Orientation and Registration

Welcome to Pace University! We are excited that you will be joining our community for the fall 2014 semester. This brochure contains important information you will need to get started. Orientation is designed to give you an introduction to the University and prepare you for your first semester of classes. At Orientation you will receive a temporary Pace ID card so that you will have what you need to be an official member of the Pace Community.

Advisement Sessions
At Orientation, you will meet your academic adviser and begin to develop one of the most important relationships you will have at Pace. Students who have chosen a major will meet with professional advisers and faculty members from the college or school in which their intended major is offered. Students who are still deciding on a major will meet with professional advisers who will help them use their interests to explore the many possibilities at Pace.

Registration
After working with your adviser, you will select and register for classes. You will receive your Pace University e-mail address and be introduced to the MyPace Portal website. Once you activate your account, you will register for classes online and get your class schedule for the upcoming semester.

Campus Tours
Getting to know Pace is vital to making a successful start, so you will also have the opportunity to tour the New York City Campus with a current Pace student and receive information about the many opportunities that make a Pace education so rewarding.

Information Fair
At Orientation, there will be an information fair so you can learn about the wide range of opportunities and resources available to you at Pace. Speak with our staff and learn about student organizations, campus leadership opportunities, internship positions, and studying abroad. You can also get information on housing and financial aid and have your University ID picture taken.

Placement Testing
Pace University requires mandatory placement testing in writing and math for all new students. Exemption is based on the review of the math and English courses transferred from other universities. If you are required to take a placement test, you will receive a letter from the Office of Undergraduate Admission indicating the required tests. Please make sure that you take all required placement tests prior to Orientation because the results will be used to help you select your fall courses. If you are unsure whether you are required to take a placement test, or want to sign up for a needed placement test, please contact the Center for Academic Excellence (CAE) at (212) 346-1386. Details on placement testing for those students with transfer credits will be sent to you once we receive your tuition deposit.

Transfer students with two or more years of high school study in Spanish, French, Russian, Chinese, or Italian who are not transferring in college credit for any of those languages and who wish to resume their study of the same language in the coming semester will need to take a Modern Languages Placement Exam to ensure placement at the appropriate level. This is an online exam you can take prior to arriving for Orientation. For further information visit www.pace.edu/placementtesting or call the CAE at (212) 346-1386.

Sign Up for Orientation and Registration
It is important that we know of your intention to attend Orientation and Registration. RSVP by visiting www.pace.edu/orientation. Students who attend without an RSVP may not receive an updated Transfer Credit Evaluation, which can impact their ability to register for classes. If you are having difficulty signing up, please contact the Student Development and Campus Activities at (212) 346-1590.

There is a $40 Orientation fee that must be paid when you register online. If you are registering via phone, you must bring with you to Orientation a $40 check payable to Pace University. We recommend you register quickly because seats are awarded on a first-come first-served basis.

Math Placement Tests will be given at Pace on the following dates listed:
- Monday, June 16 9:00 a.m.
- Monday, July 14 9:00 a.m.
- Monday, August 4 5:30 p.m.
- Monday, August 25 9:00 a.m.

Please report to the Lobby or One Pace Plaza.

Students needing a Writing Placement Test (English) can access our online remote Writing Placement Test by visiting www.pace.edu/placementtesting.

Orientation/Registration sessions will be held on the following dates:
- Tuesday, June 17 9:45 a.m.–3:30 p.m. (optional campus tour at 8:45 a.m.)
- Tuesday, July 15 9:45 a.m.–3:30 p.m. (optional campus tour at 8:45 a.m.)
- Wednesday, August 6 2:45 p.m.–8:30 p.m. (optional campus tour at 2:00 p.m.)
- Tuesday, August 26 9:45 a.m.–3:30 p.m. (optional campus tour at 8:45 a.m.)

Register at www.pace.edu/orientation.
International Transfer Students

International Transfer Students should register for the August 26, 2014 Transfer Orientation. Also, all international students on an F-1 or J-1 visa who are new to Pace University must attend a Mandatory International Immigration Information Session. This event will provide you with critical information about being an international student in the United States and life in New York City. Above all, you will have the opportunity to ask questions about the college experience so that you begin the semester prepared for success. This event is scheduled for Wednesday, August 27, 2014, from 8:30 a.m. to 5:00 p.m. (check in is at One Pace Plaza).

Bringing a Guest

You should plan on being at Pace for a good part of the day. Guests are welcome to accompany you to campus and to have lunch or refreshments with you, but advisement and registration sessions are restricted to students. While students are working with advisers, family or friends can attend an informal information session hosted by the Dean for Students. The session is designed to address issues such as academic expectations, advising, support services, and financial aid. Guests are also encouraged to explore the city. There is a $25 fee for your guest to attend.

Arrival Instructions

Upon arrival for both Orientation and Placement Testing (if required), please report to the front lobby of One Pace Plaza. Staff will greet you, provide you with a temporary ID, and direct you to check-in. IDs must be worn at all times while you are on campus.

Out-of-Area Students

A listing of local hotels is available for family members who would like to stay overnight. Please contact the Student Development Office at (212) 346-1590 for more information.

The Transfer Credit Evaluation Process

Transfer Credit Evaluation

A Transfer Credit Evaluation was sent to you shortly after your admission to Pace. Courses you completed at a regionally accredited college or university and for which you earned a grade of “C” or higher are eligible for transfer credit if they satisfy coursework requirements for your major and degree. Courses completed after admission will be considered for credit upon submission of updated transcripts to the Office of Undergraduate Admission (please ensure their receipt prior to your orientation session.)

Residency Requirements

A maximum of 96 credits may be transferred to Pace University from a baccalaureate program at an accredited four-year institution. A maximum of 68 credits may be transferred from two-year colleges. Additionally, at least 50 percent of the credits required to complete a major at Pace must be earned at Pace. Credits that exceed Pace University residency requirements for your declared major will not be transferred. Students who have not yet declared a major will have their credits applied towards University Core Curriculum. Credits toward free electives and major course requirements will not be applied until a major is declared.

Course Evaluation

Individual courses that may be applied toward University core and major requirements are evaluated by the chairperson of the relevant academic department. This evaluation process typically takes two to three weeks. Occasionally, a course syllabus is required and is noted as “Submit Syllabus” on the Transfer Credit Evaluation. You should provide these documents as soon as possible to expedite the course evaluation process. Should additional courses be accepted for credit, an updated credit evaluation will be sent to you.

What to Bring with You

Students will sometimes need to attend Registration before their Transfer Credit Evaluation has been completed. This may be the case if Pace has not yet received the final course grades for courses you are currently completing or have just recently completed, or if the Office of Undergraduate Admission has asked you to submit additional information about a course or courses in order to fully evaluate the transfer of credit to Pace. We ask that you bring the following with you to Orientation and Registration:

- Unofficial copies of all transcripts from colleges you have attended, with grades, if available
- Course descriptions for any credits still pending (as indicated on your Transfer Credit Evaluation)

Questions?

Please contact the admission representative who completed your Transfer Credit Evaluation. All counselors can be reached at (212) 346-1323.

Register at www.pace.edu/orientation.
Housing
Pace University’s unique housing options offer you a variety of living arrangements. Pace University makes every effort to accommodate all students who wish to live in campus housing. However, at both our New York City and Pleasantville/Briarcliff locations, space is limited. We advise you to apply for housing as early as possible; priority is given to students living outside a 50-mile radius of campus. If you have any questions, please call the Office of Housing and Residential Life at (212) 346-1295.

Tuition
For information on tuition payments and payment deadlines, please contact the Office of Student Assistance (OSA) at (877) OSA-1830.

Financial Aid
If you have filed your 2014–2015 FAFSA form, you should receive your Student Aid Report (SAR) in the mail. Upon receipt of your SAR, please review and make any necessary corrections. If you have not applied yet, mail the FAFSA form directly to the federal processing center. Expect four to six weeks for processing. You can also file online at www.fafsa.ed.gov. Expect two to four weeks for processing, and be sure to print the signature page, complete it, and mail it to the federal processor. Fill out page six of the FAFSA form to include Pace’s school code. The New York City Campus code is 002791.

Directions to Pace University
The New York City Campus is an intellectual and cultural focal point for one of New York's most dynamic and revitalized areas. For directions to Campus, please visit: www.pace.edu/directions.

Important Telephone Numbers

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<tr>
<td>Bookstore</td>
<td>(212) 346-1605</td>
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<td>Office of Student Assistance</td>
<td>(877) OSA-1830</td>
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<td>Center for Academic Excellence</td>
<td>(212) 346-1386</td>
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<td>Dean for Students</td>
<td>(212) 346-1306</td>
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<td>Financial Aid</td>
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<td>Housing and Residential Life</td>
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<td>Student Development and Campus Activities</td>
<td>(212) 346-1590</td>
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<td>Testing and Disability Accommodation</td>
<td>(212) 346-1526</td>
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<tr>
<td>Undergraduate Admission</td>
<td>(212) 346-1323</td>
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If you are in need of other services, but are not sure who to contact, call (866) 722-3338.

www.pace.edu/orientation