Important information for Winter 2021

Hello!

The snowstorms we've had already are a keen reminder that it is time to register for Winter quarter!

Our current schedules (for PACE and SEER classes) can be found online at scc.spokane.edu/PACE. To reduce both paper use and the cost of mailing, we'll be using our website for all schedules and forms from now on. If you aren't able to access the website, please call for a paper version.

With Winter Quarter, our processes have changed a bit. Please read this list carefully to ensure speedy and accurate registration. Students:

1) **need an active email account**. Each student must be able to send and receive information.
2) **must fill out the SCC Online Application** <u>one time</u>. If students are enrolled in a Fall quarter class, they will do this in one of their classes.
   a. Online application instructions: https://www.sbctc.edu/ctclink/oaainstructions.html or you can email us for a more user-friendly version.
   b. Online application link: https://csprd.ctclink.us/psc/cbf/EMPLOYEE/SA/c/IP_AD_MNU.IP_AD_LOGIN_CMP.GBL?&
   c. Students will choose ABE/Transitional Studies as their course of study.
3) will choose their classes from **the schedule on scc.spokane.edu/PACE**.
4) will complete these forms:
   a. **Registration Form**
      i. This form automatically goes to us if you use the SignNow version.
   b. **FACE Sheet** found on scc.spokane.edu/PACE
   c. The **WABERS form** (once a year); it is found here https://signnow.com/s/bpGe0FgK
      i. These forms need to be emailed to paceservices@scc.spokane.edu
      ii. **Please submit these by 12/1/2020** for priority registration.

As you make plans for Winter quarter, keep in mind that our classes are available face-to-face (in limited capacity, with strict safety protocols) and online. Our teachers are doing a remarkable job managing both environments simultaneously. Because eating is not allowed in the Lodge due to safety restrictions, please plan your schedule so that you eat lunch at home.

If you don't have a computer to use for online classes, please let us know. We have a few laptops we can loan to eligible students for the quarter.

Students who would like help completing forms, setting up their Bigfoot email, navigating Canvas, downloading Microsoft Office or any other computer assistance can drop in to **Help Day - 12/8 and 12/9**

from 9:00 – noon in our computer lab. Students are encouraged to bring their own devices (laptops, tablets) but if that isn't possible, they can use the computers here. Our instructors and staff will be here to help. Please let us know (509-279-6033 or paceservices@scc.spokane.edu) if you'll be coming to this event!

Another change is that **students will have a planning meeting** with a staff member at least once a year; at this meeting they'll sign an acknowledgement form regarding student rights, code of conduct, etc. The goal of this meeting is to ensure that students are making use of all that PACE has to offer in a way that will meet their personal goals, whether those are life or career goals. Employment and transition students will combine this meeting with their other planning meetings.

PACE is now offering a **PACE Certificate**; at the planning meeting students will identify which classes they need in order to earn this certificate. More information on the certificate can be found on the website. We're excited to roll this out! It will be a great way for students to document what they've learned and celebrate what they've accomplished in their time with PACE.

Finally, I want to say thank you for continuing your education with us. We know that 2020 has been incredibly weird, but we're glad that you're still with us, learning, growing, and improving your skills all while helping us all follow the safety guidelines.

I wish you and your families a joy-filled holiday season!

Stephanie Childress
Assistant Dean, PACE Services