



ACT 101 PROGRAM

2016-17 INSTITUTION APPLICATION

NAME OF INSTITUTION:					
ADDRESS:			CITY:		STATE:
					ZIP:
OE CODE:		ACT 101 DIRECTOR:			
FAX: ()		PHONE: ()		EMAIL:	
<p>By signing this application, I certify that I am an authorized signatory of the institution and that I am duly authorized to submit this application on behalf of the institution. I understand that this is an application for participation in the Act 101 Program for the 2016-17 Award Year and that receipt of funds depends upon execution of a Program Participation Agreement with the Pennsylvania Higher Education Assistance Agency (PHEAA). I further declare under the penalty of the laws of the Commonwealth of Pennsylvania, that the application (including attachments) as well as any information that is subsequently submitted has been examined by me/us and to the best of my/our knowledge such information is true, correct and complete. It is understood that the penalty for submission of fraudulent information on any application or for the subsequent submission of fraudulent information in any manner may subject me/us to a fine and/or imprisonment.</p>					
PRINT NAME:					
SIGNATURE:					
TITLE:				DATE:	
Please complete the following and attach documentation for #2 below with the signed application. Please note, the number of students served may be used to determine your allocation.					
1. PROGRAM LENGTH:		9 MONTHS		12 MONTHS	
			ACADEMIC BRIDGE PROGRAM:		YES NO
TOTAL NUMBER OF STUDENTS IN THE PROGRAM:		OF THOSE IN THE PROGRAM:		PART-TIME FULL-TIME	
Indicate whether your institution is currently operating a support program that serves at least 50 students who could qualify under Act 101 guidelines (must be for one year):				YES NO	
<p>2. A description of your institution's proposed Act 101 Program, including its <u>inception date</u>, and a list of the primary service elements of the program. Primary elements would include the specific nature and methods which the institution will use to enhance opportunities for eligible part-time and full-time students to achieve their educational goals (such as special academic or support courses, advising, tutoring, counseling services, or programs such as Academic Bridge Program, etc.). <u>See the sample summary.</u></p>					
<p>If your application is accepted, a complete budget, Participation Agreement and ACH form must be submitted before initial payment is disbursed. If you have any questions, please contact Act 101 staff at act101@pheaa.org or at 800.443.0646, Option 3, Option 2 (a private number reserved for the use of postsecondary schools).</p>					
<p>Please submit this application and your program summary, no later than, June 30, 2016 via email or fax to:</p> <p>Email: act101@pheaa.org / Fax: 717.720.3786</p>					

SAMPLE PROGRAM SUMMARY

University A's Act 101 Program operates 12 months every year, including an Academic Bridge Program in the Summer. Sixty-five students (55 full-time and 10 part-time) are active in the program. A variety of services are offered for these students.

- **Advising / Counseling** – Each Act 101 student meets with an advisor/counselor. Two full-time professionals are the primary counselors for the program, but each of the co-directors also mentor a few Act 101 students. The advisors set up eight meetings per semester with the students. Meetings are scheduled once every 2 weeks, but students often drop in for unscheduled meetings. Advisors commonly discuss the transition to college for new Act 101 students, the importance of class attendance, study skills and time-management skills. The advisors closely monitor class progress in terms of grades. They also guide the students toward support services when necessary. These services include study groups (Peer Assisted Learning - PAL, Supplemental Instruction - SI), individualized tutors, and use of our writing and mathematics labs. Advisors may coordinate services with the Director of Disabilities Services, which is also housed in our center. Academically, advisors work with Act 101 students' schedules, as a liaison with professors, and as members of the Academic Standing Committee. Advisors also mentor students with the honorary societies. Advisors also provide assistance with the financial aspects of college, including financial aid, work-study, student grants, and scholarships offered through the college.
- **Counseling** – The University has a formal counseling center, and the counselor is licensed by the Commonwealth of Pennsylvania. We also have connections with local mental health facilities for more in-depth support, if needed.
- **Laptops** – All Act 101 students receive a laptop as a part of the college's laptop initiative. Hardware and software support is provided by the campus IT department. Librarians also assist students with regard to research and content available on these computers.
- **Leadership** – Some of the junior and senior level Act 101 students work with our center. They serve on panels for incoming Act 101 students. Some are presenters in our workshop program. Others serve as tutors when their academic abilities match a tutoring request. This also serves to teach students the value of contributing back to the community.
- **Lending Library** – The Act 101 Program distributes textbooks to students in the program. Most students are able to borrow their books for the entire semester. When titles are tight, the Act 101 administrative assistant works with the college library to provide books for the students.
- **Orientation** – All new Act 101 students go through an orientation program. This program introduces the students to our staff and programs. It also serves as an introduction to college and the skills necessary to succeed in college. Upper-class Act 101 students participate in our orientation in part to verify the message and in part as living examples of successful college students. These programs occur at the beginning of the school year and, on a smaller level, at the beginning of our Spring semester.
- **Tutoring** – All campus tutoring is coordinated through our center. Act 101 students receive preferential tutorial assignments. The co-directors of the program also tutor Act 101 students.
- **Workshops** – Throughout the semester, the center conducts workshops on subjects such as time-management, note taking, test taking skills, and study skills. These workshops are provided several different times to reach students with varying schedules. They are coordinated with the academic year, so a test taking workshop occurs before midterms and finals, while note taking happens near the beginning of each semester.
- **Summer Bridge Program** – Five-week component offering up to seven college credits in core requirements (writing, math, American studies, first-year experience). Workshops on research and citation, career exploration and technology are offered. Students participate in a leadership and/or cultural experience. Volunteer service is also a requirement. Special advisement session to create Fall semester schedule is mandatory. Students meet with counselor twice during the 5 weeks to discuss issues hindering their ability to succeed and to set up an initial Individualized Success Plan (ISP).