



Parent  
Handbook

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Dear Parents and Family Members,

Welcome to the Pace University Community!

We are honored that you and your student have chosen Pace. This handbook combined with our parents and families' website are key resources to help you navigate the college experience. On the following pages, you will find information pertaining to financial aid, residential life, safety and security, principles of conduct among other useful pieces of information. This handbook is meant to provide an overview on key information of which parents and guardians should be aware of. Please visit our website for more detailed information.

I encourage you to take every opportunity the University affords to make your student's time here the best experience possible!

Your thoughts and feedback are always welcome at [parents@pace.edu](mailto:parents@pace.edu).

Best,

*Dawn*

**Dawn Rigney**

Executive Director, Alumni and Parent Relations  
Pace University

## **Importance of Parents & Family Members**

As parents and family members, you play an important role as partners in your student's college experience.

We recognize that the college transition process and the changes that happen throughout the college years are an adjustment for you as well as for your student. As your student gains independence and is increasingly accountable for his or her own decisions and actions, your role will change accordingly. You may be going from caretaking to coaching, from calling all the shots to cheering from the sideline, but please remain confident that your partnership matters. As such, we value your relationship with the University and your student.

At Pace University, we are committed to providing you with information and support to help you guide your student as he or she develops independence, knowledge and communication skills, responsibility, leadership, and life-long success. This includes directing you to key resources such as academic support, counseling, and safety/security. It also means sharing milestones at the university like move in day, convocation, and commencement or how to navigate financial aid.

Our parent and family newsletter, web pages, and this handbook are key tools in helping you stay informed and provide guidance to your student.

## **Mission & Vision of Pace University**

**Mission Statement:** Pace University's mission is to offer undergraduate and graduate education for a broad range of professions, while providing a strong foundation of liberal learning, thereby giving a highly diverse population of students the opportunity to lift their lives and prospects. Our objective is to create thinking professionals who are highly sought after as innovators and successful leaders, and who will positively impact twenty-first century society.

**Vision:** Our vision is to be among the best universities in the United States focused on educating, and preparing students for graduate study in a broad range of professions.

### **The Pace Story**

Pace is a University whose resources have played an essential role in the realization of individual dreams of achievement, and whose mission is voiced in the motto: *Opportunitas*.

Founded in 1906, Pace Institute began its transformation after World War II into a modern university with emphasis on the liberal arts and sciences. With dynamic leadership and fiscally sound management, Pace grew from rented facilities and few resources into one of the largest universities in New York State, with a multimillion dollar physical plant, an endowment of more than \$100 million and a reputation for excellent teaching and talented, ambitious graduates.

At the heart of Pace's academic values is a historic commitment to excellence in teaching, as manifested by small classes, an emphasis on skill development and critical thinking, special tutoring and support services, and academic advising. Academic experiences at Pace emphasize teaching from both a practical and theoretical perspective, drawing on the expertise of full-time and adjunct faculty members who balance academic preparation with professional experience to bring a unique dynamic to the classroom.

The University supports and encourages scholarly activity among its intellectually vital faculty. Much of the work has professional application, and Pace particularly invites scholarship that directly relates to the classroom experience and involves students in the research process. Additionally, Pace has recognized the importance of educating students with a global perspective; Pace is building an increasing array of study abroad options, a successful mentoring program that has produced 43 Fulbright scholars since 2002, and a focus on international recruitment.

Pace University in the 21st century is shaped by its enduring traditions of opportunity and innovation. More than 100 years after its founding, the University continues its commitment to providing access to a diverse population while innovating to meet the needs of the global economy.

## Schools of Pace University

### College of Health Professions

The College of Health Professions was established in 2010 in an effort to showcase and expand health professions majors at Pace University. The College is made up of the Lienhard School of Nursing, the Pace University-Lenox Hill Hospital Physician Assistant Studies Department, and the Department of Health Studies (which includes the Communication Sciences and Disorders program along with the Bachelor of Science in Health Science. Additional programs in Health Studies are currently in development).

The College's vision is innovative leadership in education, practice, and scholarship for the health professions, and its mission is to educate and challenge students for the health professions to be innovators and leaders who will positively impact global health care.

### Dysons College of Arts & Sciences

Through innovative teaching, a collaborative student-faculty learning environment, and an inclusive community of student and faculty scholars, Dyson College of Arts and Sciences fully engages students in learning in the liberal arts. Dyson College provides students majoring in the arts and sciences the depth and breadth they need to continue their studies at the graduate and professional levels or find employment in their field. Dyson offers all students a supportive environment where they master the liberal arts skills needed to succeed professionally and lead rewarding, intellectually and civically engaged lives.

Dyson provides the vital skills every student needs for success, including written and oral communications; critical thinking; leadership; creative analytic thinking that perceives connections among broadly based ideas; and a deeper understanding of global issues and diverse national and international cultures.

### Lubin School of Business

The mission of the Lubin School of Business is to develop our students' analytical, organizational and personal competencies in a comprehensive academic and experience-based learning environment dedicated to preparing students to successfully begin and advance in their chosen professional careers. In support of this mission, our faculty conducts and disseminates scholarship that contributes to professional practice, academic theory and student learning.

The Lubin School provides a distinctive and personalized educational experience that is energized by professional, personal, innovative and collaborative values.

### School of Education

The mission of the School of Education is to expand upon the motto of Pace University: Opportunitas. Their vision is to accomplish significant educational reform by preparing

professional educators to serve as agents for positive change. Through the service of our faculty and graduates, equipped with sound and rigorous knowledge, skills, dispositions, and practice base, we can elevate the promise of individual lives. Through this achievement, we can elevate the quality of those workplace and post-secondary educational cultures into which America's youth must rightfully and responsibly enter.

For more than forty years, Pace University's School of Education has prepared students to not only meet the requirements for teaching certification, but also be agents of change committed to student success and lifelong learning. Through small classes and opportunities for student teaching, School of Education graduates are ready to start making a difference in the world before they even graduate.

### Seidenberg School of Computer Science

The Seidenberg School mission is to prepare men and women for professional work, research, and lifelong participation in a new and dynamic information age. We are committed to providing an education based in reality in order to prepare you for your future!

Located in the financial capital of the world, you will find no limits to your education here as we offer a wide variety of courses and exposure to internships and work with leading corporations, banks, federal agencies, and global entities. Degrees and certificates are conveniently available to you at our NYC and Westchester County campuses as well as online and in special programs.

Our program offers a student oriented environment, small classes, excellent teaching, advanced research and innovative programs, projects, and partnerships. You will work closely with distinguished professors and established lecturers to ensure you master the latest technologies. With undergraduate and graduate programs spanning the computing disciplines, the school attracts a global and culturally diverse cross section of students. We firmly stand by equal opportunity for all.

## Supporting Your Student's Life Cycle

In addition to supporting your son or daughter's decision to attend college or university, parents can become involved in their education by encouraging academic, personal, and professional growth. We recommend the following ways to help your son or daughter make the most of their time at Pace:

### Prospective & Applying Students

**Research schools and financial aid; schedule a campus visit.** At Pace, we offer information sessions, campus tours, open houses, high school and college fair recruitment visits, and financial aid workshops throughout the year. To learn more about the Pace advantage, we recommend parents and prospective students sign up for one of these sessions on our [Explore Pace](#) website. A campus visit let you see our campus in person and meet with admission counselors and staff, financial aid staff, and student tour guides, who will give you a holistic view of the Pace experience, as well as help with the application and financial aid processes. The following are websites our Admission Counselors have found helpful in planning college visits and financial aid:

- [KnowHow2Go](#) – American Council on Education & Lumina Foundation for Education
- [College.gov](#) – U.S. Department of Education
- [Making the most of a college tour](#) – CollegeView.com
- [Tips for a campus visit](#) – CollegiateChoice.com
- [Best college campus tour tips](#) – GoCollege.com
- [Preparing for a college campus visit](#) – CollegeBoard.com

**Ensure your sons and daughters adhere to admission and financial aid deadlines.** Our application includes a list of deadlines for admission, as well as financial aid. Encouraging your son or daughter to meet these deadlines will ensure that his or her application is given maximum consideration for financial aid and housing options. Click [here](#) for Pace University's recommended admission and financial aid deadlines. Note, each year students will need to make housing arrangements and apply for Financial Aid. Adhering to deadlines all the maximum consideration.

### Accepted & Attending Students

**1. Make the home-to-college transition as smooth as possible.** College life is very different from high school. Students are expected to complete assignments on their own schedule, and must be accountable for their attendance and work. Researching college study tips with your son or daughter, as well as survival skills for their first year or school can be immensely helpful in helping ease them into college life. The following books may be helpful:

- [College Survival](#) – by Greg Gottesman
- [Study Skills: A Student's Guide to Survival \(Wiley Self-Teaching Guides\)](#) – by Robert a. Carman and W. Royce Adams
- [College Survival and Success Skills 101: Keys to Avoiding Pitfalls, Enjoying the Life, Graduating & Being Successful](#) – by Marianne Ragins



- [College and Career Success for Students with Learning Disabilities](#) – by Roslyn Dolber

**2. Stay in touch with your sons and daughters.** It is important for parents to keep contact once they are enrolled in college. The following websites provide tips on how to help your son or daughter through difficult situations in the dorms, the stress of classes, and other issues. Pace also provides assistance to students who are having a difficult time adjusting to college. Our Counseling Center is open and free of charge to all students, and our Tutoring Centers provide academic assistance on a walk-in basis to any student wishing to enhance their academic experience. In addition to the links below, please [read the Counseling Center's Online Resources section](#) for information about the counseling program at Pace, and other helpful websites.

- [Homesickness – Having trouble adjusting to college life](#) – GoAskAlice on Columbia.edu
- [Students and Homesickness: How to Adjust to Freshman Year, Dorm Life, and Moving Away from Home](#) – CollegeUniversity.Suite101.com
- [Commuter Students: How to Become Connected to Your School](#) – EcampusTours.com
- [Fight the College Commuter Blues](#) – iVillage.com

**3. Attend a Parent's Weekend event.** Pace hosts Homecoming & Family Weekend each fall, for parents and students to explore all that Pace has to offer and learn more about the types of academic and social activities in which your student is involved. We recommend parents take advantage of this opportunity to see their sons and daughters' in-person and check on their academic progress, explore student life options with them, and meet their friends and roommate. Click [here](#) to learn more about Homecoming & Family Weekend.

## **Residence Life**

Living on campus can be an extraordinary learning experience and can help define a student's college experience. Pace University offers a variety of housing options as well as different themed floors and programming to serve students' interests. Study and sleep in one of more than a dozen residence halls!

The Office of Housing and Residential Life (OHRL) at Pace University is dedicated towards creating a safe living environment that encourage students to grow and learn. OHRL is committed to providing support through facilities, programming, and staff to guide students in their path towards greatness. Our programming values are centered on developing students' independence, interdependence, and personal accountability to self and others. For optimal development to occur, we will provide a balance of challenges and opportunities. By recognizing each student as an individual, we will expose them to differences, while revealing similarities, in order to facilitate a deeper understanding of themselves and others.

### **NYC Campus**

Currently, there are five residence halls that offer New York City students a variety of housing options. For freshmen, Maria's Tower will keep your student right in the main tower of the NYC Campus. The brand new 23-floor building at 182 Broadway houses more than 600 upper-class NYC students (sophomore or higher) just a five-minute walk from campus. For graduate students, they can live, learn, and work in apartment-style buildings like Fulton Hall, just a few blocks from One Pace Plaza.

Plus, programming and theme floors allow students to explore and experience Pace and New York City with students who share similar interests.

- [Learn more about NYC Residence Halls](#)

### **Westchester Campus**

With eight residence halls in Pleasantville and Briarcliff, Westchester Campus, students have a variety of options and locations to choose from. The ivy-covered coed Dow Hall, which offers up a pool table and game room, gives students a prime Briarcliff location and sense of community. For graduate and upper-class undergraduate students, New Dorm provides the suite life.

- [Learn more about Westchester Residence Halls](#)

## Campus Activities & Clubs

### **Student Development and Campus Activities**

While much of the college experience takes place inside the classroom, the Center for Student Development and Campus Activities promotes the integral part that occurs outside the classroom through co-curricular activities. Student Development and Campus Activities isn't *just* the home of fun programming and events on campus—they're the resource for student clubs and organizations, Greek life, orientation, student leadership, conferences, and so much more for your student.

When your student becomes involved in campus activities, they will have the opportunity to not only meet new friends and have fun, but enhance their leadership skills and incorporate classroom theory into real life experiences. As advocates of student empowerment, Student Development and Campus Activities provides resources, guidance, and support to enhance student achievement and personal development.

You can learn more about Student Development and Campus Activities (SDCA) on the Westchester Campus at <http://www.pace.edu/sdca>.

You can learn more about Student Development and Campus Activities (SDACA) on the New York City Campus at <http://www.pace.edu/sdaca>.

### **Michael Schimmel Center for the Arts**

Each year, the Michael Schimmel Center for the Arts brings more than 50,000 people to the New York City Campus for cultural events, exhibits, student performances, academic conferences, lectures, and a variety of other activities. From tapings of Bravo's *Inside the Actors Studio* to the annual Pace Present series which attracts internationally-acclaimed talent in music, dance, cabaret, opera, theatre, and lectures, to guest speakers like Spike Lee, student performing arts, and much more, the Schimmel Center is an integral part of the Pace NYC and lower Manhattan community. To see what's happening at the Schimmel Center, visit <http://schimmel.pace.edu>.

### **Athletics**

Pace is known not only for its rigorous academics, but also for its outstanding athletics programs. If your student played varsity sports in high school, they can keep on playing and help the Pace Setters maintain their winning NCAA Division II Northeast-10 Conference tradition. Men's sports include baseball, basketball, cross country, football, lacrosse, and swimming and diving. Women's sports include basketball, cross country, lacrosse, field hockey, soccer, softball, swimming and diving, and volleyball. There are also cheerleading and dance teams as part of spirit squad.

If they want to compete, but not on the varsity level, they can choose from our comprehensive intramural programs in indoor soccer, basketball, volleyball, flag football, badminton, handball, and dodgeball offered on both our Westchester and New York City campuses.

All Pace University undergraduate and graduate students also have free access to fitness centers and gyms on both campuses.

The 75,000-square foot Ann and Alfred Goldstein Health, Fitness, and Recreation Center on the Westchester Campus offers:

- Basketball and volleyball courts that can seat up to 2,400
- Indoor running track
- Full fitness center featuring state of the art cardio machines
- Eight-lane swimming pool
- Full range of fitness classes from step aerobics and yoga to Japanese swordsmanship and scuba diving

The Civic Center Gym at One Pace Plaza in NYC:

- Newly renovated fitness center with cardio machines and weight room
- Fitness classes including boot camps, tae kwon do, capoeira, yoga, and additional gyms available in select dorms.

For more information on Pace Athletics, visit <http://www.paceathletics.com>.

## **Libraries**

The Pace University Library, comprised of the Birnbaum Library in NYC, Mortola Library in Pleasantville, Graduate Center Library and Law School Library in White Plains, provides an impressive array of material and digital resources in support of classroom teaching, collaborative and interactive learning, independent study, scholarly research, and lifelong learning, in its four locations and online.

The focal point of technology-enhanced learning, the Library is an exemplary model of facilitating information literacy, media proficiency, technological fluency and innovative teaching, learning, scholarship, and service.

The Pace Library is committed to providing cutting-edge technology and pioneering instructional support and information resources to students and houses scholarly collections and provides an online gateway to users all over the world.

Various services are available to students in person at the Reference Desk, online, via e-mail, and by phone. Study group rooms are also available to students.

For more information on the Pace Libraries, visit <http://www.pace.edu/library/>

## **Dining**

Your student can eat at one of eight on-campus dining venue or opt for an off-campus spot and swipe their Pace OneCard using Flex Dollars at more than 20 local eateries near the NYC and Westchester campuses including Subway, Chipotle, Applebee's, and more.

From burgers to sushi to fresh fruit and salads, Chartwells Campus Dining provides top-notch eats and healthy options, sanitary conditions, first-rate customer service, and even fun events with free food right on campus.

Three locations on the NYC Campus include Café 101, Spotlight Café, and our very own campus Starbucks.

- [Learn more about NYC Campus Dining](#)

On the Westchester Campus, your student can pick from the Kessel Cafeteria or Miller Hall Kiosk in PLV, Briarcliff Delights or Pace Perk Café in Briarcliff.

- [Learn more about Westchester Campus Dining.](#)

## **Computer Resource Centers**

Located throughout the New York and Westchester campuses are computer labs available for students to perform coursework and other computing needs. The New York City lab houses 105 computers, 5 printers, and 4 scanners; the Westchester lab houses 84 computers, 4 printers, and 3 scanners. The labs also include more than 50 software packages, Internet access, wireless workstations for laptops, and direct assistance from I.T. staff.

## **Disability Services**

Students with disabilities have access to an array of special services to help them achieve academically. If your son or daughter has received special services for a disability in the past and you are interested in learning more about the resources Pace offers, please call the Office of Disability Services on their prospective campus. For more information about the services Pace offers, [please click here.](#)

### **Office of Disability Services:**

New York City Campus – (212) 346-1526

Westchester Campus – (914) 773-3710

## Career Services

Career preparation is an extremely important part of the Pace experience and our office is instrumental in helping your student chart their course from freshman to senior year and beyond! Not only does our staff provide information, activities and resources for choosing a major, exploring occupational choices and learning about careers and graduate studies, we are actively engaged in assisting students to obtain valuable, study-related internships as well as full-time professional employment upon graduation. Each year, over 1,200 Pace students participate in some form of experiential learning!

We recognize that you play a very important role in your student's career development, and have provided you with some important resources below in addition to general information about our services, eligibility, and activities. We invite you to partner with them in encouraging your student to get the most out of their Pace education and utilize our resources:

- Encourage your student to connect with Career Services early in their Pace experience.
- Take advantage of career events, panels, and preparatory workshops to begin exploring career options and employers.
- Work closely with their career counselor in order to facilitate the best possible internship, volunteer or part-time job.
- Read all Career Services' newsletters and emails in order to be aware of specific career events and opportunities.

Feel free to contact them at **NYC: (212) 346-1950** or **Westchester: (914) 773-3361** or via email at [careers@pace.edu](mailto:careers@pace.edu) with any questions you may have.

### Global Initiatives

Pace University recognizes the importance of comprehensive internationalization and strives to educate students who are globally conscious, cross-culturally competent, and prepared to address serious global issues upon graduation.

The mission of International Programs and Services is to promote internationalization and global perspectives. The units within IPS assist students, faculty, and staff in the creation of and engagement in educationally purposeful international programs at Pace and abroad. By providing interdisciplinary educational experiences and international student services, IPS will enhance global competencies, foster a stronger cultural community, and prepare students for the international marketplace.

### Internship Program

Pace's Career Services Internship program is dedicated to enhancing the academic experience by providing students with the opportunity to apply classroom learning in a pre-professional work environment. Our mission is to assist in the educational development of Pace students by providing opportunities to develop as professionals through experiential learning, testing their skills and exploring careers. Students in all majors can explore careers by working part-time or

during the summer in paid or non-paid internships. The settings, include national, multinational, regional and local companies, non-profits, government and healthcare.

The Pace Career Services Program began in 1979 with 15 students, 7 employers, and an exciting mission: helping students gain study-related work experience prior to graduation. Pace's program has grown to be one of the largest programs among senior colleges and graduate schools in the New York metropolitan area. Each year, more than 1,200 Pace students work in internships with over 500 employers. Over 25,000 Pace students have benefited from Career Services since its inception more than 25 years ago.

## Health & Wellness

**Health Center:** The University Health Care offices are staffed by nationally certified nurse practitioners (registered nurses with advanced training who are certified to prescribe medications). Consulting physicians are available on site at scheduled times. Services are available to students, faculty, staff, alumni, and their families include health education, health assessment with complete physical examinations, women's health care, diagnosis and treatment of illnesses such as sore throat, cough or other infections, first aid for minor injuries, and management of chronic health problems such as high blood pressure.

The Health Center is located at the following addresses:

### New York City Campus

**Location:** 41 Park Row, 3rd floor  
**Number:** (212) 346-1600  
**Hours:** Spring/Fall Semester: 8 AM – 6 PM  
Winter/Summer: 9 AM – 5 PM

### Westchester Campus

**Location:** Goldstein Health, Fitness, and Recreation Center  
**Number:** (914) 773-3760  
**Hours:** Spring/Fall Semester: 9 AM – 6 PM  
Winter/Summer: 9 AM – 5 PM

**Counseling Center:** The professional staff at the Counseling Center at Pace University is available to assist students, staff, and faculty in the resolution of personal, academic, and/or vocational problems. Through this process, people often gain increased awareness, independence, and effectiveness in the pursuit of personal goals. These services are available free of charge to members of the Pace community.

The Counseling Center's policy on confidentiality is in accordance with the ethical standards of the American Psychological Association. All information shared with a staff member and all written materials remain confidential unless authorized, in writing, that information be communicated to other designated individuals. The staff member, however, may disclose information deemed necessary to protect your student or others from imminent physical danger, in cases where child abuse is evident, or upon court order.



The Counseling Center is located at the following addresses:

**Westchester Campus**

**Location:** Administration Building, 2nd Floor

**Number:** (914) 773-3710

**Hours:** 9:00 AM to 5:00 PM, Monday-Friday

**New York City Campus**

**Location:** 156 William Street, 5th Floor

**Number:** (212) 346-1526

**Hours:** 9:00 AM to 5:00 PM, Monday-Friday

## **Safety & Security**

Each member of the University community is required to cooperate with the University in its endeavors to foster and maintain the freedom of expression and exchange of ideas necessary to achieve excellence in its primary functions: teaching, learning, scholarship and service. Further, members of the University community are responsible for fostering and maintaining respect for the dignity and uniqueness of one another.

The Security Offices are located at the following addresses

**New York City Campus:** One Pace Plaza, B-Level, New York, NY 10038  
(212) 346-1800  
(Open 24 hours a day)

**Westchester Campus:** Goldstein Academic Center, 861 Bedford Road, Pleasantville, NY 10570  
(914) 773-3400  
(Open 24 hours a day)

### **Campus Preparedness and Emergency Planning**

In an effort to keep our students, staff, and faculty safe and informed, Pace University has created this site to help you prepare for or deal with a variety of emergency situations. Please read through these pages so that you will know the proper protocol to follow in the unlikely event that there is a campus, city, or national emergency.

Pace University is required by federal law to publish an annual security report containing information with respect to campus security policies and statistics on the incidence of certain crimes on and around our campuses. This information is available on the Safety & Security Department Web [site](#).

### **Campus & Residence Hall Security Measures**

Each campus has an individual security system designed to meet its unique needs. In New York City, identification badges must be shown to enter the campus. In addition, key areas are monitored by a CCTV/alarm system.

In Pleasantville, Martin and North Halls offer various electronic access controls. The rear and side doors are controlled by electromagnetic door locks allowing for immediate emergency egress. The front doors at Cannat, Martin and North have CCTV cameras that activate video recorders each time the doors are opened. In the event a door is left open for more than 30 seconds, a local audible siren is heard. All of these systems are monitored by the Pleasantville campus Security Office. While cars are allowed on campus unchallenged during business hours, all vehicles without valid Pace parking decals are required to produce identification after hours.

Persons entering the Briarcliff campus are required to produce identification at all times. The front doors to all residence halls are kept locked at all times and there are electromagnetic door locks on side and rear doors of four dormitories.

## **Emergency Closing and Information**

Occasionally, the University is confronted by the need to close because of inclement weather or for other reasons beyond the University's control. Such closings are normally announced through the major radio stations in New York City and Westchester County.

Although classes are planned to commence and conclude on the dates indicated in the academic calendar, unforeseen circumstances may necessitate adjustment to class schedules and extension of time for completion of class assignments. Special announcements regarding closures for any reason may be found through the Pace Web [site](#) and your student's MyPace portal.

Additionally, your student can also sign you up through the MyPace portal to receive a phone call, text message or email regarding emergency notifications from the [Pace University Emergency Alert System](#).

You can also call the Pace Events Phone (PEP) for school closing information:

**New York: (212) 346-1953**

**Westchester: (914) 773-3398**

## **Parking**

### **Westchester Campus**

Parking is available on the Westchester Campus in Pleasantville and Briarcliff. All vehicles brought on campus must be registered with the Safety and Security Department at the beginning of each academic year. The Safety and Security Department will issue temporary parking permits and a parking and traffic guide. Special permits are also available for students with unique needs or disabilities.

Parking is permitted in designated areas only and prohibited in crosswalks, fire lanes, bus stops, unpaved areas, spaces reserved for the disabled, and any other areas designated as "restricted parking."

### **NYC Campus**

Designated parking is not available on the New York City Campus. Limited meter/street parking and private parking lots are located nearby. A list of public garages near the NYC Campus can also be found [here](#).

## Financial Aid

Pace offers a generous financial aid program to its students. In fact, 92% of first year students receive some sort of financial assistance. Financial assistance can come from many places and in many forms, including scholarships and grants, federal work study, and student loans.

University-sponsored scholarships and grants are awarded to students on the basis of academic merit, service to the community and financial need.

Communications with parents will only be shared if the student has signed an Authorization to Disclose Information Education Records Form.

The most important tool to obtain financial aid is the Free Application for Federal Student Aid (FAFSA). We strongly advise you and your student complete the application and submit it before February 15 each year.

Once your student has completed their FAFSA and submitted any additional applications for aid, there are some steps they should take in order to secure the best possible financial aid package.

The steps below apply to both undergraduate and graduate students who are newly admitted or currently enrolled:

- Receive and review your Electronic Student Aid Report (eSAR) from the Federal Processor about 1-2 weeks after you have completed your FAFSA.
- Read all information sent to you from the Pace University Financial Aid office.
- If you receive notice about missing or inconsistent FAFSA information, be sure to make the appropriate updates and/or submit any documentation required by the due dates listed.
- Upon receipt, read and review your Financial Aid Award letter from Pace University.
- Log in to your MyPace portal to check your:
  - Financial Aid status (to check for any holds or additional requirements)
  - Aid Eligibility
  - Accept or Decline your Financial Aid awards
- **Note:** Simply accepting your aid does not confirm your bill payment. Be sure to follow up with the Office of Student Accounts about your Financial Aid disbursements to your bill.
- Complete verification requests.
- Notify the Financial Aid Office of any changes to your enrollment or living arrangements while attending Pace University.
- Keep up to date with and be sure you maintain aid eligibility and renewal requirements.

The Financial Aid Office communicates with students through Pace e-mail, MyPace Portal and by U.S. mail.

When contacting the office, be sure to have the following information available: student name and the University ID number (nine digit numbers beginning with U--). Be sure to include this information in all written correspondence, voice mail, or e-mail as well.

**Note:** The Financial Aid Office will not share parent tax information with the student.

For additional information or inquiries about your student's Financial Aid, contact the Financial Aid office at [financialaid@pace.edu](mailto:financialaid@pace.edu) or call (877) 672-1830.

### **Billing**

Student billing dates are determined by the student registration date. Semester charges and payments/financial aid are available on line, through their MyPace Portal by choosing "Student's Records" in "Student's tab" and then "Account Summary". Please note: Students are responsible for all charges, whether or not a University bill is received.

Payment Options:

#### **Full Payment:**

Full payment, less validated financial aid, is due at the time of registration or on the officially designated payment date for the semester.

#### **Monthly Payment Plan:**

Tuition Pay (administered by Higher One for Pace University) is a monthly payment plan for the Fall and Spring semesters (Tuition Pay is not available for the Summer Sessions or Winter Session). Payment plan options include:

- 10 month plan for students planning to enroll for the full academic year or,
- 8 month plan for students planning to enroll for the full academic year or,
- 5 payment plan available to students planning to enroll for one semester only.

Pace aims to provide the maximum amount of financial aid to each student. The Financial Aid office advises parents to be actively involved in the financial aid process to ensure their son or daughter receives the most aid possible. Review the checklist for parents and families [here](#) in order to help your student obtain the best possible financial aid package while attending school.

## **Quick Reference Numbers**

During normal working hours, you can obtain answers to your inquiries by calling the Parent and Family Relations line at 212-346-1286. For calls during non-working hours and emergencies, please call security at 212-346-1800 (NYC)/ 914-773-3400 (Westchester).

### **New York City**

### **Westchester**

Athletics: 212-346-1670

Athletics: 914-773-3271

Career Services: 212-346-1950

Career Services: 914-773-3415

Center for Academic Excellence: 212-346-1386

Center for Academic Excellence: 914-773-3434

Counseling Center: 212-346-1526

Counseling Center: 914-773-3710

Dean For Students: 212-346-1306

Dean For Students: 914-773-3351

Financial Aid: 212-346-1300

Financial Aid: 877-672-1830

Food/Dining Services: 212-346-1283

Food/Dining Services: 914-773-3764

Graduate Admissions: 212-346-1531

Graduate Admissions: 914-422-4283

Health Center: 212-346-1600

Health Center: 914-773-3760

Mailroom: 212-346-1608

Mailroom: 914-773-3865

Office for Student Success: 212-346-1282

Office of Student Success: 914-773-3503

Office of Student Assistance: 877-672-1830

Office of Student Assistance: 877-672-1830

Residence Life: 212-346-1295

Residence Life: 914-923-2791

Undergraduate Admissions: 212-346-1323

Undergraduate Admissions: 914-773-3746

## Academic Calendar

### Fall 2015

Fall Semester Begins	Wednesday 9/2
Labor Day	Monday 9/7 University Closed
Rosh Hashanah (Eve)	Sunday 9/13 No Evening Classes Scheduled
First Day of Rosh Hashanah	Monday 9/14 No Classes Scheduled
Yom Kippur (Eve)	Tuesday 9/22 No Evening Classes Scheduled
Yom Kippur	Wednesday 9/23 No Classes Scheduled
Columbus Day	Monday 10/12 Classes Scheduled
Election Day	Tuesday 11/3 Classes Scheduled
Veteran's Day	Wednesday 11/11 Classes Scheduled
Thanksgiving Break	Wednesday - Sunday 11/25 - 29 No Classes Scheduled
Undergraduate Study Days	Tues/Thurs 12/8, 10 No Undergrad Day Classes Scheduled
Fall Semester Ends	Friday 12/18

### Spring 2016

Martin Luther King Jr.	Monday 1/18 University Closed
Spring Semester Begins	Monday 1/25
President's Day	Monday 2/15 University Closed
Semester Break	Sunday - Sunday 3/20-27 No Classes Scheduled
Good Friday/Easter	Friday - Sunday 3/25-27 No Classes Scheduled
Passover (Eve)	Friday 4/22 No Evening Classes Scheduled
First Day of Passover	Saturday 4/23 No Classes Scheduled
Undergraduate Study Day	Tuesday 5/3 No Undergrad Day Classes Scheduled
Spring Semester Ends	Wednesday 5/11

## Ways to Get Involved

Pace encourages parents and families to visit their student during their time at Pace. Every year, we invite parents and families to participate in a number of campus activities that will help you better understand the Pace experience. We also urge parents and family members to sign up for the Parents Newsletter to stay informed about various events and news about the University. Listed below are a few volunteer opportunities and events for parents to become engaged with Pace:

- **Orientation:** Parents and families may participate in Orientation programs geared specifically toward them. We offer a parents and families program, as well as a youth and sibling program.
- **Move In Meet & Greet:** Every year, parents are encouraged to help students move into their dorms. During this event, parents get to meet each other and interface with each other.
- **Homecoming & Family Weekend:** Homecoming & Family Weekend is an annual Pace tradition. Join the festivities when alumni, students, families, faculty, staff, and friends get together for an event-filled weekend.
- **Regional Ambassadors:** Represent Pace and talk about your experience as a current parent alongside our enrollment team at college fairs, recruitment events, accepted student receptions, or preview weekends.
- **Commencement:** Celebrate with our graduating class every year as they earn their Pace degree.
- **Parents Council:** The Pace Parents Council is the volunteer structure within Pace University that will engage parents who are committed to the life and future development of the University. The Pace Parents Council will promote communication among parents, students, administrators, faculty and alumni, support and assist in campus events and projects designed to improve the quality of the college experience, and partner with the College in recruitment of prospective students and fundraising efforts. The Pace Parents Council will meet on each campus 2-3 times per year.
- **Make a gift.** Many Pace University students receive some form of financial aid. In addition, tuition only covers a portion of the cost of an education at Pace. Support from parents, alumni, faculty, and staff ensures that your student - as well as future Pace students - will receive the professional preparation and skills needed to succeed. Through your generosity students are able to participate in extracurricular activities, find key internships, use new technologies, gain valuable leadership skills, and so much more. By making a gift to Pace, you set an example for the importance of giving back and help the university bring national and international recognition to our talented student body. With your gift, you can chose to recognize your student's achievements or key milestones, honor their favorite faculty member, or an administrator who helped along the way or celebrate their upcoming graduation. Additionally, when you make a gift, there is an opportunity for you to send a personal message to your student. You can make a gift to the Parents Fund by clicking [here](#).



## Frequently Asked Questions (FAQs)

### ▪ Academics & Admission

- What are the dates for the semester?
  - Please click [here](#) for our academic calendar.
- What is the average class size for students?
  - 18 students
- What is the student to professor ratio?
  - The student to professor ratio is 14:1.
- How do students register for classes?
  - They can register online 7 days a week, 24-hours a day through the MyPace Portal once they are eligible to do so. They are also able to view their registration dates and times under the "Registration Status" section of the My Pace Portal. This information will be available approximately a week prior to the opening of semester registration. You can find more information on the Office of Student Assistance [website](#).
- Do you provide tutors or a tutoring service?
  - Free tutoring is available both in person and online for specific subject areas and no appointment is necessary. For more information, visit the Tutoring Center [here](#) or the Writing Center [website](#).
- What services are available to help students make a successful transition to college life?
  - The Center for Academic Excellence is the comprehensive academic support network at Pace University that can guide students through their academic and social transitions to college while helping them move forward to graduation. For more information, please click [here](#).
- Do you provide counseling services?
  - Yes. The professional staff at the Counseling Center at Pace University is available to assist students, staff, and faculty in the resolution of these problems. Through this process, people often gain increased awareness, independence, and effectiveness in the pursuit of personal goals. These services are available free of charge to members of the Pace community. You can find more information on their [website](#).

### ▪ Residence Life

- What items are not allowed in student rooms?
  - There is a list of items on the Residence Life website that can be found by clicking this link [here](#).
- Can a student get a single room in the residence halls?

- There are very few single rooms in Pace housing. Most are selected by upper-class students at Room Selection Process and first-year and transfer students aren't eligible for single rooms.
  - How are roommate assignments made?
    - Your student will be placed with a student who most closely matches the personal information you provided through [The Roommate Project](#). If your student doesn't indicate a roommate preference, we will work to him/her with a roommate but we cannot guarantee such a placement.
  - Can students have overnight guests?
    - Yes. Being a guest in Pace University's residence halls is a privilege not a right. Guests must present valid photo identification at the community desk prior to entering the building. For more information, please click [here](#).
  - What is the meal plan all about?
    - All resident students are required to purchase one of the supplemental meal plans. Plans are assigned based upon your earned academic credit hours or housing location. You can find more information [here](#).
- **Financial Aid & Money Matters**
  - What is the FAFSA federal school code for Pace University?
    - New York City Campus: 002791
    - Westchester Campus: 002792
    - White Plains Graduate Center: 002727
  - How do I apply for Financial Aid?
    - In order to receive federal or state aid, all students must complete the FAFSA [online](#).
  - How much does Pace cost?
    - The costs, as of 2015, are as follows for an undergraduate student:
      - NYC:
        - Tuition only: \$40,000
        - Tuition plus Room and Board: \$59,000
      - Westchester:
        - Tuition only: \$40,000
        - Tuition plus Room and Board: \$56,000
  - How do I view and pay my student's bill?
    - Your student will receive a bill online in their MyPace Portal and a paper bill will be mailed to their address on file. You can find more information about payments on the Office of Student Assistance [website](#).
  - Do you offer Academic Scholarships?
    - Yes. Please visit the Financial Aid [website](#) for more information.
  - How can a student apply for a scholarship at Pace?

- Once your student applies to Pace, they are automatically eligible for Pace scholarships. There are, however, additional scholarships available for students through our Endowed Scholarship Fund which can be found [here](#).
- **Safety and Security**
  - How safe is campus?
    - The primary responsibility of the Safety and Security Department is to ensure the safety and security of the students, faculty, staff and visitors of the University. There is a supervisor on duty at all times in addition to fixed and patrol assignments. You can find more information on the Safety and Security [website](#).
  - What security services are available?
    - Listed below are a few services provided by Pace security:
      - Cut and issue keys for doors and furniture.
      - Administers the University parking program, including issuing permits and enforcing regulations.
      - Jump-start vehicles with dead batteries and provides slim-jims to those who have locked themselves out of their cars.
      - Notifies members of the University community in the event of certain crimes.
  - What are the campus safety protocols in case of emergency?
    - Pace employs several different emergency protocols to assist the University community in handling emergencies. You can read each emergency protocol by clicking this [link](#).
- **Health and Wellness**
  - What kinds of resources and services does the Health and Wellness Center provide?
    - The Health and Wellness Center provides recreation centers, fitness rooms, and the University Health Care office. These services allow your student to exercise and get medical attention as necessary. You can find more information [here](#).
  - Who can I talk to if my student is having a problem?
    - The Counseling Center Staff is available to discuss any personal or emotional difficulties in complete confidentiality. Services include individual and group counseling and range from counseling for personal and professional problems to crisis intervention. You can find more information on the Counseling Center's [website](#).
  - What is the campus alcohol policy?
    - Pace University has a strong commitment to a healthy and safe environment for all members of the University community. It is the policy of the University that the unlawful use, possession, sale, distribution, or

manufacture of controlled substances and alcohol on University property or at University sponsored programs and activities are prohibited. You can find the full Drug and Alcohol Policy [here](#).

- Are students required to have health insurance?
  - All full-time undergraduate and graduate domestic and international students must have health insurance. These students will automatically be enrolled on the school accident/sickness plan when they register. You may waive the school's insurance if you provide comparable proof of coverage. You can learn about health insurance and waivers [here](#).
- Where is the nearest hospital?
  - For NYC, the nearest hospital is New York-Presbyterian Lower Manhattan Hospital. The address is 170 William Street, New York, NY 10038.
  - For Westchester, the nearest hospital is Phelps Memorial Hospital Center. The address is Route 9 at Route 117, Sleepy Hollow, NY 10591.
- **Career Services**
  - Who can help with career planning?
    - The staff at Career Services will be able to help your student with career planning. Career preparation is an extremely important part of the Pace experience and is instrumental in helping your student chart their course from freshman to senior year and beyond! You can find more information about Career Services [here](#).
  - What resources are available for student and graduates seeking jobs?
    - The Career Services department offers practice interviews, career fairs, and career advising for all students here at Pace. This department will help prepare your student to enter the workforce with the necessary skills to succeed.
  - After graduation, what is the career placement rate?
    - You can find more information about career placement rates on the Career Services [website](#).
- **News and Contact Information**
  - Who should I contact to notify of a family emergency that affects my student?
    - In such cases, you may contact the Dean for Students Office during the regular work day or the Evening Administrator, after 4:00 p.m. See sections Dean for Students Office and Evening Administrator/Information Centers for contact numbers by visiting [here](#) and [here](#).
  - Where should I send mail to my student?
    - You can send your mail to your student on campus by following the examples listed at the Mail Services [website](#).
- **Student Activities**

- What activities are there on campus?
  - There are plenty of activities for your student to participate in. They range from student leadership, concerts/events, Greek life, athletics, and intramurals. You can find more information [here](#).
- What types of organizations are there on campus?
  - The types of organizations on campus range from business/professional, academic/college interest, cultural/social/religious, media/entertainment, and student governance. More information can be found on the Student Development and Campus Activities [website](#).
- Are there any athletic/sporting events?
  - Pace University offers a wide range of athletics and intramurals for Pace students to participate and enjoy. You can find more information and events regarding Pace athletics on their [website](#).

## **University Policy & Principles of Conduct**

The University reserves the right, at its sole discretion and with or without prior notice, to promulgate new academic and nonacademic rules, policies and practices, as well as to amend or rescind existing academic and nonacademic rules, policies and practices. By applying for enrollment and by enrolling each applicant and enrolled student, respectively, agrees to be bound by all of the University's rules, policies, practices, including, without limitation, the Guiding Principles of Conduct. Applicants and enrolled students who fail to comply with the University's rules, policies and practices are subject to discipline that may include, but is not limited to, denial of admission, denial of academic credits or a degree, suspension and/or dismissal from the University.

### **University Non-Discrimination Statement**

The University is strongly committed to maintaining working and learning atmosphere that is free from unlawful discrimination, harassment and retaliation. The University is also an equal opportunity employer that is strongly committed to making all personnel decisions without regard to actual or perceived sex, gender or gender identity; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation or affectional status; genetic predisposition or carrier status; military or veteran status; status as a victim of domestic violence, sex offenses or stalking; or any other characteristic protected by law federal, state or local law, rule or regulation.

All University employees, supervisors, administrators, officials, faculty members, students, and applicants, as well as everyone with whom the University does business (e.g., outside vendors, consultants, contractors) are prohibited from engaging in unlawful discrimination and/or harassment based on any of these protected characteristics.

### **Academic Integrity**

Students are required to be honest and ethical in satisfying their academic assignments and requirements. Academic integrity requires that, except as may be authorized by the instructor, a student must demonstrate independent intellectual and academic achievements. Therefore, when a student uses or relies upon an idea or material obtained from another source, proper credit or attribution must be given. A failure to give credit or attribution to ideas or material obtained from an outside source is plagiarism. Plagiarism is strictly forbidden. Every student is responsible for giving the proper credit or attribution for any quotation, idea, data, or other material obtained from another source that is presented (whether orally or in writing) in the student's papers, reports, submissions, examinations, presentations and the like.

Individual schools and programs may have adopted additional standards of academic integrity. Therefore, students are responsible for familiarizing themselves with the academic integrity policies of the University as well as of the individual schools and programs in which they are enrolled. A student who fails to comply with the standards of academic integrity is subject to disciplinary actions such as, but not limited to, a reduction in the grade for the assignment or the

course, a failing grade in the assignment or the course, suspension and/or dismissal from the University.

### **Guiding Principles of Conduct**

The primary functions of an institution of higher learning are teaching, learning, scholarship and service. Each member of the University community is required to cooperate with the University in its endeavors to foster and maintain the freedom of expression and exchange of ideas necessary to achieve excellence in teaching, learning, scholarship and service. The University strives to protect the rights of its students and employees (including faculty members) to publicize opinions through written and oral communications; to organize and join political associations; to convene and conduct meetings; and to advocate, demonstrate and picket in an orderly fashion. Further, members of the University community are responsible for fostering and maintaining respect for the dignity and uniqueness of one another.

In order to preserve an atmosphere in which a free exchange of ideas may flourish, and to ensure the dignity and safety of all members of the University community as well as the unimpeded operation of the University (and as required by federal, state and local laws including, without limitation, N.Y. Educ. Law § 6430), the University has adopted the Guiding Principles of Conduct.

The Guiding Principles of Conduct applies to all members of the University community including, among others, employees, faculty members, students, applicants for academic admission and employment, visitors, guests, vendors, contractors, and other third parties while they are on University premises or at University-sponsored activities. References to “University premises” in these Guiding Principles of Conduct apply to premises either owned or leased by the University.

Any member of the University community who violates the University’s rules, policies or practices, including, among others, the Guiding Principles of Conduct, may be subject to disciplinary action (including without limitation immediate ejection from University premises and/or University-sponsored events) and/or to legal actions. Similarly, any recognized club or organization that violates its constitution and/or by-laws, or authorizes conduct prohibited by the University’s rules, policies or practices may be subject to disciplinary action (including without limitation rescission of approval for that club or organization to operate on University premises or at University-sponsored events, whether on or off University premises). As may be necessary, the University may request the assistance of law enforcement agencies to maintain order and/or may seek injunctive relief.

## **Pace University Family Educational Rights and Privacy (FERPA) Policy**

The Family Educational Rights and Privacy Act (“FERPA”) is a federal law designed to protect the privacy of a student’s education records, establish a student’s right to access and review his or her education records, provide guidelines for the correction of inaccurate and misleading information that may be contained in those education records, and create a right to file complaints about alleged FERPA violations with the Department of Education.

Once a student reaches 18 years of age or attends a postsecondary institution, the rights created by FERPA transfer from the student’s parents to the student. These rights include:

- The right to have access to and review his or her education records maintained by the postsecondary institution.
- The right to seek amendment of his or her education records that contain inaccurate and misleading information.
- The right to limit the disclosure of personally identifiable information in his or her education record.
- The right to file a complaint about alleged FERPA violations with the Family Policy Compliance Office of the Department of Education.

FERPA protects personally identifiable information in a student’s education records. Education records are defined under FERPA as those records, files, data, video and audio tapes, handwritten notes and other material that contain information that is directly related to a student and maintained by Pace University or a party acting for the University. There are exceptions, however, to the definition of education records. For example, the term education record does not include:

- Records kept in the sole possession of the maker, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the records
- Records of the Safety and Security Department of the University.
- Records relating to a student’s employment with the University.
- Records maintained by a physician, psychiatrist, psychologist, and other health care professionals in connection with treatment of a student.
- Records created or received by the University after a student is no longer in attendance and that are not directly related to the student’s attendance at the University.
- Grades on peer-graded papers before they are collected and recorded by the instructor.

Personally identifiable information includes, but is not limited to:

- The student’s name.
- The name of the student’s parents or other family members.
- The address of the student or the student’s family.
- The student’s social security number or student identification number.
- Other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name.
- Any information that alone, or in combination with other information, is linkable to a specific student that would allow a reasonable person who does not have knowledge of the relevant circumstances to identify the student with reasonable certainty.