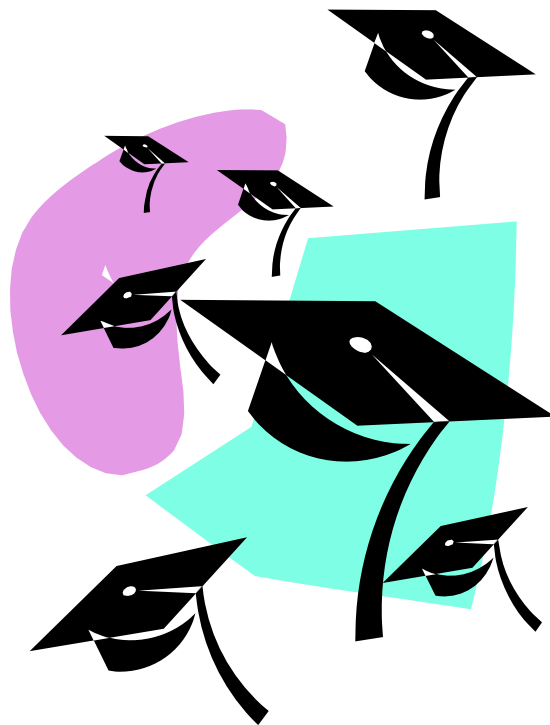


MOORPARK COLLEGE

**PROGRAM FOR ACCELERATED COLLEGE EDUCATION
(PACE)**

HANDBOOK



PROGRAM FOR ACCELERATED COLLEGE EDUCATION (PACE)



WHY PACE?

Welcome to Moorpark College's PACE (Program for Accelerated College Education). With PACE at Moorpark College, you can earn an Associate Degree in as little as 18 months. PACE includes the following features:

- Evening and Saturday classes
- Distance education (online and televideo) classes
- Short term, accelerated classes
- High academic standards
- Access to student services, including academic counseling, financial aid, and tutoring among others
- A variety course options to meet your academic and career goals

Many students ask themselves, can I really complete a degree in a year and a half?

The answer depends on your ability to manage your time effectively and your goals. Many of the classes are fast-paced. Many are offered through distance education where you will need to keep on top of assignments and motivate yourself to work without regular reminders from a teacher.

Some students may be able to complete a degree even faster if they have some course work already completed. Please see a counselor to have your transcripts from high schools, colleges and universities evaluated.

Other students may take longer if they wish to complete university transfer requirements or spread their courses over more time.

To get started in PACE, attend one of the information sessions and an orientation session. Current dates are posted at

<http://www.moorparkcollege.edu/pace>



HOW DO I GET STARTED?

First, attend an information session and apply to Moorpark College:

- http://www.moorparkcollege.edu/apply_and_enroll/index.shtml

Approximately 48-hours after you apply to Moorpark College, a student ID number will be sent to your email address. Once you have this ID, you are ready for the next step.

Next, complete the online self-placement guides:

- http://www.moorparkcollege.edu/apply_and_enroll/orientation_and_assessment/self_placement_guides.shtml

PACE courses require the following:

- The ability to read and write extensively – we recommend starting with an English course, such as English M02 Introduction to College Writing, to review and prepare for the course load.
- Many of the courses require numerical literacy and logical thinking – we recommend students have math ability equivalent to Math M01 Elementary Algebra prior to starting PACE.

Completing the self-placement guides before meeting with a counselor will help the counselor guide you to the most direct path for success in PACE.



ATTENDANCE

You are required to attend your weekly PACE classes and keep up with all distance education assignments and requirements. It is very important for you to be able to meet these attendance requirements so your PACE experience will be a successful one.

According to the Moorpark College Catalog, class absences are limited to one-ninth of the total class contacts for each session. If a class meets for an entire semester, that equals one more than twice the number of class meetings in a week. If the class meets for half a semester, that equals one more than number of class meetings in one week.

If you find yourself nearing or exceeding an absence limit in any class, we strongly encourage you to discuss this with both your instructor and a

counselor **before** actually dropping a course. The counselor can help you make decisions to keep you from getting off the PACE “track.”

The deadlines for dropping a PACE course will be found in the syllabus your instructor distributes during the first class meeting. You can also check these dates online by going to the Class Schedule and by clicking on the CRN (course number) for the class.



COURSE SYLLABI AND REQUIREMENTS

The instructor for each PACE course will provide you with a syllabus during the first week of class. This syllabus contains information regarding the course content and objectives, assignments, specific requirements, the grading system, and essential dates and deadlines. The instructor usually discusses this information during the first class meeting to help you understand the nature and quantity of assignments and other requirements.



STUDY TIME REQUIREMENTS

The rule of thumb for the amount of time required for homework is that for every hour you spend in class, you will be required to spend two and a half hours outside of class. The reading requirements will be extensive and written assignments are an important component of the PACE program. Therefore, good study habits and ***time management*** are of extreme importance for success in PACE. Developing a regular pattern of study in an environment as free from distractions as possible is essential for your success. Forming study groups with other PACE students can be a productive way to study because they not only help with assignments and the retention of knowledge, but are effective in providing personal support as well.



THE LEARNING ENVIRONMENT IN PACE

Because PACE is an accelerated program where you can complete an Associate degree in less than two years, the classes move very quickly. Class time is condensed, so focus, concentration, and good note taking skills are essential. Likewise, there will be a lot of out-of-class assignments with quick turn-around times, so good study skills, effective organization, and time management strategies will be vital.

In addition, some of the PACE courses are taught through a distance education format. This means that you will take some courses online and others may be given via televideo. Therefore, it is important you are equipped with the special set of skills necessary to succeed in these kinds of courses, such as familiarity with basic computer and internet use.

Seeking advisement from counselors is important to your success. They can direct you to a study skills course or other strategies courses you might want to take before entering PACE. Also, they will help you to structure your program so you will be headed for success. For example, if you need to reduce a course load during a semester, the counselor can guide you toward a reasonable load and suggest courses which will be offered again more frequently as ones to take later.

We recommend that you discuss any difficulties you encounter with your instructors and a counselor. They may be able to offer suggestions to help you.

As in all Moorpark College classes, PACE students are expected to understand and follow the Code of Conduct which can be found in the college catalog.



PACE ASSESSMENT SYSTEM

Like any college level course, assessment of student competence is an important component in PACE. Most instructors will assess your mastery of course content through tests, written papers, and homework assignments. You may have quizzes, objective tests (such as multiple choice, true-false, etc.), subjective tests (such as an essay test), and final exams. In addition, you will be required to write college-level papers on assigned topics. Requirements for each course will be provided and explained by the instructors during the first class meeting and will be outlined on a course syllabus.



STUDENT SERVICES

ACCESS Office

Assistance and special services for students with disabilities are available through ACCESS (Accessibility Coordination Center and Educational Support Services). For additional information, please call (805) 378-1461; email: mcaccess@vccd.edu

Counseling Office

Appointments with counselors can be made by calling (805) 378-1428;
email: mccounseling@vcccd.edu

EOPS Office

Assistance is available for students from low-income families through EOPS (Educational Opportunity Program & Services). For information, please call (805) 378-1464; website:
http://www.moorparkcollege.edu/services_for_students/extended_opportunity_program_and_services/index.shtml

Financial Aid Office

Grant and loan information is available through the Financial Aid Office by calling (805) 378-1462; website:
http://www.moorparkcollege.edu/services_for_students/financial_aid/index.shtml

Library and Learning Resources Center

Tutoring, study group information, and library services are available through the Library and Learning Resources Center (805) 378-1556; website:
http://www.moorparkcollege.edu/services_for_students/learning_center/index.shtml



PACE CONTACT

The PACE Office and counselor can be reached in the following ways:

Phone: (805) 378-1402

Email: mcpace@vcccd.edu

Website: <http://www.moorparkcollege.edu/pace>