



Date: Thursday, January 26, 2017
To: Pace Undergraduate Students
From: Uday Sukhatme, ScD, Provost
Subject: Tips to help you succeed at Pace - Your success is our success!

Welcome to the Spring 2017 Semester! Let me start by saying that I want each and every one of you to have a successful semester. With that goal in mind, the provost's office has compiled a list of suggestions, links and contact numbers that will improve your academic performance and put you on the [Pace Path](#) to success. I wish you a productive semester!



Assessment of Academic Progress: You can easily keep track of your progress by logging into your portal and making use of [Starfish](#) and DegreeWorks. These tools will help you Finish in Four!

Attendance: Regular class attendance is a critical factor in student success. It enables you to engage intellectually with the material, fellow students, and the professor; provides opportunities for participation; and increases the likelihood of higher grades on examinations and projects.

Deadlines: Whether for homework, presentations, reports or examinations, it is essential to meet established course deadlines. If you anticipate or encounter a problem, contact your professor immediately. Often, with his or her assistance, problems are quickly resolvable.

Participation: There is a very real difference between physical attendance and mental attendance in class. The more you prepare for and participate in a class, the more you enjoy the course and will reap benefits like solid letters of recommendation for professional schools, jobs, or internships.

Communication/Emails: You should check your Pace email accounts, which are attached to Blackboard, at least every day. If you would like to forward Pace emails to your personal account (e.g., Gmail, Yahoo, etc.), please go to <https://adam.pace.edu/> and go to Email Forwarding. Your professors will be sending you important information and reminders through your Pace account.

Cell Phone Usage: Technology in the classroom is a wonderful tool, but not if it's distracting. If you are texting, searching the web, or on social media, you are not able to be fully present in your studies.

Punctuality: Respect our shared learning space and out of courtesy to your classmates, please make every effort to reach your class on time. Often general announcements are made at the beginning of the class. In the very rare occurrence that you are late, enter and take a seat quietly.

Intellectual Honesty: At Pace, we highly value trust and personal integrity. We expect the highest ethical standards from **all** members of our community in the classroom, as this applies to examinations, reports and presentations. We trust that the work a student is submitting is his or her own. When it is not, you should cite the source. If you are ever uncertain whether you need to acknowledge someone else's work, please speak with your professor or consult with the [Writing Center](#) or the [Pace Library](#).

Final Examinations: If your course has a final exam, it is scheduled for the last class of each course. If your course does not have a final exam, that time will be used for a lecture, review, student presentation, etc. Please refer to the calendar for information regarding the first day of class, the last day of class, the last day of instructional class and the final exam date. **Please confirm final examination information with the instructor of each class.** For more information see the [2016-2017 Academic Calendar](#).

Reporting Class Issues: Please report any class issues to the department chair and your advisor. In particular, the absence of an instructor 15 minutes from the start of class time should be reported.

Syllabi: Syllabi are required for all courses and you should expect to have the following information available: professor contact information, description of topics covered, expectations to assess each student's performance, student learning outcomes, and the University disability policy. The syllabus should describe the basis for assigning final course grades. Most professors routinely upload their syllabus to [Blackboard](#).

Academic Expectations: In order to do well in class, you are expected to study about 3 additional hours per week for every registered credit hour. Please take advantage of the resources available to you such as faculty office hours, the Tutoring Center, Writing Center and Library. For any help with accommodations for your courses, please contact the Office of Disability Services at (212) 346-1526 in New York City or (914) 773-3710 in Westchester.

Resources and for more information:

[Academic and Related Support Services](#)

[Career Services](#)

[Center for Academic Excellence](#)

[Counseling Center](#)

[Housing and Residential Life](#)

[LGBTQA and Social Justice Center](#)

[Library Services](#)

[Office of Multicultural Affairs](#)

[Office of Prestigious Fellowships and Awards](#)

[Office of Student Assistance](#)

[Pace Top 100 Scholars](#)

[Pace University Statement on Self-care](#)

[NYC | PLV Office of Student Development and Campus Activities \(SDACA\)](#)

[Student Handbook](#)

[Tutoring Center](#)

[University Calendar](#)

[Writing Center](#)

Advising: Your advisor plays a key role in your academic planning and success, so please do not hesitate to reach out on a regular basis with any questions you have or guidance you need! If you do not know who your advisor is, please consult **Degree Works** or access your “Success Network” through **Starfish**. You may also follow up with one of the schools listed in the chart below or email Whoismyadvisor@pace.edu. For more information, visit [Advising Central](#).

Advising Office Contact Information		
School or Program	NYC	PLV
CAP	(212) 346-1997	(914) 773-3682
College of Health Professions	(212) 618-6006	(914) 773-3347
Dyson	(212) 346-1518	(914) 773-3781
Exploring/Undecided Students	(212) 346-1386	(914) 773-3847
First Year Experience	(212) 346-1386	(914) 773-3756
Honors	(212) 346-1697	(914) 773-3848
Lubin	(212) 618-6550	(914) 773-3531
School of Education	(212) 346-1512 or (212) 346-1338	(914) 773-3571
Seidenberg	(212) 346-1017	(914) 773-3662

If you have any questions or comments, please contact Assistant Vice President of Undergraduate Education Sue Maxam, EdD, at: success@pace.edu.

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