IMPORTANT NOTICE TO CANDIDATES FOR GRADUATION
DECEMBER 2009

Dear Prospective Graduate,

Our records indicate that you are a candidate for December 2009 graduation. There are some important information that we need to share with you and ask for your attention to the dates and deadlines.

Graduation Eligibility:
Candidates for graduation must fulfill all academic obligations on or before Friday, January 8, 2010 in order to remain eligible for December 2009 graduation. If all academic requirements have not been met by this date, you will be deemed ineligible and placed on the list of candidates for graduation in May 2010.

THE OFFICIAL GRADUATION DATE THAT APPEARS ON THE DIPLOMA IS December 23, 2009

Diploma Distribution:
Students who have completed all academic requirements; have all grades submitted; have NO OUTSTANDING HOLDS such as, but not limited to, Collections, OSA - Financial Aid, Health Care Unit, Library, and/or OSA - Student Accounts, may pick up their diploma beginning Monday, February 8, 2010, from 9:00 a.m. to 5:00 p.m., Monday through Friday.

New York Campus
Office of Student Assistance
Degree Audit & Transfer Credit
1 Pace Plaza, Ground Floor

Pleasantville Campus
Office of Student Assistance
Graduation Office
Administrative Center, Lobby

White Plains Campus
Office of Student Assistance
1 Martine Avenue
2nd Floor, Room 215

Proof of identity is required (official photo ID) to pick up diplomas. If someone else will be picking up your diploma, a written request bearing your signature is necessary. Your designee must present proof of identity (official photo ID).

Beginning Tuesday, February 23, 2010, diplomas will be mailed to students who have not picked up their diploma and have no "HOLDS." Diplomas will be mailed to the mailing address on file with the University. Please be advised we cannot mail to a P.O. Box. If there is a change of address, please contact the degree audit staff prior to February 23, 2010 to update your mailing address. Change requests must be submitted in writing.

Students with HOLDS will be considered graduated. However, diplomas, transcripts and student information cannot be released until clearance is obtained from the appropriate office(s). Students must present clearance slips when picking up their diploma.

Please note: Holds placed on your record can be viewed through the MyPace portal.

Any student requiring proof of graduation prior to the release of diplomas may contact the Office of Student Assistance (OSA) on their home campus. No verification will be issued if any HOLD exists. Graduation confirmation cannot be issued before December 23, 2009. Please allow seven business days for the processing of requests.

(OVER)
Inquiries regarding degree completion can be directed to the following offices:

OSA Graduation Office – PLV  (914) 773-3668
Office of Student Assistance – WP  (914) 422-4044
OSA Degree Audit and Transfer Credits Services – NYC  (212) 346-1910

Inquiries regarding all HOLDS may be directed to the following areas on your home campus:

### Pleasantville Campus:
- OSA Student Accounts – (914) 773-3741
- OSA Financial Aid – (914) 773-3751
- Health Care Unit – (914) 773-3760
- Library – (914) 773-3380

### White Plains Campus:
- Office of Student Assistance – (914) 422-4044
- OSA Student Accounts – (914) 422-4032
- OSA Financial Aid – (914) 422-4050
- Health Care Unit – (914) 773-3760
- Library – (914) 422-4384

### New York City Campus:
- OSA Student Accounts – (212) 346-1315
- OSA Financial Aid – (212) 346-1300
- Health Care Unit – (212) 346-1600
- Library – (212) 346-1332

### All Campuses:
- Collections Office – (914) 923-2858

### E-Mail Address Update for Graduates

As you transition from Pace student to alumnus/a, it is important for Pace to keep in touch with you, and for you to stay connected to your classmates, especially via e-mail. Please take a few minutes now to visit our online address validation form at [http://www.pace.edu/keepmecurrent](http://www.pace.edu/keepmecurrent). Once there, login using your Student ID and PIN # then select “Change of Address”. Update your mailing address if you will be relocating after graduation, and provide your Personal E-Mail Address, if you have one. Remember, your Pace-assigned e-mail address will expire as soon as you graduate: so updating your personal e-mail address keeps the e-communication lines open.

Your personal e-mail address will also be included in your online directory profile for other alumni to see in the Pace Alumni Online Community (OLC), at [http://www.pace.edu/alumni](http://www.pace.edu/alumni). You fully control your online profile in the OLC, a free and secure service offered exclusively to Pace alumni.

Look for details from the Office of Alumni Relations.

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Best wishes to all candidates of the Class of December 2009!

From,

OSA Degree Audit Staff