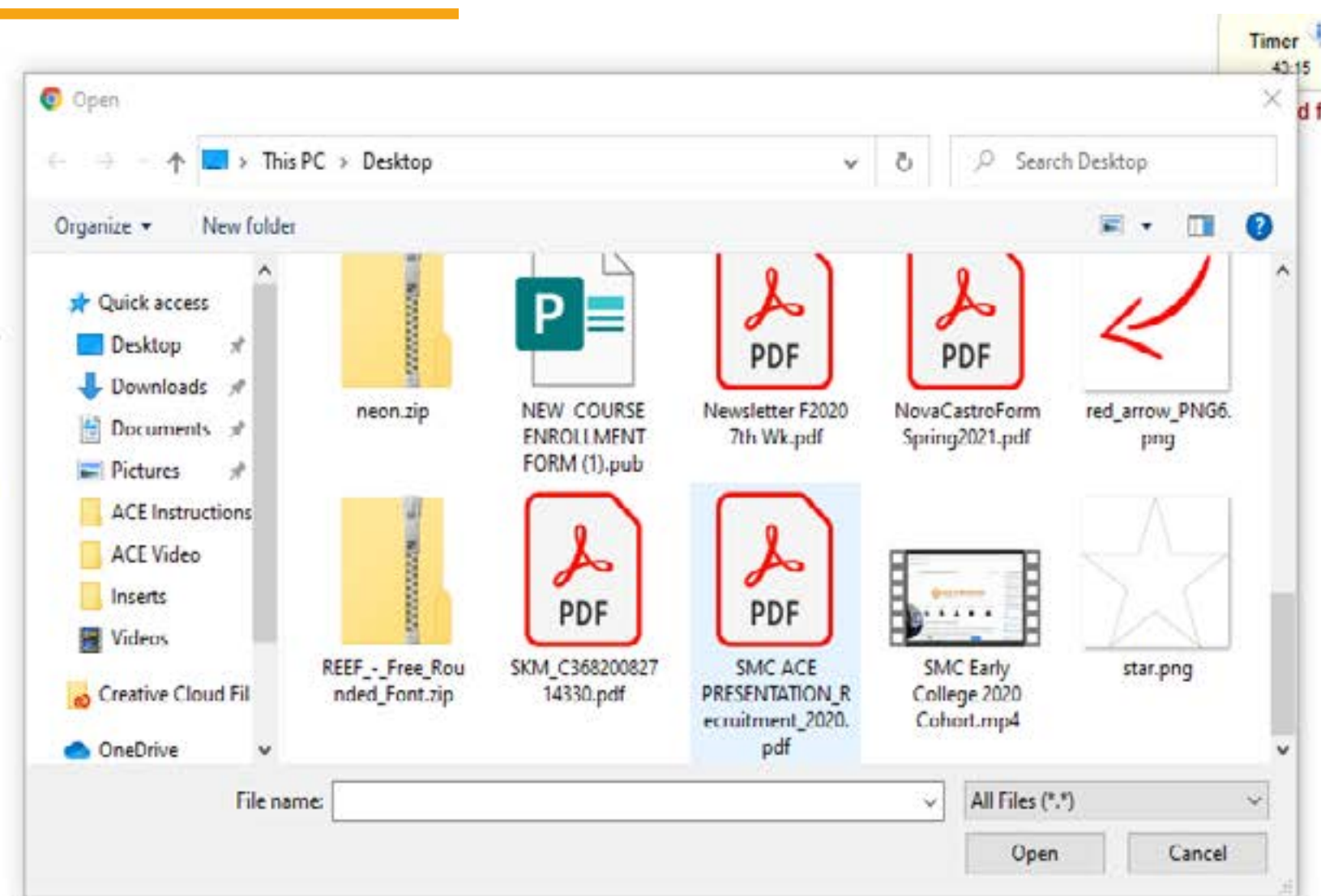Files over 25 MD will not be accepted

Previous   Save Progress   Next

---

16. Here is the essay section. Please make sure you read through the prompt and take your time on the essay. Get someone to review and edit it for you. Then turn it in.

There are two options on how to submit your essay.

Text Box: You can select this option if you have started on your essay and you want to copy and paste it into the box. You can type up your essay here as well but we don't recommend that since we encourage you to have it looked over by someone else.

Attach a File: You can save your essay as a PDF and attach it.

How to attach:
1. Make sure you know where you saved your document.
2. Click "**Attach File**" then you will see a pop up asking for the file location.
3. Select the file and once selected it will upload. *(See the 3rd image to see how it looks when it has been uploaded)*

17. Upload your high school transcript *(use the "**How to attach**" instructions above)*. Keep in mind that if you are unable to get your transcript at this time it is okay. We can get it from you later.

Education and Record Release

In order for the **Maricopa ACE Programs** to meet the specific needs of our communities and to enhance their program elements, comprehensive student data needs to be collected and analyzed regularly. The compiled information is used for program evaluation, statistical reports required for funding proposals, and statistical analysis only. Individual student names, grades, test scores or other personal information WILL NOT BE disclosed to any party unassociated with the Maricopa ACE Programs, or not designated by the Maricopa ACE Programs management. Designated or associated parties include the Maricopa County Community College District ACE Programs, and potential program donors or other financial supporting/contributing organizations.

The Family Education Rights and Privacy Act (FERPA), also known as the Buckley Amendment of 1974, allows students attending an educational institution to control outside access to their education records. This federal law protects the privacy of student education records, both financial and academic. For the student's protection, FERPA limits the release of student education record information without explicit written consent from the student and/or a parent/guardian. All employees of the Maricopa ACE Program who work with student information receive FER PA training. Below is a list of the variety of education records that the Maricopa ACE Programs may need to obtain or view for statistical, educational verification, and/or program evaluation purposes. The verification includes, but is not limited to, requests of the following:

- Official high school and/or college transcripts
- Proficiency test information
- Special education record
- Withdrawal grades and hours (if student withdrew before the end of the term)
- Test scores
- Attendance
- Related educational student records
- High school student file

* ☑ In signing this form I have been informed of my rights in reference to the disclosure of education records and agree to the following:

- I hereby acknowledge that I have read and understand this statement, and hereby authorize Maricopa Community College's ACE Program, or any of its representatives, to obtain the information as described above.
- I acknowledge that I may submit a subsequent notification in writing, directing my high school or college of past or present attendance to no longer release information to any or all of the individuals/agencies noted.

[Previous] [Save Progress] [Next]

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Nova

| Nova |

Castro

| Castro |

[Previous] [Sign Electronically]

MARICOPA COMMUNITY COLLEGES

Please print this page for your information.

ATTENTION: If you chose to opt out of signing electronically, you must follow the instructions to submit your form and any accompanying documentation (if appropriate).
Opt out and print

---

18. Read through the Education and Record Release with a parent/guardian. Then select the checkbox.

19. The last page is the Electronic Signature. Just type your first and last name and hit "***Sign Electronically***".

MARICOPA COMMUNITY COLLEGES

Thank you for your interest in the Maricopa ACE Scholarship. You should receive a notification from a college representative based on the college you choose about the next steps. If your application is incomplete, you will receive a notice to complete the application.

All applicants will be made aware of their status of their application after the new year in January 2021. If your contact information (email/phone/US mailing) or high school should change, please contact the college representative as soon as possible with the new information.

Congratulations on taking the first step in your academic journey.

Sincerely,

Maricopa ACE Program
www.maricopa.edu/ace

📄 View Form PDF

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.

Maricopa: ACE Application Inbox x   🖨 ↗

notify@my.maricopa.edu   1:33 PM (2 minutes ago) ☆ ↩ ⋮
to me ▾

Dear Nova,

Thank you for your interest in the Maricopa ACE Scholarship. You should receive a notification from a college representative based on the college you choose about the next steps. If your application is incomplete, you will receive a notice to complete the application.

All applicants will be made aware of their status of their application after the new year in January 2021. If your contact information (email/phone/US mailing) or high school should change, please contact the college representative as soon as possible with the new information.

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Sincerely,

Maricopa ACE Program
www.maricopa.edu/ace

↩ Reply   ↪ Forward

20. Yay! You have finished your ACE application!
This page gives you the opportunity to save your completed application as a PDF so you can save it for your records.

You will also receive a confirmation email!
(This is what it looks like)

Thank you for applying, and remember if you have any questions, email us!

~Here is the contact information for the colleges~: https://bit.ly/2TVi1Sm

MARICOPA
COMMUNITY COLLEGES

Chandler-Gilbert | Estrella Mountain | GateWay
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Password

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Create New Account   Forgot User Name?   Forgot Your Password?

~Here is the link to go back and finish/revise your saved work~
*(this link and the application one are two **different** links)*:
https://bit.ly/3et808J

Yes, it looks exactly the same from the first time you logged in. It is a different link!

1. Go to the link and log in. *(Using the log in you created)*

Welcome to Dynamic Forms!

This page offers you access to your Pending / Draft Forms and your completed Forms History.

If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms!

⏱ Pending / Draft Forms

🕔 Forms History

👤 Manage your Account

2. Once you log in you will see this page.
Select "***Pending/ Draft Forms***"

| Form Filter | Show All Forms ▾ | | Text Filter | Type to search | | | |

	Form Name			Date	PDF	HTML	Action
D	ACE Application	Started By: Nova Castro		Last Saved: 11/5/2020 4:53:33 PM	⊘	⊘	Complete Form
P	ACE Application	Started By: Nova Castro		Signature Request Date: 11/4/2020 4:41:55 PM	⊘	⊘	Manage Co-Signers

MARICOPA COMMUNITY COLLEGES

ACE Programs Application Checklist

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Save Progress | Next

3. Select "***Complete Form***"

Note: You should only have one form! Make sure to only work off of that one.
If you look at the right hand side there is a **P** and **D** that lets you know the status of your application. P=Pending D=Draft if you are still in Draft mode we have not received your application.

This is also where you go if you need to change your recommenders name/email.

4. Once you select "***Complete Form***" you will be brought to the beginning of the application. Keep clicking "***Next***" until you get to where you left off.

We look forward to seeing your applications!!

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