

PACE UNIVERSITY

Student Handbook

The English Language Institute



2017-2018

WWW.PACE.EDU/ELI

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Chapter 1: About the English Language Institute

The ELI Mission Statement

1. To prepare foreign-born students to function successfully in American colleges and university by providing a multi-level, intensive (18 hours/wk) program of instruction in the English Language and American academic culture. In so doing, the English Language Institute enables the University to recruit both international students and residents who are academically qualified but need to improve their English before enrolling in credit courses full time.
2. To provide comprehensive English instruction to foreign-born visitors and residents of the community who want to improve their English but are not necessarily interested in getting a degree at Pace or another institution.
3. To provide customized ESL programming for special groups, corporations and grant-funded programs.



ELI Staff



Brian Hickey

Director of English for Professionals and International Partnerships

For the past 35 years, Brian has been involved in ESL teaching, administration, and professional activities. He has taught ESL in the United States and Japan and served as Academic Coordinator and Director of intensive English programs at the University of Georgia and Manhattanville College. More recently, Brian has held several positions in the Pace University English Language Institute (ELI), including instructor, academic advisor, Assistant Director of ELI Westchester, and University Director of ELI. In addition, Brian served for four years as Regions Coordinator and NYC Region Chair on the New York State (NYS) TESOL Executive Board and two years as Vice President for Standards at the American Association of Intensive English Programs (AAIEP), now EnglishUSA. He holds a B.A. in German from Fairfield University, an M.A. in German from New York University, and an M.A. in TESOL from Teachers College, Columbia University. Brian enjoys gardening, music, sports, traveling, and learning languages. He speaks German, a little Dutch, French, Japanese, and Spanish, and is currently studying Mandarin. bhickey@pace.edu



Lisa Kraft

Director of Academics and Recruitment

Lisa manages academic development and recruitment efforts for the New York City and Westchester campuses. She holds a Master of Arts in TESOL from Teachers College, Columbia University and a Bachelor of Arts in Political Science from University at Albany-SUNY. Lisa has served on several professional boards including NAFSA Region X, EnglishUSA, and NYSTESOL and has presented at TESOL, EnglishUSA, NYSTESOL, NAFSA Region X and AIRC conferences. Her 25 years in the field has taken her to teaching positions in South Korea, Turkey, and the United States. She loves to travel, read and enjoy time with family. lkraft@pace.edu



Daniel A. Lenkowsky

Assistant Director of Admissions & Student Life

Daniel is one of the first ELI staff members that students meet when joining our New York City program. He has been working with adult and international students at Pace University since 2004. A Pace University alumnus himself, Daniel spent time during his undergraduate studies overseas conducting research in Peru and Poland on access to mental health care in prisons. He oversees the Admissions process to the ELI, is the main contact for F-1 Student visa holders, and runs the Student Life activities program which includes a volunteer English Conversation Partner program. He holds dual B.A. degrees in Psychology & Criminal Justice from Pace University, and an M.A. and Ph.D. in Clinical Psychology from Teachers College, Columbia University. Daniel loves volunteering, scary movies, and traveling.

dlenkowsky@pace.edu



Alison Wofford

Associate Director of Academics

Alison has been an ESL professional for more than 20 years, having taught in Italy, Zimbabwe and the United States. Alison develops curricula and assessments for the program, supervises the instructional team, serves as an academic advisor to ELI students, and teaches various courses in the program. She holds an M.A. in TESOL from the New School, a B.A. in English Literature from Gettysburg College, and Cambridge CELTA certification. She has presented on the use of corpora in the classroom, technology-driven ESL instruction, academic challenges for Chinese university students, and critical thinking in ESL pedagogy. Alison loves cooking, traveling, music, film, and learning languages. She speaks Italian, French, and Ndebele and is currently studying German. awofford@pace.edu



Patrick Russell

Staff Instructor

Patrick began his teaching career in Taipei, Taiwan where he taught English as a Foreign Language after graduating with a BFA from the University of Kansas. After Taiwan, he moved to New York City, obtained an MA in TESOL from the New School and has continued to teach English as a Second Language to people from around the globe. He is passionate about providing students with lessons centered around language-learning strategies that incorporate real world material (videos, reading texts, photos, corpus websites, etc.). He has given numerous presentations on this topic at various TESOL and teacher training conferences. Patrick works full-time at Pace as an ESL instructor and academic advisor while also helping to develop ELI's curricula and assessments. Outside of work, Patrick loves riding his bike around NYC, taking photographs, going to concerts, seeing art and eating pizza. prussell@pace.edu



Leah Braithwaite
Program Coordinator

Leah proudly joined the ELI Team in 2016 as the Program Coordinator after achieving a B.A. degree in English World Literature from Marymount Manhattan College in New York City. She further champions for the success of international students through the English for Professionals Program, assisting Program Director Brian Hickey. Outside of the office, Leah can be found rapidly flipping

through classic and contemporary literature, jet setting to exotic destinations, and catching up with close friends and family. lbraithwaite@pace.edu

Student Assistants

Lan Pang
Nicholas Flores

Our student assistants can help with registration, letter request forms and answer general questions students may have about our program. The student assistants are studying in Pace degree programs, so they can explain what life is like as an undergraduate or graduate student at Pace. All of our assistants are multi-lingual: Lan speaks Chinese and Korean, and Nicholas speaks Spanish!

eli@pace.edu

ELI Instructors



Rabab Ahmed
Instructor

Rabab is originally from Bangladesh, but she has been living in the US for most of her life. She has been teaching ESL for more than 10 years in various capacities. Rabab received her BA in English from Stony Brook University, MA in English from Rutgers University, and CELTA from Teaching House. Aside from teaching ESL and discovering new cultures through her students, she loves to spend her time writing and reading fiction. Her other favorite activities include running, visiting beach locations, discovering new music, and spending time with her two fat cats. rahmed@pace.edu



Joyce Bloom
Instructor

Joyce has taught at the Pace University ELI for the last 15 years and has also taught communication skills, negotiating, group dynamics, general business, interviewing skills and conflict solving at NYU, Berkeley College, and Rennert International among others. She holds a B. A. in Liberal Arts from Brooklyn College and an M.A. in TESOL from NYU. Over the course of her careers in International Shipping and TESOL she has been a public speaker on a variety of subjects and provided a host of private corporate, government and non-profit programs. With Mary Carpenter, she co-authored, *Beyond the Academic Box: TESOL Outside the Classroom* which was published in IDIOM. She is author of the fable, *All I Can See*, published in 2006 by Remez Press. jbloom@pace.edu



Nadia Green
Instructor

Nadia has been teaching ESL since 2006. She has taught culturally and linguistically diverse students in the United States, Canada, and Japan. Nadia has a B.A. in English Literature from Stony Brook University, a Cambridge CELTA, and an MA in TESOL from the University of Southern California, Rossier School of Education. Her academic interests include visual literacy, the role of discourse in the ESL classroom, intercultural education, and instructional technology. ngreen@pace.edu



Nicole Gunn
Instructor

Nicole received a BA in Political Science from Rutgers University and a MA in TESOL (Teaching English to Speakers of Other Languages) from Teachers College, Columbia University. She tutors and teaches English as a Second Language courses in speaking, listening, reading, vocabulary and business writing at Pace University. In addition, she gives workshops and tutors students individually in the Tools for Clear Speech Program at Baruch College. Prior to becoming a teacher, Nicole worked as a senior human resources professional for more than a decade, and she enjoys incorporating her business experience into her teaching when working with students to help them succeed. ncgunn@pace.edu



Marcella Massa
Instructor

Marcella has been an ESL professional for more than 9 years. She holds a B.S. in Arabic and Arab Studies from Georgetown University, a Cambridge CELTA certification, and an M.A. in TESOL from the New School. In her previous career, Marcella was a Graphic Artist and worked in Television covering current events and breaking news. She loves to watch old movies, ride her bike, and is learning to kayak. She also enjoys taking road trips. She speaks Italian, French, and Spanish. mmassa@pace.edu



Stephanie Moses
Instructor

Stephanie Moses has taught ESL for about 20 years, and has been an instructor at Pace since 2008. She received her B.A. in International Studies and Russian from Miami University of Ohio, an M.A. in Russian Linguistics from Ohio State, and an M.A. in Applied Linguistics from the University of Massachusetts in Boston. Stephanie loves learning languages and has studied Spanish, Russian, German, Polish and Chinese. Her hobbies include cooking, traveling, hiking, music and film. One of her favorite courses to teach at Pace is the American Culture through Film course, which allows her to share her love for movies and indulge in one of her favorite pastimes. smoses@pace.edu



Saada Muntasser
Instructor

Saada has been an ESL educator for more than 15 years, having taught in the Middle East and New York City. She holds a Cambridge TKT Certificate and an M.A. in Applied Linguistics from Columbia University; she also intends to complete a PhD in Second Language Studies. Saada has a great passion for language teaching and meeting students from different parts of the world. She is also fluent in numerous Arabic dialects such as Modern Standard Arabic. smuntasser@pace.edu



Susan Neri-Friedwald
Instructor

Susan has over 40 years experience in ESL instruction and development in the Institutional, Corporate, Government and Private sectors. She is proud to work at Pace University and CUNY, and is Founder of the Language Exchange and the New Behavior Institute. Susan earned her Bachelor's degree in ESL and her Master's degree in Mental Health. Her research interests include the psychology of learning, especially for second language learners. Susan has been written up in The New York Times, quoted in The Hartford Courant, University of Connecticut Health Center, The Standard, Southern Utah University Journal and Greater Northwest Medical Directory, among others, been on national radio and hosted her own radio show on Voice of America. Susan brings her extensive experience and expertise to stimulate her students to self-correction and motivation in an atmosphere of spontaneity and fun. She loves helping people understand the nature of learning, so they grow through joy and succeed. snerifriedwald@pace.edu



Rebecca Olerich
Instructor

Rebecca has been an ESL educator for over 20 years, first having taught in Poland as a Peace Corps Volunteer, and then later in Mexico, Sweden and the United States. She holds a B.A. in English and Latin from Iowa State University, an M.Ed. in Curriculum Development and an M.S. in Labor Relations--both from the University of Massachusetts at Amherst, and a recent M.A. in Liberal Studies with a focus on the history of Chinese and European science from the CUNY Graduate Center. Rebecca likes Renaissance literature, modern fiction, traveling, urban hiking, and biking. She speaks some Russian and Polish and reads Latin. She currently has begun studying Mandarin at the Confucian Institute at Pace. rolerich@pace.edu



Ken Raphael
Instructor

Ken started his professional career as an attorney. He practiced law for more than 25 years before finding his true calling as an ESL professional. He has taught in Switzerland, England, Germany and the United States. At Pace, Ken teaches courses in Academic Writing, Listening and Speaking, American Business Culture and English for Lawyers. He holds a B.A. in Political Science from the State University of

New York College at Oswego, a J.D. Degree from Brooklyn Law School, and a M.A. in Applied Linguistics and TESOL from the University of Leicester. Ken is also certified by Cambridge University as a qualified teacher of English as a Second Language. He has spoken about legal and Legal English matters at numerous seminars. In his spare time Ken enjoys photography, traveling and watching baseball. He also speaks French.

kraphael@pace.edu



Michael Roberts
Instructor

Prior to joining the staff at Pace University, Michael had been teaching English abroad since 2006. He holds an M.A. in TESOL from Georgetown University, a CELTA, and a B.A. in English and Spanish from Hampden-Sydney College. He has taught in Europe, Asia, and the Middle East to learners from all over the world. His research interests include task-based language teaching, needs assessment, language testing, and

program evaluation. mroberts3@pace.edu



Curt Tomao
Instructor

Curt, a native New Yorker, graduated from the Bronx High School of Science, and then got a BA in Economics (minor in German) from NYU, followed by an MA in TESOL from Hunter College. A tutor since high school and an ESL teacher since 1989, Curt has taught preschool to adults in various parts of New York City as well as in Richmond, Virginia. In addition to main English skills, he has specialized in

Pronunciation, Business English, Presentation Preparation and Reports. ctomao@pace.edu



Tara Vassallo
Instructor

Tara has been an instructor at the English Language Institute at Pace University since 2009. She holds a MS in TESOL, Ed. & Sp. Ed. from Touro College, and a BA in Linguistics & Italian from the University of Wisconsin. Her primary instructional focus has been in Academic Writing and Research in both the Pre-Undergraduate and the Graduate programs. In addition, she is also passionate about Vocabulary and Grammar and enjoys teaching these elective courses. At Pace University, she has facilitated TESOL teacher training workshops to visiting international faculty. Training modules have included, building fluency, integrating skills, multiple intelligences, and creating a student-centered learning environment. Tara has worked as an ELA and ESL instruction and curriculum consultant for Brown University and the NYC Department of Education. Early in her career, she taught new arrivals at Liberty HS in New York City. She has also been a language trainer since 2007 for business professionals and their families relocating to the US. Tara has lived, studied, and taught in Italy, Brazil, and Africa. tvassallo@pace.edu



Grace Walters
Instructor

Grace has taught at Pace University since 2008. She holds a BA from the University of South Dakota and an MA from New York University. She enjoys staying in touch with her students by email. gwalters@pace.edu



Jubi Williams
Instructor

Jubi has taught ESL for over 17 years. She has coordinated English Language programs for adult learners and professional development programs for teachers in Philadelphia. She has taught at Pace University's English Language Institute for 3 years. She has expertise in creating curriculum based on learners' lives and enjoys getting to know her students' interests. Jubi is also a certified personal trainer and likes helping people reach their fitness and health goals. jwilliams3@pace.edu

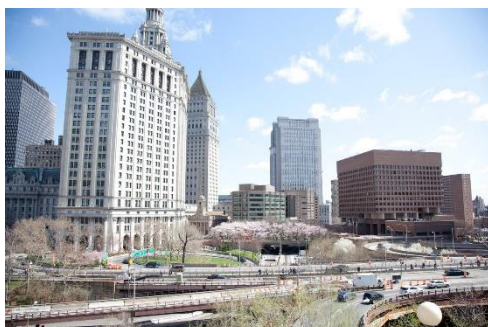


Judy Wong
Instructor

Judy serves as part of the ELI instructional team at Pace University in New York City. Also, she is an advisory board member of EFLtalks (an online English as a Foreign Language webinar group) and has been known to occasionally collaborate with her international colleagues in Armenia and Croatia. Judy holds a BS in Liberal Arts /Teaching Academics through the Arts and a MA in TESOL from the New School University. Judy is a native New Yorker who is a visual and performing artist as well as a writer. She loves cooking, New York history, science and learning languages. She grew up speaking American English, Ecuadorian Spanish and French as well as bits of Italian, German, Yiddish and Welsh.

jwong@pace.edu

Campuses / Directions to Campuses



New York City – Downtown Campus

One Pace Plaza
New York, NY 10038
(212) 346-1200

The New York City campus is impressive not only in its physical attributes, but as an intellectual and cultural focal point for one of New York City's most dynamic and revitalized areas. The interaction between campus and community benefits both. A [map of the New York city campus](#) and its surrounding location is available for download.

By Subway

Not all trains run at all times and subway schedules are subject to change. For current schedules, weekly service advisories, and maps, contact the Metropolitan Transportation Authority (MTA) at (718) 330-1234 or visit the [subway section of the MTA Web site](#).

- 2 and 3 -- Take 2 Local or 3 Express to either Park Place/Broadway (then walk east across City Hall Park to the campus) or to Broadway-Nassau St./Fulton St. Station (exit at Fulton and Nassau St. and walk 2 blocks north on Nassau St. to campus).
- A and C -- Take the A Express or C Local to Fulton St. Station. Exit at Fulton and Nassau St. and walk 2 blocks north on Nassau St. to campus.
- 4, 5, and 6 -- Take the 4 or 5 Express or 6 Local to the Brooklyn Bridge/City Hall Station (last stop on the 6). Take exit marked City Hall to street and walk south down Park Row to campus; or walk through underpass to exit marked Frankfort St. and exit to Pace Plaza and the campus.
- J and Z -- Take the J or Z Express to Fulton St. Station. Exit at Fulton and Nassau St. and walk 2 blocks north on Nassau St. to campus.
- N and R -- Take the W Local or the R Local to City Hall, then walk east across City Hall Park to campus.

For detailed directions by **car, bus, or train** (MetroNorth, Amtrak, Long Island Railroad, or New Jersey Transit), click [here](#).

New York City - Midtown Center

The Fred F. French Building
551 Fifth Ave. (between 45th and 46th St.)
Entrance on 8th floor
New York, NY 10176
(212) 346-1700

The Midtown Center is located at the beautiful and historic Fred F. French building on Fifth Ave., just blocks away from Grand Central Station and Times Square. This location hosts the Masters in Publishing degree program due to its proximity to major publishing houses. There is also a selection of weekday and evening classes and certificate programs.

By Subway

Not all trains run at all times and subway schedules are subject to change. For current schedules, contact the Metropolitan Transportation Authority (MTA) at (718) 330-1234 or visit the [subway service section of the MTA Web site](#).

- **1, 2, 3**-- Take the 1, 2 or the 3 trains to Times Square-42nd St./7th Ave. **Walk 3 blocks north to 45th St and 2 blocks east to 5th Ave.**
- **A, C, and E** -- Take the A Express or C and E Local to 42nd & 8th-Port Authority. (walk as directed above)
- **4, 5, and 6** -- Take the 4 or 5 Express, or 6 Local to the 42nd St-Grand Central Station and take the Shuttle (S) to Times Square (walk as directed above).
- **B and D** -- Take the B or D Express to 42nd St-Bryant Park & 6th Ave. (Ave. of the Americas). Walk 3 blocks north to 45th St and 1 block east to 5th Ave.
- **F** -- Take the F Local to 42nd & 6th Ave. (Ave. of the Americas). Walk 3 blocks north to 45th St and 1 block east to 5th Ave.
- **N, R, Q, and W** -- Take the Q or R Local, or the W Express to 49th & 7th Ave. Walk 3 blocks south to 46th St. and 2 blocks east to 5th Ave.
- **7** -- Take the 7 Local to 42nd & 5th Ave. Walk 3 blocks north to 45th St.

For detailed directions by **car, bus, or train** (MetroNorth, Amtrak, Long Island Railroad, or New Jersey Transit), click [here](#).



Westchester – Pleasantville Campus

861 Bedford Rd.
Pleasantville, NY 10570
(914) 773-3200

By Train

Take the Metro-North Railroad Harlem Line to Pleasantville Station. For schedule information, call Metro-North direct at 1-800-METRO-INFO or visit the [Metro-North Web site](#).

During the Fall and Spring academic semesters, connect to the Pace Shuttle Bus, which stops at Memorial Plaza at the southwest corner of the Pleasantville train station. The shuttle bus picks you up from the train station twice an hour at approximately 5 and 35 minutes after the hour (until 6:00 p.m.) and takes you to the campus, with stops at Miller, Wilcox and on mail runs, Castelton). Consult our schedule at www.pace.edu/transportation. Take the Bee-Line Bus #6 to the campus (see below).

For detailed directions by **car or bus**, click [here](#):

Westchester – School of Law, White Plains

78 N Broadway
White Plains, NY 10603

By Train

Take the Harlem Line of the Metro-North Railroad to the White Plains station. For schedule information, call Metro-North direct at 1-800-METRO-INFO or visit the [Metro-North Web site](#). From the White Plains Metro North Station you can do the following:

1. Take a taxi to the School of Law.
2. Walk across the street to the Transit Center and take a Bee-Line #6 bus to the Law School (see below).
3. Walk east on Hamilton Ave. for four blocks, then turn left onto North Broadway;
and walk north for less than 1/2 a mile to the campus on your right.
4. Take the [Pace Shuttle Service](#) (see below).

For detailed directions by **car or bus**, click [here](#).

Intercampus Transportation



Pace University provides bus provides bus and shuttle service between the New York City Campus and the Westchester Campuses. For a complete schedule and to make a reservation, please see the Pace University Intercampus Transportation page [here](#).

Calendar/Term Dates

Spring 2017	Pre-Academic English Program	January 23 – May 5, 2017	14 weeks
Spring 1 2017	Intensive English	January 23 – March 10, 2017	7 weeks
Spring 2 2017	Intensive English	March 20 – May 5, 2017	7 weeks
Summer 2017	Pre-Academic English Program	May 30 – August 22, 2017	12 weeks
Summer 1 2017	Intensive English	May 30 – July 11, 2017	6 weeks
Summer 2 2017	Intensive English	July 12 – August 22, 2017	6 weeks
Fall 2017	Pre-Academic English Program	September 6 – December 15, 2017	14 weeks
Fall 1 2017	Intensive English	September 6 – October 24, 2017	7 weeks
Fall 2 2017	Intensive English	October 25 – December 15, 2017	7 weeks
Winter 2018	Intensive English	January 4 – 19, 2018	11 days
Spring 2018	Pre-Academic Program	January 22 – May 4, 2018	14 weeks
Spring 1 2018	Intensive English	January 22 – March 10, 2018	7 weeks
Spring 2 2018	Intensive English	March 19 – May 4, 2018	7 weeks
Summer 2018	Pre-Academic Program	May 29 – August 17, 2018	12 weeks
Summer 1 2018	Intensive English	May 29 – July 6, 2018	6 weeks
Summer 2 2018	Intensive English	July 9 – August 17, 2018	6 weeks

Tuition Costs & Fees

Estimated tuition costs for full-time students is written below each program for your convenience. Additional fees are collected at the time of registration. If you have questions regarding tuition or fees please contact us at eli@pace.edu.

Please note that 14-week sessions are for the full Fall and Spring semesters, 12-week sessions are for the full Summer semester, 7-week sessions are for the Fall I or II and Spring I or II Intensive sessions, and 6-week sessions are for the Summer I or II Intensive session.

Tuition Costs

Intensive English Program (New York City Campus)

Course	14 weeks	7 weeks	12 weeks	6 weeks
4 hrs/wk (1 Class)	\$1,148	\$574	\$984	\$492
5hrs/wk (1 Class) **See note below	\$1,436	\$718	\$1,230	\$615
9 hrs/wk (2 Classes)	\$2,584	\$1,292	\$2,214	\$1,107
10 hrs/wk (2 Classes)	\$2,872	\$1,436	\$2,460	\$1,230
14 hrs/wk (3 Classes)	\$4,020	\$2,010	\$3,444	\$1,722
18 hrs/wk (4 Classes / Full Time)	\$5,168	\$2,584	\$4,428	\$2,214

Full time Intensive English students (18hrs/week) should estimate their full-time tuition cost to be between \$2,214.00 (Summer) - \$2,584.00 (Fall/Spring) for 6/7 weeks plus [additional program fees](#).

***Please note that all Intensive English are 4hours per week except Grammar & Writing and Conversation & Listening which are 5 hours per week each.*

Pre-Graduate Program

Tuition for the Pre-Graduate Program includes academic counseling and personal Graduate school application assistance.

Course	Hours/Week	14 weeks	7 weeks	12 weeks	6 weeks
Graduate Academic Writing Skills	5	\$1,477	-	\$1,266	-
Graduate Academic Communication Skills	5	\$1,477	-	\$1,266	-
Graduate Academic Reading Skills	4	\$1,182	-	\$1,014	-
Case Studies	4	-	\$574	-	\$507
American Business Culture	4	-	\$574	-	\$507

Full-time Pre-Graduate English students (18hrs/week) should estimate their full-time tuition cost to be between \$4,560.00 (Summer) - \$5,284.00 (Fall/Spring) for a 12/14 week semester plus [additional program fees](#).

Pre-Undergraduate Program

Tuition for the Pre-Undergraduate Program includes academic counseling and personal Undergraduate school application assistance.

	Hours/Week	14 weeks	12 weeks
Academic Skills	9	\$2,659	\$2,280
Academic Writing	9	\$2,659	\$2,280

Full-time Pre-Undergraduate English students (18hrs/week) should estimate their full-time tuition cost to be between \$4,560.00 (Summer) - \$5,318.00 (Fall/Spring) for a 12/14 week semester plus additional program fees.

Winter Program

Course	Hours/week	Winter 3 weeks
Grammar and Writing	7.5	\$400
Conversation and Listening	7.5	\$400
Language & Culture - Fluency Power!	3	\$185

Full-time Winter Intensive students (18hrs/week) should estimate their full-time tuition cost to be \$985.00 plus [additional program fees](#).

For tuition information on the English for Lawyers, Legal English Academic English, or English for Professionals Programs, please [click here](#):

Explanation of Fees

Please refer to the below list of fees separate of ELI tuition that are collected at the time of registration for ELI classes. The price range and description of which services the fee covers are listed. If you have any questions about these fees you may ask an ELI Administrator. If you believe a fee was improperly calculated or charged to your account please speak with Daniel Lenkowsky, Senior Admissions & Student Life Coordinator, to review your account charges.

General Institution Fee (GIF)

The GIF Fee is a mandatory fee assessed by Pace University each time a student registers for classes. The fee provides access to the gymnasium (C-level and Goldstein), computer resource centers, all Pace University libraries and database services. The GIF fee also contributes to the maintenance of Pace facilities.

The GIF fee is calculated by the number of hours that students study per 3/6/7 week term. Students enrolling in 12/14 week 091 Pre-Graduate, 090 Pre-Undergraduate or similar programs are charged a 12/14 week GIF fee during the first registration.

Health Insurance (F-1 and J-1 students)

International Students studying on an F-1 and J-1 visas are required by US Law to have health insurance. Each 3/6/7 week term an ELI F-1 student registers for classes they are charged for the health insurance. Other International (non-resident) students may purchase the health insurance provided by Pace for the same cost.

F-1 Students may request to waive the health insurance fee if they have health insurance of their own. Please speak with an ELI Administrator regarding the Health Insurance Waiver procedure.

University Healthcare Unit Fee

The University Healthcare Unit fee provides students the benefit of visiting the on-campus Healthcare Unit at 41 Park Row without having to pay a co-pay for most visits, not having to meet the deductible in their Pace health insurance policy for services provided, and will overall reduce the cost of their medical visits. Health Center services not covered by this fee include wellness visits, preventive services, diagnostic tests, procedures, and laboratory services.

The healthcare unit fee is optional for all students that purchase the Pace University health insurance. This fee cannot be pro-rated for students that attend 6/7 week programs. Students can decide when they register and pay their tuition if they would like to include this fee on their bill.

Technology Fee (One-time payment during first session)

The technology fee is assessed to provide students with the latest instructional technology resources available. All revenue generated from the technology fee goes directly towards funding instructional technology initiatives that are focused on enhancing the student learning experience. The fee allows the University to update computer resource centers, provide in-class technology/equipment, and various methods of distance learning. The University is available to purchase software for computer resource centers also with the funding from the technology fee.

The technology fee is required for all students. This fee cannot be pro-rated for students that attend 6/7 week programs.

Late Registration Fee (Penalty for Late Registration/Payment)

The late registration fee is assessed to all continuing students that do not register and pay for their ELI classes prior to two business days before a term begins. For example, if classes begin on a Monday, continuing students must register and pay the Thursday before at the latest to not be charged the Late Registration Fee.

New Students attending scheduled Placement Exam sessions must register and pay by the last business day before the Semester begins to avoid being assessed a Late Registration Fee. This provides new arriving students time to take their Placement Exam and arrange for their finances in the USA.

Current estimate of fees are available [here](#).

Programs and Levels



Intensive English

050 / 055	Pre-Intermediate
060 / 065	Intermediate
070 / 075	High Intermediate
080 / 085	Advanced



Pre Undergraduate/Graduate Program

090	Pre-Undergraduate
091	Pre-Graduate I
092	Pre-Graduate II



English for Professionals

Students taking these courses usually must be at the 080 Advanced Level, or 090, 091 or 092 Pre-Undergraduate /Graduate levels.



English for Lawyers

Students taking these courses usually must be at the 091 Pre-Graduate I level or above.

Au Pair Weekend Intensives

Saturday intensive courses are available for Au Pair students interested in taking English language courses for their Au Pair program credit. For information including courses, dates, costs, and to register, click [here](#).

Placement Test and Proficiency Levels

New Students:

New students take a **placement test** consisting of four parts: listening, grammar, reading, and writing. Students are also interviewed and advised by an ELI advisor. A student's level is determined by the results of these tests. Students may be placed in different levels in different courses (for example, 070 for reading and writing, 060 for conversation and listening).

Continuing Students:

Continuing students may advance to the next level if they have been recommended as 'passing' by their instructors. Most students will need to complete 14 weeks in Fall/Spring or 12 weeks in Summer to qualify for the next *main* level. Generally, students must satisfy the following criteria in order to move up a level:

1. Complete all assignments and exams at a passing level
2. Meet the attendance requirement
3. Pass each course with an 80% (B-) or above

It is very important that students feel they are in the best level for their abilities. Any new or continuing student who, after attending one or two classes, believes she/he has been placed in the wrong level, should talk to the teacher to discuss releveling.

List of Courses

Intensive English Program

050D Beginner Grammar & Writing
050L Beginner Conversation & Listening
050C Beginner Reading & Vocabulary
060D Pre-Intermediate Grammar & Writing
060L Pre-Intermediate Conversation & Listening
060C Pre-Intermediate Reading & Vocabulary
060P Intermediate Pronunciation (elective)
070D Intermediate Grammar & Writing
070L Intermediate Conversation & Listening
070C Intermediate Reading & Vocabulary
070V Vocabulary Building (elective)
070X American Culture Through Film (elective)
073T Walking Tours of New York (elective)
080D Advanced Grammar & Writing
080L Advanced Conversation & Listening
080C Advanced Reading & Vocabulary
080E Idioms (elective)
080P Advanced Pronunciation (elective)
080Q Grammar for Speaking & Writing (elective)
080U Public Speaking (elective)
080H TOEFL Preparation (elective)
080M GMAT Preparation (elective)
081R GRE Preparation (elective)

Pre-Undergraduate / Pre-Graduate Program

090A Pre-Undergraduate Academic Skills
090B Pre-Undergraduate Academic Writing
091B Pre-Graduate I: Academic Skills
091C Pre-Graduate I: Communication Skills
091R Pre-Graduate I: Reading Skills
092A Pre-Law Legal Academic and English Skills
092B Pre-Graduate II: Academic Skills
092C Pre-Graduate II: Communication Skills
092E Social English in American Academic Culture
086C American Business Culture (elective)
086D Case Studies (elective)

English for Professionals Program

- Business Communication Skills
- Business and Professional Writing
- Clear and Accurate Speech
- English for the Financial Services Industry

English for Lawyers Program

- Legal Writing
- Reading Legal Materials
- American Law and Legal Education
- Listening and Speaking Skills for Law School

General Class Schedules

Intensive English/Pre-Undergraduate/Pre-Graduate Programs

All courses in the Intensive English, Pre-Undergraduate, and Pre-Graduate programs are held on weekdays, Monday to Friday. Class times are scheduled at various times between the hours of 8:00 am and 5:30 pm. There are no evening classes.

Please note: The ELI strives to maintain small class sizes in all courses. Changes to class availability and registration may occur at the beginning of a session due to fluctuating enrollment numbers. It is important to check your MyPacePortal schedule frequently during the first week. Please understand that these changes are made with your best interests in mind.

English for Professionals Courses

All courses in the English for Professionals program are held on weekday evenings between the hours of 6 and 9 pm. There are no daytime classes.

Academic Advising – Where to Go for Help

The ELI Academic Advisors are available to provide guidance and support during your study at the English Language Institute. Advisors hold regular office hours to discuss your English level, your courses, your future goals, and any questions or concerns you may have. Please make an appointment with one of the following academic advisors:

Alison Wofford

Associate Director of Academics / Advisor

212-346-1824

awofford@gmail.com

Patrick Russell

Staff Instructor / Advisor

212-346-1675

prussell@pace.edu

Lisa Kraft

Director of Academics & Recruitment / Advisor

212-346-1185

lkraft@pace.edu

Please note: If you would like to discuss non-academic issues such as admissions, visas/immigration, health insurance, and student life, please contact:

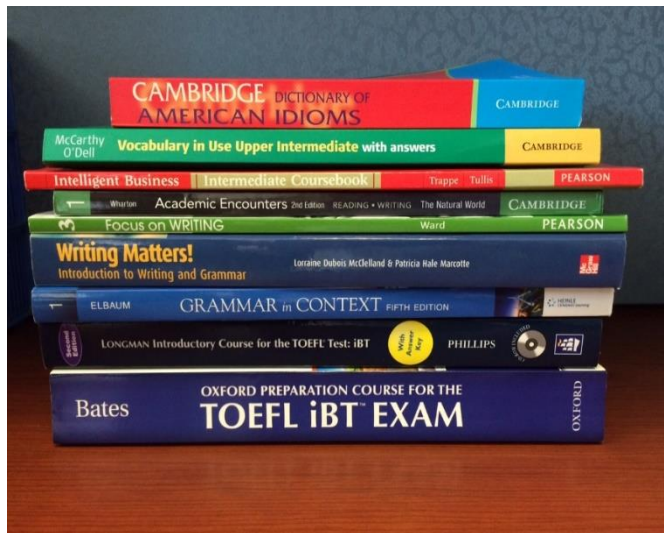
Daniel Lenkowsky

Assistant Director of Admissions & Student Life

212-346-1562

dlenkowsky@pace.edu

Textbooks



Course books are required for most ELI courses. All books can be purchased (or rented, for some titles) at:

**Pace University Bookstore
(Temporary Location through
Summer 2018):**

157 William St, New York, NY
Phone: 212-346-1605

Note: Course books may only be purchased online through Summer 2018.

How to order books at the online bookstore

1. Go to **Pace.bncollege.com**
2. Create an **Account** (Name, Email Address, Phone Number, Student ID, Create a Password)
3. Go to the **TEXTBOOKS** tab and Click **Find Textbooks**

This will direct you to: **FIND COURSE MATERIALS**

4. Select A Campus (**New York City Campus**)
5. Adjust the Term (**example: SUMMER I**)
6. Select a Department (**ELI**)
7. Select a **Course**
8. Select a **Section** (**This is a 6 digit number that can be found on your PacePortal. If you do not know this number click on the first set of numbers**)
9. Click: **Find Materials**

Once you find the book you are looking for Select: **FORMAT (Rent, Buy etc.)**

10. Add the item to the cart
11. **Checkout**

The 2017 ELI Booklist:

Course	Book
090B	Spack R. <u>GUIDELINES: A cross-cultural Reading and Writing Text</u> . 3 rd Edition Cambridge ISBN 978-0 521-61301-9
090A	<u>Sourcework: Academic Writing from Sources</u> 2nd Edition Cengage Julie Haun ISBN 1111352097
091B	<u>Sourcework: Academic Writing from Sources</u> 2nd Edition Cengage Julie Haun ISBN 1111352097
091C	<u>Academic Interactions Communicating on Campus</u> Feak, Reinhart & Rohlck The University of Michigan Press ISBN: 978-0-472-03332-4.
091R	Gardner, <u>New Directions</u> , Second Edition. Cambridge University Press, ISBN:978- 0-521-54172-5 Gladwell, Malcolm, <u>The Tipping Point</u> , Little Brown ISBN 13: 978 0 316 34662 7
092B	Hacker D. <u>Rules for Writers</u> , Eighth Edition. ISBN-13: 978-1-4576-8304-6 <u>Academic Writing for Graduate Students 3rd Edition</u> , Swales & Feak, The University of Michigan Press, ISBN : 9780472034758
092C	Smith, Scott <u>Business Communication Strategies in the International Business World</u> ISBN 13: 978-0-86647-306-4 , Prolingua Associates Book not required - Ask Instructor: Bloom, J. <u>All I Can See</u> , ISBN 13 – 978 0977 77840 9, Remez Press
080H	Rogers, Bruce. <u>The Complete Guide to the TOEFL iBt</u> Heinle Cengage ISBN 978-1- 4130-2303-9
080M	<u>Cracking the GMAT with 2 Practice Tests</u> , 2016 Edition (Graduate School Test Preparation) Paperback Princeton Review/Random House ISBN-13:978-0-8041- 2602-1
080D	<u>Great Writing 4: Great Essays</u> by Keith Folse and Pugh Cengage ISBN: 978-1- 285-19494-3
080L	Preiss, Sherry. <u>Northstar: Listening and Speaking Advanced 5</u> . 4 th Edition student book. Pearson. ISBN# 9780133382143 STUDENTS: MUST BUY NEW BOOKS ONLY TO ACCESS ONLINE PORTAL. NO USED BOOKS.

080C	Blass, Vargo & Yeates. <u>21st Century Reading Vol. 3: Creative Thinking and Reading with TED Talks</u> . Cengage. ISBN 978-1-305-26571-4
070D	<u>Great Writing 3- From Great Paragraphs to Great Essays</u> by Keith Folse, Solomon and Clabeaux Heinle Cengage 3 rd Edition ISBN-13: 9781285194929
070L	Ferree, Tess. <u>Northstar Listening and Speaking 4</u> , 4 th Edition, Pearson. ISBN# 9780133382075 STUDENTS: MUST BUY NEW BOOKS ONLY TO ACCESS ONLINE PORTAL. <u>NO USED BOOKS</u>.
070C	Blass, Vargo & Yeates. <u>21st Century Reading Vol. 2: Creative Thinking and Reading with TED Talks</u> . Cengage. ISBN 978-1-305-26570-7
060D	Reppen, Randi. <u>Grammar & Beyond 2</u> , Cambridge University Press. ISBN: 978-0-521-14296-0
060L	TEXTBOOK NOT REQUIRED FOR THIS COURSE.
060C	Vargo & Blass. <u>Pathways 1: Reading, Writing, and Critical Thinking</u> , 1 st Edition. Heinle Cengage ISBN: 978-1-133-31711-1
050D	Reppen, Randi. <u>Grammar & Beyond 1</u> , Cambridge University Press. ISBN: 978-0-521-14293-9
050L	TEXTBOOK NOT REQUIRED FOR THIS COURSE.
050C	Vargo & Blass. <u>Pathways Foundations: Reading, Writing, and Critical Thinking, 1st Edition</u> . Heinle/Cengage. ISBN: 978-1-285-45057-5
070V	Redman, Stuart. <u>Vocabulary in Use Intermediate</u> . 2 nd ed. Cambridge, 2010. ISBN:978-0-521-12375-4
080E	Watkin, Dana. <u>Idiom Advantage: Fluency in Speaking and Listening</u> . Pearson, 1999. ISBN-978-0-2-0182527-5
080P	Grant, Linda. <u>Well Said, 4th Ed.</u> . Thomson-Heinle, Cengage 2017. 978-1-305-64136-5
060P	<u>Focus on Pronunciation 3</u> Linda Lane 3 rd Edition Pearson Longman ISBN: 978-0-13-231500-5
080Q	<u>Grammar Troublespots: A Guide for Student Writers</u> Raimes, Ann. 3 rd edition Cambridge University Press, ISBN: 9780521532860

Technology

Important Pace Websites

There are 3 essential websites you need to check regularly. Pace Portal, Pace Email and Blackboard help you to stay connected to Pace University without leaving your house!

Pace Portal → portal.pace.edu

When do you need to log on at Pace Portal?

You need to log on at Pace Portal to:

- ✓ Check your class schedule regularly for confirmation of times and locations
- ✓ See your Final Class Grade (after the Semester has ended)
- ✓ Request Transcripts from OSA
- ✓ Pay your tuition online



Pace Student Email → email.pace.edu

How frequent do you need to check your Pace Email?

Daily! The Pace Email helps you to:

- ✓ See announcements from the ELI Office and your ELI Instructors
- ✓ Send e-mails to your Instructors or the ELI Office
- ✓ Receive information about upcoming ELI activities and events
- ✓ Read news about the New York city campus



Do you prefer to check your personal email rather than the Pace Email?

No problem! Here is the solution. Go to adam.pace.edu , and on the right side under Account Management, click on *E-mail Forwarding*. Log in using your MyPace username and password. Select the "Forward to the following e-mail address" option and enter in your desired e-mail address in the field provided. Click the *Save Changes* button to save your e-mail forwarding settings. Once your changes are saved successfully, logout.

*You can also add your Pace e-mail to your smartphone so messages automatically download to your phone.

Your Pace e-mail address is your username followed by @pace.edu. For example, if your username is **dl75882n**, your e-mail address would be dl75882n@pace.edu.

Blackboard→ blackboard.pace.edu

When do you need to log on at Blackboard?

You need to go to Blackboard to:

- ✓ Check information and announcements for your classes.
- ✓ Submit assignments to instructor
- ✓ See grades for individual assignments – not your Final Class Grade.
- ✓ Download homework



Blackboard is an online extension to your ELI classes. Every ELI Class will use the Blackboard system.

****your username AND your University ID# are both written on your ELI Registration Card.***

MyPace Mobile App

Using the MyPace app on your smartphone, you can:

- ✓ View your course schedule and room information
- ✓ Access the campus directory to e-mail ELI Staff
- ✓ Search the Library for books and articles to rent
- ✓ Receive help from IT if you are having any technology issues
- ✓ And MORE



Available on ios, android, blackberry, and windows tablets

Technology Discounts for Pace Students→ <http://www.pace.edu/its> (click **Computer Software and Hardware** and then click **Discounts**)

Which discounts to Pace University students have on technology?

- ✓ FREE courses on Lynda.com
- ✓ Discounted Mac computers and Apple software
- ✓ Discounted Dell laptops and desktops
- ✓ FREE Microsoft Suite software (word, powerpoint, excel)
- ✓ And MORE

How to Activate Your Pace Account for the First Time:

Step One: Find Your Username

- Username: If you don't know your username, you can find it on the White Pages. <http://whitepages.pace.edu/>
- Type in your first and last name and select "Only Students" from **Person Type**
- Click on your name to see your username

Step Two: Activate Your Pace Account

- Go to adam.pace.edu
- Under "Can't Log In?" click "**Account Activation**" → Begin activation
- Enter your username
- If you have never logged in, your password will be your initials from your first and last name (lower-case), followed by a hyphen, and then your date of birth in **MMDDYY** format. For example, if your name is John Smith, and you were born on January 3, 1990, your default password would be **js-010390**. Once you log in, you must create a new password for yourself. Use numbers, letters, symbols, and at least 8 characters.
- After you create your password, please set up 2 security questions. Once you have done that, you have now activated your Pace account

Step Three: Viewing Your Class Schedule

To access your **Student Schedule**, please visit portal.pace.edu

- Log in with your username and new password
- Click on **STUDENTS** tab at top and click *Registration, Grades and Tuition Schedule*
- Click on "**Student Schedule**". You will see the classes you are registered for
- (R means Thursdays), (TR means Tuesdays AND Thursdays)
- Example: 163 William St. Room 1525 is the 15th Floor of the 163 William Street building, Room 1525
- Example: E300 is in One Pace Plaza, 3rd Floor, East Side

Step Four: Activate your Pace E-mail

To Access your Pace E-mail Account to receive notices from Pace University regarding classes, campus information, schedule changes, and events, please visit email.pace.edu .

- Log in with your username and new password. Your Pace e-mail address is username@pace.edu . You may have friends or family write to you at this e-mail account.

Step Five: Wi-Fi Login Information

- You will need to complete the following steps in order to connect to "**PACE-WIFI**"
- Connect to "PACE-WIFI" to register your device (phone, laptop, computer, iPad, tablet, etc.). Devices are now required to be registered with Pace for security purposes. You cannot access Pace networks without registering your device. The process takes less than 2 minutes and only needs to be done

one time on each device. After registering your device, connect to **"PACE-WIFI"** wireless network.

On-Campus Technology Resources

Computer Resource Center

Information Technology Services Computer Resource Centers (CRCs) provide open-access computer labs for Pace students with a valid MyPace Portal account. CRC software offerings include popular word processing, spreadsheet, desktop publishing, graphics software and other packages as well as course-specific offerings for the Mac and PC. The Pharos Printing System multifunction device offers printing, copying and scanning services.

The Computer Resource Center (CRCs) open access computing labs availability is located at the [Hours of Operation](#) page. Below is more information about the [New York](#) computer labs.

New York CRC Information

Location:	One Pace Plaza, Room W202
# of Computers:	83 PCs (Windows 7 & 8.1) and 8 Macs
Software:	NYC CRC Software List
Other Equipment:	5 Laser Printers, 2 Scanners, 1 Scantron Machine



Computer Resource Center Hours of Operation

**New York City - One Pace Plaza, Room W202
(212) 346-1698**

Days	Fall/Spring	Interim Hours*
Mon-Thu	8AM - 10PM	8AM - 8PM
Friday	8AM - 6PM*	8AM - 6PM*
Saturday	9AM - 6PM	9AM - 6PM
Sunday	12PM - 6PM	12PM - 6PM

Applying to Pace University Undergraduate or Graduate Degree Programs



ELI students have two options for applying to Pace University Undergraduate or Graduate Admissions:

- 1) TOEFL/IELTS Waiver by completing the ELI Pre-Undergraduate/Graduate programs
- 2) Submitting a complete application, including TOEFL/IELTS and GMAT/GRE scores (if applicable), to Pace University Undergraduate or Graduate Admission

Choice 1) The TOEFL/IELTS requirement will be waived for ELI students who successfully complete the Pre-Undergraduate and Pre-Graduate programs (for prospective Pace degree students only) and are academically qualified for admission.

ELI Students will apply to the Office of Undergraduate/Graduate Admission before the completion of the Pre-Undergraduate/Graduate program (typically in the final semester). While attending the ELI, students can receive assistance with their degree program applications. Their Admissions advisor will do the following:

- Review completed application for errors
- Assist with writing the personal statement
- Create an American style Resume (Graduate applicants)
- Offer advice on collecting appropriate letters of recommendation

Please note that the TOEFL waiver does not apply to students that have already been accepted to the Pace Global Pathways Program.

Choice 2) Students that wish to apply directly to Pace University Undergraduate or Graduate Admission without completing the Pre-Academic level may do so by submitting a complete application and all materials, including TOEFL/IELTS and GMAT/GRE scores (*if applicable*), to Pace University Undergraduate or Graduate Admission. The Admission Committee may require additional testing if materials submitted as part of an application raise concerns about an applicant's ability to read, write, or speak English sufficiently to meet the demands of an intended program of study. In such a case, or if a TOEFL or an IELTS score is below the

stated guidelines for direct admission, admission will be conditional upon successful completion of Pace Pathways/Bridge program or Pre-Undergraduate/Graduate program at the English Language Institute at Pace University.

TOEFL Waiver

The TOEFL requirement will be waived for students who successfully complete the Pre-Undergraduate and Pre-Graduate programs (for prospective Pace degree students only) and who are academically qualified for admission. Upon students' successful completion of the Pre-Undergraduate and Pre-Graduate programs, the ELI Director will send a TOEFL Waiver letter to the Pace Admissions Office in support of student applications. See further details below in "Applying to Pace University".

Chapter 2: Immigration Policies and Regulations



SEVIS/Non-Immigrant Status Advising – Where to Go for Help

International student advisors at a school/university responsible for SEVIS and Non-Immigrant advising are called Designated School Officials or DSOs. They are the main contact for all matters relating to your visa and your immigration status while studying in the United States.

DSOs work for the university and not immigration. DSOs have the authority to:

- Advise students how to properly maintain their visa and immigration status here in the United States.
 - Update student SEVIS records with changes to personal information, attendance, and complete school transfers.
- Issue authorized travel signatures to allow students to travel outside of the United States and return to the ELI.

The DSOs for the English Language Institute on the New York City campus are:

- Daniel Lenkowsky, Assistant Director of Admissions and Student Life (dlenkowsky@pace.edu)
- Lisa Kraft, Director of Academics and Recruitment (lkraft@pace.edu)

Contact the DSO immediately for questions related to immigration status and documents. Do not ask friends, family members or teachers for immigration advice. Regulations may apply differently to different situations. The DSO will apply regulations to determine the best solution or action plan for your specific case.

Immigration Documents (I-20, Passport, Visa, I-94, I-515)

The following summary of U.S. immigration is provided to give basic information about nonimmigrant visa status. Be sure to carefully read the sections below. Students in the Intensive English Program are primarily on F-1 student visas, and this handbook will primarily address the immigration policies and regulations for the F-1 visa. Different visa holders should consult with the international student advisor to find out about their specific situation. Please remember that it is your responsibility to know and follow the regulations under which you study, work, or stay in the U.S.

Documents

Please review and become familiar with the following important immigration documents.

I-20 (Certificate of Eligibility for Nonimmigrant Student Status)

The I-20 is a government document that certifies eligibility for F-1 student immigration status. Students should always have a valid I-20. The dates of validity for the I-20 can be found in section 5 of your I-20. Students are allowed to enter the United States no earlier than 30 days prior to the start date on the I-20. Students have a 60-day "grace period" immediately following the end date on the I-20. This 60 days is time for students to depart the U.S. and/or take other action to continue their status (transfer, change education level, change status, etc.).

If the I-20 is about to expire and students have not completed their program, they should talk to the international student advisor at the ELI about getting a program extension. If an extension is granted, the ELI will print a new I-20 for the student with a new completion date.

Always inform the ELI if any of the information listed on the I-20 changes (major, funding source, name, etc.)

The I-20 is 3 pages and has several areas of importance. Please pay attention and always make sure your I-20 contains the correct information. See samples below.

Important parts of Page 1 include your name, birth date (written as DD/MONTH/YEAR) and SEVIS ID #

SEVIS ID: N0004705512

SURNAME/PRIMARY NAME Doe Smith	GIVEN NAME John	CLASS F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME John Doe-Smith	PASSPORT NAME	
COUNTRY OF BIRTH UNITED KINGDOM	COUNTRY OF CITIZENSHIP UNITED KINGDOM	
DATE OF BIRTH 01 JANUARY 1980	ADMISSION NUMBER	
FORM ISSUE REASON INITIAL ATTENDANCE	LEGACY NAME John Doe-Smith	

Important parts of Page 2 include the start and end date of your program and area where a DSO signs an I-20 for travel.

PROGRAM OF STUDY

EDUCATION LEVEL DOCTORATE	MAJOR 1 Economics, General 45.0601	MAJOR 2 None 00.0000
NORMAL PROGRAM LENGTH 72 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 01 SEPTEMBER 2015	PROGRAM END DATE 31 MAY 2021	

TRAVEL ENDORSEMENT

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

SCHOOL OFFICIAL	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

Page 3 has directions to students for maintaining their F-1 status. Please read them and contact the international student advisor with questions.

Passport

The passport is an international travel document issued to nationals by their government. Students should always have a valid passport for at least six months into the future at all times. If a student's passport is expiring, they should contact their home country's embassy to get a new passport. If a passport is lost or stolen, the student needs to contact their country's embassy in the U.S. to get a replacement. They must provide the embassy with a police report stating that the passport is missing.

Visa

A visa is a stamp or seal placed in a passport by a U.S. Consular officer abroad. It is a permit to enter the United States. The visa states the purpose of the visit, the last date entry into the United States, and the number of entries allowed into the United States.

The F-1 student visa may expire while a student is in the United States. It does not have to be valid in order to remain in the United States as long as the I-20 is still valid. The student will need to renew their visa only if they leave the U.S. and wish to return to the U.S. to continue their studies.

I-94 (Arrival and Departure Record)

The I-94 is an electronic record of a student's entry to and departure from the United States. Students must download an electronic I-94 record and submit a copy to the ELI Office within the first 10 days of studying. Students should keep a copy for their records. To download an I-94, go online to <https://i94.cbp.dhs.gov/I94/request.html> or Google "I-94 Record" See sample.



The screenshot shows the U.S. Customs and Border Protection website. At the top is the department's logo and name. Below that are two tabs: "Get I-94 Number" and "I-94 FAQ". The "I-94 FAQ" tab is selected. Underneath the tabs is the heading "Admission (I-94) Number Retrieval". The main content area displays the following information:

- Admission (I-94) Record Number: 69000888062
- Admit Until Date (MM/DD/YYYY): 10/10/2012
- Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

Every time a student enters the United States while on an F-1 visa, they should print a new I-94 and verify that the information is correct.

I-515A-Notice to Student or Exchange Visitor

The Form I-515A is given to a student by a Customs and Border Protection officer if a student arrives at a U.S. port of entry and does not have all the signed required documents, has not paid the SEVIS Fee, or has a SEVIS status issue. This document allows a student to have temporary admission into the United States for 30 days.

Students who receive a Form I-515A must take the steps below to remedy the issue:

1. Alert the DSO as soon as you arrive on campus.
2. Review with the DSO the reason why the Form I-515A was issued.
3. Work with the DSO to mail proper documentation need as proof the issue is resolved.

For additional information about the Form I-515A, visit <https://studyinthestates.dhs.gov/what-is-a-form-i-515a>

Maintaining Student Status

After entering the U.S. in F-1 status, students must satisfy certain requirements to remain in status. Students must:

1. **Keep their passport and I-20 valid at all times.** See the international student advisor if an extension is needed to complete their studies.
2. **Register for and complete a full course of study each required semester.**
3. **Always inform the ELI when the following changes are made:**
 - Transfer to a new school
 - Change official name on passport
 - Change of residential address
 - Change of visa status
 - Change in source of funding

The ELI will update the SEVIS record with the appropriate information, and when necessary, print a new I-20.

4. **Abide by regulations related to student employment:**

- F-1 students are eligible to work on-campus (paid by Pace University) for up to twenty hours per week while class is in session.
- Students can work on campus for more than twenty hours per week during official school vacations.
- F-1 students are NOT eligible to work off campus while studying at the ELI.

5. Maintain good academic standing

Academic standing is defined by IEP rules for attendance, grades and conduct. Students must maintain good academic standing and make normal progress from level to level. Students who fail to maintain good academic standing may be academically dismissed from the ELI and jeopardize their ability to study in the United States. See attendance and grade policies in Chapter 3.

6. Report changes of address and official name to the ELI.

F-1 students must inform the ELI of any address and official name changes within 10 days of the change of address.

Go to the ELI to complete an Address Change form.

Do not change your address or name on Pace Portal-it will not update SEVIS Immigration records.

7. Get your I-20 signed with a travel endorsement by an ELI DSO Advisor before leaving the U.S. if you plan to return to Pace ELI. (see Vacation, Authorized Travel and Part-time Status Policies for more details).

F-1 Student Health Insurance

All full-time international students (F-1 visa status) are automatically enrolled in the University's international student health insurance program. The fee will automatically be added to your student invoice and must be paid with tuition.

If you would like to use your own health insurance policy, you must submit a copy of your policy in English and US Dollars during the week before classes begin (Placement/Orientation Week) in order to be considered for a refund. The insurance company will evaluate your health insurance. If it is equivalent to the policy carried by Pace, you will receive a refund of the insurance fee. However, if it is not equivalent to Pace's then you will not receive a refund. Please note that your insurance policy must carry medical evacuation and repatriation clause. If you are intending to use your own insurance policy, here is a brief policy summary of Pace's insurance coverage limits:

COVERAGES:

Accident and Sickness Medical
Medical Evacuation
Repatriation of Remains
Hospital Room and Board Expense

LIMITS:

US \$250,000
US \$50,000
US \$50,000
US \$250,000

Please note that Pace's Insurance Company is Combined Life Insurance. If you would like to see a copy of Pace's Insurance Policy, please request by fax at 212-346-1301 and we will fax over the Pace ELI policy. If you have any questions, please call 212-346-1562 or e-mail eli@pace.edu.

If your insurance company has any questions, please have them call The Allen J. Flood Companies, Inc. at 800-834-9326. Please be sure your insurance company states that you are planning to attend the English Language Institute at Pace University.

Reminder: The U.S. Government requires all F-1 students to carry health insurance in the United States.

Vacation, Authorized Travel, and Part-time Status Policies

Vacation

All students must study at least three (3) consecutive sessions before they are eligible for vacation from classes.

Start	Terms Enrolled	Actual Study (in weeks)	Possible Vacations	Weeks Off	Total Weeks Off
Fall I	Fall I, Fall II, Spring I, Spring II	28	Winter(Jan) Summer	5 12	17
Fall II	Fall II, Spring I, Spring II	22	Winter(Jan) March May Summer I or II	5 1 3 6	15
Winter	Winter, Spring I, Spring II	17	March May Summer I or II	1 3 6	10
Spring I	Spring I, Spring II, Summer I	14	March May Summer II	1 3 6	10
Spring II	Spring II, Summer I, Summer II	19	May August Fall I	3 2 7	5
Summer I	Summer I, Summer II, Fall I	19	August Fall II Winter (Jan)	2 7 3	11
Summer II	Summer II, Fall I, Fall II	20	August Winter (Jan) Spring I	2 5 7	7

Authorized Travel

Students must consult with a DSO before any travel outside the United States.

To travel outside of the United States:

- The 2nd page of an I-20 must be signed before departure by an ELI DSO Advisor (Daniel or Lisa). Travel signatures are valid for six months.
- Students registered for the next term may receive a signature.
- Students must complete a "Travel Request Form" at the ELI Office so we have a record of the trip dates.
- Students who forget their I-20 or do not get a signature from the DSO will receive a Form I-515A. See *section I-515A-Notice to Student or Exchange Visitor* for more information about Form I-515A.
- Students can not travel outside of the U.S. for more than 5 months. If a student remains outside of the U.S. for more 5-months, the I-20 will automatically terminate and the student will need to apply for a new one if they would like to return to the ELI at Pace University.

Travel signatures may take 1-2 days to be processed. Please plan ahead when traveling. Do not expect to obtain a signature on the same day requested.

Transferring to Another Institution

Students wishing to leave the English Language Institute at Pace University and transfer to a new institution or education level (Undergraduate, Graduate) must transfer their SEVIS record.

To transfer to another school at the end of a semester, students will need to do the following steps:

1. Notify the ELI Office at the end of your current session electronically in the "Pre-Registration for Next Term" Site (will be e-mailed)
2. Tell the ELI which school that you want to transfer by showing proof of acceptance.
3. Students can only be transferred to one school on one date. Students need to be certain that they want to transfer to the new institution.
4. The ELI will enter a 'release date' into SEVIS that sends the SEVIS immigration record electronically to the new school. Once the release date is passed, students are no longer attending the ELI and the ELI cannot take any actions on a student's SEVIS record.
5. New school will complete the transfer after the 'release date' and can print the new I-20.

Transfer Eligibility

To be eligible to transfer a SEVIS record in active status, students must maintain “good academic standing” through the date of the transfer release. See ELI probation and dismissal policies in Chapter 3. This is a requirement of F-1 status. If at any point in time a student is not eligible to continue in the IEP (based on IEP rules for attendance, grades and/or conduct), the ELI is required to terminate a student’s SEVIS record and will not be able to transfer an active record to a new institution.

While transferring a terminated SEVIS record is possible in certain situations, it is not guaranteed because many schools will not accept a terminated SEVIS record.

Transfer Grace Periods

TRANSFER AFTER STUDYING: Students currently attending ELI courses have 60 days to be transferred to another school while remaining in the US after completing their current ELI session. Example: Students studying in Spring I can only transfer after Spring I finishes.

TRANSFER AFTER VACATION: Students on approved vacation do not have 60 days to transfer. Students must transfer before the next ELI program start date. Example: Students on vacation for Spring I must transfer before Spring II begins or else they will be terminated.

On-campus Employment

F-1 Students are eligible to work on-campus during their studies at the ELI.

RULES:

- Job may not interfere with a student’s ELI class schedule
- Job may only be part-time (less than 20 hrs week)
- No internships or any other off-campus positions are permitted
- Job must be approved by Daniel Lenkowsky, Assistant Director of Admissions & Student Life
- To apply for on-campus jobs students must visit the Careers @ Pace website careers.pace.edu
- Search “Student Positions” for a student-level on-campus position.

Social Security Numbers

Students wishing to work in the United States need to apply for a Social Security number. A Social Security number (SSN) is a number issued by the U.S. Federal government for tax purposes

Students who are not currently employed are not eligible to apply for a SSN. Also, F-2 dependents are not eligible for a SSN.

To apply for a Social Security number student must have a letter from the DSO stating that they are employed, and the location and name of the employer.

Students will also need a letter from the employer.

After employment is secured, students need to go to the social security office with their passport, I-94 card, I-20 and the letters.

Students should go to the Social Security office closest to their house. The main Social Security Administration website is www.ssa.gov. to find locations.

Beware of Phone Scams

Phone scams aimed toward international students are prevalent. No federal government official or agency [Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), Social Security, Department of Motor Vehicles (DMV), Internal Revenue Service (IRS)] will contact students by phone demanding documentation or money. If students receive any suspicious call, contact an ELI staff member immediately. Do not give personal or financial information over the phone.

Chapter 3: Academic and Institutional Policies

Grading

Grades will be based on a standard university letter grade system. Students should attend class regularly, participate in class activities, complete all assignments, pass the final exam and demonstrate sufficient proficiency with a grade of **B- (80%) or better**.

Letter grades are determined by a series of formal graded assessments. Instructors are required to administer a minimum of one graded assessment per week. The graded assessments evaluate the student's progress in relation to the learning outcomes for each course.

Assessments are a combination of in-class and at-home assessments to establish a baseline of student proficiency. The overall course grade is calculated by **60% major assessments** (exams, presentations, essays, research papers, portfolios, projects) and **40% minor assessments** (quizzes, homework, journals, discussion board, participation). Instructors customarily use scoring rubrics for graded assessments.

ELI Grade Conversion Chart

Percentage	Letter Grade
93 – 100%	A
90 – 92%	A-
87 – 89%	B+
83 – 86%	B
80 – 82%	B-
77 – 79%	C+
73 – 76%	C
70 – 72%	C-
67 – 69%	D+
60 – 66%	D
0 – 59%	F

Progression

Progression through the 050, 060, 070, and 080 courses are based on **a minimum B- (80%) final course grade and a level recommendation from course instructors**. ELI students who do not meet this 80% standard in their courses may be placed on Academic Probation and may be given one chance to repeat the course(s) and pass. Students may not remain on Academic Probation for more than one term.

After the 080 level, a student may apply to progress to the 090/091/084 levels, which comprise the Pre-Undergraduate and Pre-Graduate Programs at ELI. Acceptance into these programs is based on an 80% cumulative average of all 080-level courses weighted equally with no single course grade below a 77%. Students must also pass a Writing Exam and be recommended for Pre-Undergraduate and Pre-Graduate study by their 080-level instructors.

Attendance

ELI/Global Pathways Attendance Policy

Full attendance is crucial to your success and an important part of your academic experience. In addition, students with F-1 visas must be full-time (18 hours) and attend regularly in order to remain in status with the USCIS (United States Citizenship and Immigration Services). Failure to meet the guidelines of the attendance policy requirements may lead to withdrawal from classes and termination of F-1 visa status.

Minimum Attendance Rate:

Students are required to maintain a minimum attendance rate of *85% in every English Language class in which they are enrolled.

*(*The minimum attendance rate is 83% in 6-week ELI Summer courses.)*

- In a 14-week Spring or Fall ELI or Global Pathways course that meets 28 times, students are required to attend a minimum of 24 times (85%). Four absences are permitted.
- In a 7-week Spring or Fall ELI course that meets 14 times, students are required to attend a minimum of 12 times (85%). Two absences are permitted.

- In a 12-week Summer ELI or Global Pathways course that meets 26 times, students are required to attend a minimum of 22 times (85%). Four absences are permitted.
- In a 6-week Summer ELI course that meets 12 times, students are required to attend a minimum of 10 times (83%). Two absences are permitted.
- Students who miss between 5 and 30 minutes of a class will be marked "late". Three "lates" in a course equals one absence.
- Students who miss more than 30 minutes of a class will be marked "absent".
- No additional absence allotment shall be granted for any reason. Students who may require an extended absence due to extenuating circumstances (such as a personal, family or medical emergency) should meet with their Academic Advisor to discuss the possibility of withdrawal.

Meeting Attendance Standards:

- Failure to maintain the minimum 85% attendance rate* in every English Language course will result in the student being placed on **Attendance Probation** for the following term.
- A student on Attendance Probation must maintain the 85% minimum attendance rate* in every English Language course or potentially face **Attendance Dismissal** at the end of the term.
- **Attendance Dismissal** at the end of the term will be determined by the Administration for any student who does not maintain the minimum 85% attendance rate* in every English Language course for two semesters (consecutive or inconsecutive) during their enrollment in the English Language Institute / Global Pathways program. The Administration's decision to dismiss a student is final and may not be appealed.

**The minimum attendance rate for 6-week ELI Summer courses is 83%.*

Transcripts

The English Language Institute is unable to provide official transcripts for students. Instead, transcripts may be requested through Pace University's Office of Student Assistance.

Pace University has contracted with the **National Student Clearinghouse** to handle all official transcript requests for current students, former students, and alumni. Transcript Requests are available online for current students who have access to [MyPace Portal](#) or via the National Student Clearinghouse at www.getmytranscript.com.

For full instructions on transcript requests, please visit the Office of Student Assistant's [Transcripts & Verification webpage](#).

Proof of Enrollment

The English Language Institute is able to provide Proof of Enrollment letters for current ELI students. The letter indicates that the student is registered for classes at the ELI and will indicate part- or full-time status and number of weekly course hours. Please note the Enrollment letter does not include academic grades, only enrollment.

Please visit the ELI office for a "Request for Letters" form. On the form, please indicate "Enrollment" for the type of letter you need.

Homework



Homework is customary in all ELI classes. Typically, instructors assign a minimum of one assignment per week that relate to the lessons of the week to provide students extra practice and an opportunity to retain the material. Some or all of the homework assignments will be submitted to instructors for grading.

Students are expected to complete all homework assignments on time.

Please assume all assignments will be collected. Homework will be expected even when absent. It is your responsibility to obtain the homework assignment when you are absent (via Blackboard or from a classmate).

Homework Policy

Within the first two weeks of each term, late homework may be accepted by your instructor if the assignment is submitted by the start of the next class. Starting in Week 3 of the term, late homework *may only be accepted in extenuating circumstances with the prior approval of your instructor*. Late homework submissions may receive a reduced grade.

Assessments

Students will be assessed formally in ELI courses as part of their course grades. Assessments may include homework assignments, quizzes, exams, short writing assignments, essays, research papers, journals, textbook exercises, presentations, portfolios, and other assessments as determined by instructors.

Assessment Make-up Policy:

Students should make every effort to attend class on important assessment days. Make ups for quizzes, exams, and presentations may be permissible *only with the prior approval of your instructor. Make ups may receive a reduced grade.*

Extra Credit Policy

Extra credit grading will not be included in any ELI course. If you would like additional practice, please speak to your instructor. Practice work is not included in final grade calculations.

Electronic Devices

English Language Institute instructors have the authority to determine if and how personal electronic devices are allowed to be used in the classroom. An ELI instructor may restrict or prohibit the use of personal electronic devices in his or her classroom, lab, or any other instructional setting. Audio or video recordings of classroom lessons are strictly prohibited without prior written consent of the instructor. Any recordings that an instructor has authorized by written consent are to be used for educational purposes only and may not be disseminated by the student. If the student does not adhere to the Policy, he/she may be asked to leave the classroom.

The English Language Institute Policy on Electronic Devices is based on Sections 1 and 25 of Pace University's **Guiding Principles of Conduct**. The complete Guiding Principles of Conduct are available within Pace University's Student Handbook, published online at: <http://www.pace.edu/student-handbook>

Blackboard

Every ELI course will use the Blackboard system. Each class will have its own Blackboard page, and instructors will post the following materials on class Blackboards:

- Course Syllabus
- Course Schedule
- Important Announcements
- Homework Assignments

Instructors may also post lesson handouts and discussion board threads on the class Blackboard page. Students may also be required to submit homework assignments via Blackboard.

Students should check their class Blackboard pages regularly, especially when absent for a class. When absent, students should be able to visit Blackboard, see what lesson content was missed, and any see homework assigned via the Blackboard page blackboard.pace.edu

Academic Integrity Policy (Plagiarism and Cheating)

All members of the Pace community are expected to behave with honesty and integrity. The Undergraduate/Graduate Catalogs include the following advisory for students on Academic Integrity:

Students must accept the responsibility to be honest and to respect ethical standards in meeting their academic assignments and requirements. Integrity in academic life requires that students demonstrate intellectual and academic achievement independent of all assistance except that authorized by the instructor. The use of an outside source in any academic paper, report or submission for academic credit without the appropriate acknowledgement is plagiarism. It is also academically dishonest to submit anything in electronic form as one's own that is the work, either fully or in part, of someone else. It is unethical to present as one's own work, the ideas, words or representations of another without the proper indication of the source. Therefore, it is the student's responsibility to give credit to any quotation, idea or data borrowed from an outside source. Students who fail to meet the responsibility for academic integrity subject themselves to sanctions ranging from a reduction in grade or failure in the assignment or course in which the offense occurred to suspension, dismissal or expulsion from the University. (L-54)

Grade Appeals

As a general principle, the instructor has sole authority to establish standards of performance and to exercise judgments on the quality of student performance, but in a manner that reflects reasonable and generally acceptable academic requirements. Grades assigned in this fashion are final except as the instructor may wish to review them. No faculty member, administrator, or other individual may substitute his judgment of the student's performance for the reasonable judgment of the instructor.

Students who believe that a final grade received in a course was not determined in a manner consistent with the principle described above may challenge that grade by first arranging, within a reasonable period of time (**approximately 5 school days** from the time that the student knew or should have known of the final course grade), to meet informally with the instructor to establish a clear understanding of the method by which the grade was determined. Every effort should be made to resolve the matter at the level of the instructor and the student. Students who have difficulty arranging a meeting with the instructor should consult, Lisa Kraft, Director of the English Language Institute.

If after meeting with the instructor, the student wishes to continue the grade challenge, the student may appeal in writing (with a copy to the instructor and academic advisor) to the ELI Director within a reasonable amount of time. The statement should clearly state the basis for questioning the grade received in the course.

The Director's decision to have a grade reviewed or not is final. If the Director decides that the method by which the student's grade was not proper, the Director will apprise the instructor of the basis for questioning the grade and request that the instructor review the grade. If the instructor, for any reason, does not review the grade, the Director will request that at least one other faculty member qualified to teach the course in question review the grade. In the process of such a review, the faculty member(s) is (are) authorized to assign a grade change and may, if necessary, require additional examination of the student's performance as a basis for the grade change.

Students may, at any point in this appeal process, solicit the advice and assistance of an individual faculty or staff member. This individual's authority in these matters is limited to mediating the relationship between the student and the instructor and/or Director.

Academic Probation and Dismissal

Academic Probation

All students enrolled in the English Language Institute (ELI) will be placed automatically on academic probation after the first semester of study if certain conditions occur. These conditions include, but are not limited to, the following:

- Did not actively participate in every class (includes purchasing and bringing the required textbook to class, being an active member of group assignments).
- Did not turn in required work on time (homework, papers, etc).
- Did not pass all required assignments (exams, papers, presentations)
- Not making normal academic progress in the ELI program (i.e. repeating a level of a course for multiple sessions).
- Did not pass all ELI classes.
- Did not meet ELI attendance requirements (no more than two (2) absences per 7-week course or four (4) absences per 14-week course).

Students will receive a written notification at the end of the first semester from the Office of the English Language Institute. However, academic probation is automatic if any one or more of the above listed conditions is met and therefore not based upon receipt of a written notification. It is the student's responsibility to verify his or her academic standing before each semester by checking the Pace portal for final grades, and to contact the Office of the English Language Institute with questions. Academic Probation may lead to Academic Dismissal based on the student's performance after being placed on Academic Probation.

Conditions of Academic Probation

A student who is placed on academic probation will be required to meet certain conditions in order to be restored to the status of good academic standing and to be eligible to continue his or her enrollment in the ELI. Students must satisfy the conditions of academic probation within one semester if enrolled in one 14-week session (Pre-Undergraduate or Pre-Graduate program) or one 7-week session (Intensive English program) if enrolled in 7-week courses. This session is the "Probationary Semester".

The conditions of academic probation that must be satisfied by the end of the Probationary Semester include, but are not limited to, the following:

- Meet ELI attendance requirements (no more than two (2) absences per 7-week course or four (4) absences per 14-week course).
- Actively participate in every class (includes purchasing and bringing the required textbook to class, being an active member of group assignments).
- Turn in required work on time (homework, papers, etc).
- Pass all required assignments (exams, papers, presentations)
- Pass all ELI classes with an 80% (B-) or better.

**Please note that performing all of these requirements does not guarantee that you will move up a level.*

Academic Dismissal

If a student fails to satisfy the conditions of academic probation within the time period permitted, he or she will be **academically dismissed** from the ELI program.

If academically dismissed, the student will have the following two (2) options:

1. Depart the United States – The student must depart the United States within 15 days. The student's SEVIS record will be *terminated* for Expulsion.
2. Transfer to another School – The student is advised they must transfer immediately to another school within 15 days. **The 60 day grace period does not apply.** Students that fail to transfer within 15 days may be transferred in terminated status.

Student will **not be placed** on Academic Probation a second time. If a student meets the conditions for academic probation a second time, they will have to choose one of the above (2) options.

Student Conduct Expectations



Pace University has published the following **Guiding Principles of Conduct** for all Pace students in the [Student Handbook](#):

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.

The Guiding Principles of Conduct are not exhaustive and include, but are not limited to, the following:

1. Students and other persons participating in a class or activity related to a class (such as, for example, internships and field trips) must comply with a faculty member's reasonable standards of behavior for the class and/or related activities.
2. Theft, willful destruction or damage to or misuse of any University property or property owned by any member of the University community is prohibited.

3. The sale, purchase, possession or use of incendiary devices, explosives or dangerous weapons (including any item or material which could be used to inflict injury or harm or to intimidate) on University premises or at University-sponsored events is prohibited.
4. The unlawful use, possession, sale, distribution or manufacture of controlled substances and drug paraphernalia on University premises or at University sponsored events is prohibited. (Further information may be found in the University's Drug and Alcohol Policy.)
5. Obstruction of or interference with the normal operations and processes essential to the University is prohibited.
6. Interference with academic freedom (including speech in the classroom and by University-approved guest speakers) is prohibited.
7. Strict compliance with the University's policies and procedures concerning demonstrations and rallies is required.
8. Strict compliance with the University's policies and procedures concerning the appropriate use of information technology is required.
9. Deliberate actions that cause, or might reasonably be expected to cause, injury, either physical or mental, to any member of the University community are prohibited. Such actions may include, for example, violence or threats of violence.
10. Members of the University community are required to comply with the instructions of a University administrator, or other duly authorized agent of the University, to, for example, display or present identification. Members of the University community are also required to evacuate University premises and University sponsored events when directed to do so by authorized personnel or a mechanical device (such as a fire alarm).
11. Any action or situation which recklessly or intentionally endangers the safety or mental or physical health of any member of the University community or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization is prohibited on University premises and at University-sponsored events. In addition, such conduct by students and employees (including faculty), whether on or off University premises or at University sponsored events, also is prohibited.
12. Engaging in violence or intimidation against another person and destroying property because of bias or prejudice while on University premises or at University sponsored events violates the University's Hate/Bias-Related Policy and is prohibited. Such conduct by students and employees (including faculty), whether on or off campus or at a University-sponsored event, is also prohibited.

13. Members of the University community are required to timely satisfy their financial obligations to the University, including, but not limited to, amounts due to the Office of Student Assistance, the University bookstore, the University library, University housing, the Student Development Office, and Security.

14. Consumption of alcohol by any member of the University community who is under the age of twenty-one is illegal and prohibited on University premises and at University-sponsored events. Supplying alcohol in any quantity to a member of the University community who is under the age of twenty-one is illegal and prohibited. (Further information may be found in the University's Drug and Alcohol Policy.)

15. Even though its possession or consumption may otherwise be lawful, alcohol, except in limited circumstances, is not permitted on University premises or at University sponsored events. Members of the University community are not permitted to be intoxicated, or to become intoxicated, while on University premises or at a University-sponsored event.

16. Gambling is not permitted on University premises or at any event sponsored by a student group or organization.

17. Solicitation by students, student clubs and student organizations including, but not limited to, fund raising, on University premises or in connection with a University sponsored event is prohibited without the prior approval of the Director of Student Development and Campus Activities or the Dean for Students.

18. "The solicitation of goods or services by one staff member to another during regularly scheduled work time is prohibited. Selling commercial goods and distributing promotional information and handbills in regular work areas is also prohibited." (A copy of the Solicitation and Distribution policy may be found in the Pace University Employee Handbook.)

19. Other members of the University community, such as applicants for academic admission and employment, visitors, guests, vendors, contractors and other third parties, are prohibited from soliciting and distributing on University premises or in connection with University-sponsored events without prior approval from the Director of Security.

20. Prior approval from the appropriate University administrator must be obtained before any materials or documents may be posted or distributed on University premises or at University-sponsored events.

21. The falsification of University documents is prohibited.

22. While on University premises or at University-sponsored events, members of the University community must not dress or conduct themselves in a manner that would be considered lewd or indecent by the University.

23. Conduct on or off campus in a manner the University determines reflects adversely on the good name and reputation of the University is prohibited.

24. Conduct by students and employees (including faculty) on or off campus that violates local, state or federal laws may also constitute a basis for disciplinary action by the University.

25. Without appropriate prior authorization, video recording devices, including, but not limited to, cell phones equipped with a camera, may not be used on University premises or at University-sponsored events, other than in an emergency, in any area or circumstances where the recording of images reasonably would be considered to be inappropriate.

26. Strict compliance with all rules, policies and practices promulgated and/or adopted by the University is required.

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.

Revised: June 2007

Student Complaints

English Language Institute - Student Grievance Policy and Procedure

Grievance (noun): A statement in which you say you are not satisfied with something; a complaint.

Pace University Grievance Statement:

The University views students as responsible citizens who are integral members of the academic community. Policies and practices pertaining to student relations and services should reflect this point of view. All University officers will make every effort to ensure that this philosophy is implemented.

It is recognized, however, that regardless of how well intentioned people may be, complaints and misunderstandings are bound to arise. It is the purpose of the Student Grievance Procedures to ensure that these disagreements are expressed, explored, and resolved promptly and confidentially.

English Language Institute Procedure:

The Pace University Grievance Procedure states that "claims relating to academic standing, grading or discipline are within the jurisdiction of the Academic Standing Committees and the Deans of the Colleges/Schools." In lieu of an Academic Standing Committee or Dean of the English Language Institute, academic grievances are within the jurisdiction of the Institute's Directors.

Message to ELI Students: In American culture, direct communication with the source of your grievance is often the preferred and expected method of conflict resolution, especially for university-aged students in an academic or professional environment. However, we recognize there may be sensitive situations for which direct communication may not be appropriate. Please note the grievance types below and the appropriate steps to take for each.

GRIEVANCE TYPE A: For student grievances concerning course instruction (including teaching style and methods), content/materials, and assessments (procedures, feedback and grading), please follow these steps:

Step 1 - Informal

- Make an appointment with your instructor to discuss the problem informally.
- A student may not proceed to formal review unless informal review with the instructor has been exhausted.

- *NOTE: An informal complaint pertaining to course instruction, materials, and assessments may not be made to instructors anonymously.*

Step 2 – Formal

- If your grievance was not resolved in Step 1, you may file a formal complaint in writing to the Associate Director of Academics, Alison Wofford, awofford@pace.edu or Director of Academics and Recruitment, Lisa Kraft, lkraft@pace.edu. If you are a Global Pathways student, you may also send a copy of your written complaint to your Global Pathways Academic Advisor. Your Global Pathways Academic Advisor will be informed of the results of your grievance inquiry.
- The complaint should include the following information:
 - The date on which an informal complaint was discussed with the instructor, and a brief summary of that discussion.
 - The reason for the formal complaint with supporting details.
- Your complaint will be handled as follows:
 - You will have a formal meeting with the Associate Director or Director to discuss your written complaint.
 - Your formal complaint will be officially logged by the department to document all steps being taken by all parties until the issue has been resolved and closed.
- *NOTE: A written formal complaint to the Associate Director or Director pertaining to course instruction, materials, and assessments may not be made anonymously. However, your anonymity may be kept from the instructor.*

GRIEVANCE TYPE B: For student grievances concerning the ELI program and services (non-course and non-instructor related), please follow these steps:

Step 1 – Informal

- Make an appointment to discuss the problem informally with one ELI full-time administrator of your choice:
 - Daniel Lenkowsky, Senior Admissions & Student Life Coordinator dlenkowsky@pace.edu
 - Alison Wofford, Associate Director of Academics awofford@pace.edu
 - Lisa Kraft, Director of Academics and Recruitment lkraft@pace.edu
 - [Brian Hickey, Director](#) English for Professionals and International Partnerships bhickey@pace.edu
 - *NOTE: An informal complaint may not be made anonymously. However, your discussion with an ELI administrator may be kept confidential.*

Step 2 – Formal

- If your grievance was not resolved after completing Step 1, you may wish to file a formal complaint in writing to the Senior Director of the English Language Institute.
- The complaint should include the following information:

- The date on which an informal complaint was discussed with the ELI administrator, and a summary of that discussion.
- The reason for the formal complaint with supporting details.
- Your complaint will be handled as follows:
 - If the Senior Director determines that your complaint shall be reopened, your formal complaint will be officially logged to document all steps being taken by all parties until the issue has been resolved and closed.
 - NOTE: *A written formal complaint may not be made anonymously. However, your discussion with the Senior Director may be kept confidential.*

GRIEVANCE TYPE C: For student grievances relating to *unfair treatment, discrimination, or non sex-based harassment and retaliation by a Pace University instructor, staff member or student* these claims are subject to the University's Policy Against Discrimination, Non Sex-Based Harassment and Retaliation:

Please make an appointment with an ELI Administrator of your choice, who is available to confidentially discuss your complaint with you and advise you on the next steps you can take.

GRIEVANCE TYPE D: For student grievances relating to *sex-based misconduct (including sexual assault sexual harassment, gender-based harassment, dating violence, domestic/intimate partner violence, sexual exploitation, and stalking) by a Pace University instructor, staff member or student* these claims are subject to the University's Sex-Based Misconduct Policy and Procedure.

Please make an appointment with an ELI Administrator, who is available to confidentially discuss your complaint with you and advise you on the next steps to take.

GRIEVANCE TYPE E: For student grievances concerning *final course grades*, please refer to ELI's Grade Appeal Policy in this chapter.

Family Education Rights and Privacy Act (FERPA)

Pace University 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.

For complete information regarding student rights and records, please visit [Pace University's FERPA page](#).

Policy on Drugs, Alcohol, and Smoking

As members of the Pace University community, students are responsible for knowing and complying with the University's policies, practices and procedures. The University's policies, practices and procedures may be found in many places, including, without limitation, the on-line Student Handbook.

The University is required by law to distribute certain policies and information to students and other members of the Pace University community. Those policies and information may be found <http://appserv.pace.edu/emplibrary/ACFCD9.pdf>.

Students who have questions about these policies and information, or any policy, practice or procedure of the University, should seek clarification from Dean for Students New York Marijo O'Grady, 41 Park Row, Room 907, New York (212-346-1306), or Dean for Students Westchester Lisa Bardill Moscaritolo, Kessel Campus Student Center, Room 207, Pleasantville (914-773-3351).

The University may amend its policies, practices and procedures with or without prior notice, but will, to the extent practicable, endeavor to provide prior notice of any such amendments. You are responsible for keeping abreast of amendments to existing policies, practices and procedures, as well as new ones.

Alcohol and Other Drugs Policy Statement

Pace University has a strong commitment to a healthy and safe environment for all members of the University community. Any use of alcohol and drugs that is illegal or violates this Policy will not be tolerated.

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. Even though its possession or consumption may otherwise be lawful, alcohol, except in limited circumstances, is not permitted on University property or at University sponsored programs and activities.

There are two exceptions to the prohibition against the possession and consumption of alcohol on University property and at University sponsored programs and activities. One exception to this Policy is for the moderate possession and consumption of alcohol at University sponsored programs and activities by individuals legally permitted to possess and consume alcohol, provided prior written approval from the appropriate University representative has been granted. The second exception permits students, except for those who reside in Maria's Tower, who are at least 21 years of age to possess and consume a moderate amount of beer or wine (not hard liquor) in their residential housing room.

This Policy applies to each member of the University community -- students, faculty, and staff -- as well as to contractors, vendors, licensees, invitees and visitors.

This Policy is in compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, and it is distributed to every student and faculty and staff member.

Harassment and Discrimination

Pace University is strongly committed to maintaining a working and learning environment that is free from unlawful Discrimination, Harassment, or Retaliation. The University is an equal opportunity employer and an academic institution which strongly believes that all employment and academic decisions must be made without regard to whether an employee or student possesses characteristics protected by federal, state, or local law and this Policy and Procedure ("protected characteristics").

All University officers, administrators, supervisors, staff, faculty members, students, visitors, and applicants, as well as vendors, consultants, and contractors with whom the University does business are prohibited from engaging in Discrimination, Harassment, or Retaliation in violation of this Policy and Procedure.

If you believe that you have been discriminated against or subjected to harassment, please visit the [Pace University Policy and Procedure on Discrimination, Non-Sex Based Harassment and Retaliation](#) or speak to an ELI Administrator for further information and assistance.

Chapter 4: Registration and Financial Policies

Registration Policies

Students are required to pay all program and university fees before the first day of classes unless arrangements have been made for a third party (sponsor, government, organization) to be billed for these expenses.

Payment Options

Pace University accepts cash, check (drawn on a New York bank), traveler's check, money order (drawn on a US bank), VISA, MasterCard, Discover/Novus, or American Express. Make checks and money orders payable to Pace University. Write your Pace ID number (U00xxxx) and your address on the check or money order. We also accept online payment through [peerTransfer.com](https://peertransfer.com). Please speak with an ELI Staff member for instructions to use [Flywire.com](https://flywire.com) for an online tuition payment.

Orientation



Before classes begin, there will be a **mandatory** orientation for all ELI students. Students are introduced to the ELI staff and their responsibilities. Hands-on demonstrations familiarize students to Pace systems such as student portal accounts, Pace email and Blackboard. See Chapter 1 for detailed setup instructions. Orientation also includes special presentations like "Tips for Being a Fantastic Student and Academic Expectations" and "F-1 Visa

and University Health Insurance Information". Students take a campus tour and learn the location of important campus facilities (gym, cafeteria, library, book store, computer labs).

Student Registration Cards

All ELI students receive student registration cards during orientation. These cards contain important university information needed for ELI registration and payment.

Important: This card is NOT an official university ID.

ELI PACE UNIVERSITY STUDENT REGISTRATION CARD			
(212) 346-1562 eli@pace.edu http://www.pace.edu/ELI			
Student (last, first):	<u>Mouse, Mickey</u>		
University ID#:	<u>U01234567</u>	Username:	<u>mm87602n</u>
Entry Term:	<u>Spring II</u> <u>2020</u>	Visa:	<u>F1</u>
Special Cohort:	<u>Disney Scholarship</u>		

Course Change (Add/Drop)/Withdrawal and Refunds

Course Change Policy

During the first week of class, students may exchange one elective course for another at no extra charge. To change courses, speak to an academic advisor for approval. The advisor will fill out a "Drop/Add Form" for you to take to OSA for the registration change. There is no fee for changing courses (unless there is a difference in tuition cost).

Withdrawal and Refund Policy

If you wish to withdraw from (drop) a course or courses, you must submit a "Registration Action Form" to Student Accounts and Registrar Services. If you do not submit this form, you will not receive a refund and you will receive an F for the course at the end of the term. Refunds are calculated as follows:

Daytime Programs*

<u>Calendar Date</u>	<u>Eligible Refund</u>
On the 5th business day of the session or earlier	100%
On the 10th business day session or earlier	25%
After the 10th business day of the session	0%

Evening Programs*

<u>Calendar Date</u>	<u>Eligible Refund</u>
Before the 3rd class session	100%
Before the 4th class session	25%
After the 4th class session	0%

**Daytime Programs begin between 7am-5pm. Evening Programs begin after 5:30pm.*

Additional fees paid to Pace University, including health insurance, GIF, or technology fee, are only refundable on the 5th business day of the session or earlier. After the 5th business day of the session the fees will no longer be refunded.

Students with credit balances on their student account, resulting from tuition cancellations, etc., are issued refunds to their Pace University HigherOne Card. Payments made by credit card are issued refunds to the credit card. Student refunds take a withdrawal and does not relieve the student of his or her financial obligation, or entitle the student to a refund. A student who registers for class and does not attend class remains fully responsible for all financial obligations.

Registration Holds and Financial Guarantees

Non-Payment Hold

Students that do not pay their bill in full before classes begin may receive a registration hold by the Office of Student Assistance (OSA). This hold will prevent students from registering for future classes or receiving any official documentation from Pace University. This includes enrollment letters or transcripts. Students must pay the balance on their account to have the hold removed.

MMR Vaccination Hold

New York State law requires that all university students born after 1/1/57 to present proof of immunity to three childhood disease: measles, mumps, and rubella (MMR). If you want to register for a second term at the ELI, you must show documented proof of immunity. If you do not show proof of the MMR vaccinations

you will have a hold put on your account from the OSA Office which will prevent you from registering for future classes or receiving any official documentation from Pace University. You must submit proof of the MMR vaccination to have the hold removed.

Financial Guarantee Hold

Students studying with a scholarship from their government, employer, or other source of funding, must submit proof of third-party payment directly to the Office of Student Assistance (OSA) at the time of registration. The OSA Office will assist students in creating a scholarship account and will invoice the appropriate source of funding for tuition and other Pace University related expenses.

Requesting ELI Enrollment Letters

The ELI is able to provide proof of enrollment by request. This letter confirms courses and weekly hours. This letter does not include course grades. Students who would like a record of grades need to request an official transcript from the Office of Student Assistance (OSA).

Requesting an Official Transcript

Pace University has contracted with the **National Student Clearinghouse** to handle all official transcript requests for current students, former students, and alumni. Transcript Requests are available online for current students who have access to MyPace Portal or via the National Student Clearinghouse at www.getmytranscript.com.

Transcripts will **not be** released to students with any financial obligation to the University. Any outstanding account balances must be paid in full before ordering a transcript. Please contact the Office of Student Assistance at **(877) OSA-1830** for assistance with satisfying your financial obligations.

All requests must be submitted via the National Student Clearinghouse at www.getmytranscript.com and the following fees apply:

- **Electronic PDF** (\$7 electronic same day processing with the exception of records that require additional research.) Transcript will be sent electronically on the same day. This option is unavailable for students who have attended prior to **2005**. The download link will only be available for 30 days from the date on the email. However, the PDF can be saved as a copy.

- **Mail** (\$7 regular processing.) There is a three business day processing time, and then the transcript is sent through standard USPS mail on the 3rd day.
- **Express/United States Mail** (\$11.25 in addition to \$7 fee). There is a 1-3 business day processing time, and then the transcript will be sent through UPS. All requests received after 3 p.m. will begin to be processed the next business day (excluding holidays.) If the recipient's address is a P.O. Box, the transcript will be shipped via USPS express mail.
- **Express/Canada or Mexico Mail** (\$25 in addition to \$7 fee). There is a 1-3 business day processing time, and then the transcript will be sent through UPS. All requests received after 3 p.m. will begin to be processed the next business day (excluding holidays.)
- **Express/International Mail** (\$25 in addition to \$7 fee.) There is a 1-3 business day processing time, and then the transcript will be sent through UPS. All requests received after 3 p.m. will begin to be processed the next business day (excluding holidays.)
- **Pick Up** (\$7 regular processing). Transcript will be available for pick up at the Office of Student Assistance within 1-3 business days.

Please note: If your name has changed since you attended Pace University and you need your new name to appear on your transcript, you must submit a [General Change Form](#) along with the required documentation prior to submitting your transcript request. Once you receive confirmation that your name has been changed, you may submit your Alumni transcript request form if it is your first **free** order or return to the [National Student Clearinghouse](#) site to order your transcript.

Transcript Processing Hours: Monday-Friday 9 a.m. to 5 p.m. Eastern Time.

How to Order an Official Transcript

To Request Online:

- Log on to the National Student Clearinghouse at www.getmytranscript.com or via [MyPace Portal](#) and enter the requested information. Please refer to the [Transcript Ordering Student Guide](#) for additional information.
- Payment can only be made by credit/debit card on the National Student Clearinghouse site. **If you do not have a credit/debit card, print out the [Transcript Request Form](#) and mail it in with a check/money order.** Students may also submit a paper form in person at any Student Solutions Center. These records will only be available via mail delivery or pickup.

[Click here](#) for all Student Account campus-specific contact information.

Requesting Pace (Degree Program) Enrollment Letters

To request and obtain a letter verifying your enrollment or any other official announcement about your academic history at Pace University, please complete the Letter Request Form. There is an approximate wait period of 7 business days.

HOW TO SUBMIT A LETTER REQUEST

- Complete a Letter Request Form online at www.pace.edu/paperless

OR

- Print the OSA Letter Request Form.
- Submit a completed form to the Office of Student Assistance. Completed request forms can be sent by mail, fax, or can be scanned and emailed to osa@pace.edu. Students may also submit a paper form in person at any Student Solutions Center.

Chapter 5: Life at Pace-Campus Services

ELI Student Life



Every semester, the ELI organizes a variety of field trips, social activities, and other ways for ELI students to enjoy New York City, get to know U.S. students and other international students, and feel comfortable at Pace University.

Conversation Partners



The ELI Conversation Partner Program is an opportunity for current full-time ELI students to make an American friend and improve their English conversation skills. The program matches ELI students with participating Pace University Undergraduate/Graduate native English speakers for a 1hr/week meeting. Practicing English outside of the classroom environment is extremely important in improving your proficiency. By speaking with native English speakers you will:

- Increase your daily vocabulary
- Learn common idioms and expressions
- Practice pronunciation
- Learn about American culture
- Travel around New York City to new places
- Build your confidence in speaking English

If you are a current ELI student and would like to participate in the ELI Conversation Partner Program please e-mail us at ELIPaceCPP@gmail.com.

Arts and Cultural Events



ELI students are welcome to participate in any and all activities on campus for Pace University students. The university hosts many arts events, musical performances, and academic lectures throughout the year.

Volunteering Opportunities



Spending time volunteering at different community organizations is an excellent way to both practice your English and make new friends in New York City. The ELI Student Life program offers many opportunities for students to participate in community service throughout the semester. Each 6/7 week session includes, at least, one volunteer activity. Whether we are cleaning parks, cutting hundreds of vegetables, or painting school murals - ELI students always have the opportunity to learn more about the city they are temporarily calling home by interacting with New Yorkers.

The ELI is currently working with the following organizations on a regular basis:

GOD'S LOVE WE DELIVER

<https://www.glwd.org/>

God's Love We Deliver improves the health and well-being of men, women and children living with HIV/AIDS, cancer and other serious illnesses by alleviating hunger and malnutrition. The organization prepares and delivers nutritious, high-quality meals to people who, because of their illness, are unable to provide or prepare meals for themselves. ELI students spend time in the kitchen on select Friday mornings helping to prepare these meals on 3hr shifts.

VISIONS SERVICES FOR THE BLIND AND VISUALLY IMPAIRED

<http://www.visionsvcb.org/visions/>

VISIONS is a rehabilitation and social service organization that develops and implements programs to assist people of all ages who are blind or visually impaired to lead dependent and active lives in their communities and homes. ELI students help by serving meals at dinner time on select Tuesdays/Thursdays to clients at Selis Manor and chatting with the Seniors. They also visit a summer camp specifically for people with visual impairments and help to clean it before the camp begins.

KEEN: KIDS ENJOY EXERCISE NOW

<http://www.keennewyork.org/>

KEEN provides one-to-one recreational opportunities for children and young adults with mental and physical disabilities. ELI students participate by spending a Saturday afternoon playing different sports and arts/crafts projects with the athletes.

Students also participate in other one time projects arranged by the English Language Institute or citywide days of service offered by [NY Cares](#). If you are an organization that would be interested in having student volunteers from the English Language Institute work with you please contact Daniel Lenkowsky ,Senior Admissions & Student Life Coordinator, at dlenkowsky@pace.edu.

Faith and Prayer on Campus

There is a **Meditation Room** located at One Pace Plaza on the B-level. The Meditation Room is available for quiet, peaceful thought, meditation, contemplation, or prayer.

Sports and Exercise



The Civic Center Gym at One Pace Plaza offers a full-sized basketball court, weight and cardio machines, and other fitness activities, such as Zumba and yoga classes. Students who wish to play team sports can also join an "intramural" sports team - that means students play against other Pace students on a regular schedule. Use of the gymnasium is included in ELI tuition and fees.

Computers and Internet Access on Campus

Computer labs with computers and printers are available in the Birnbaum Library, and the Computer Labs located on the 2nd floor of One Pace Plaza. Students may access these computers with their UD username and password. See Technology section in Chapter 2.

Your Pace ID Card

ELI Students will carry an official University Identification Card:



This ID card serves all of your on-campus needs. It will access your meal plan, flex dollars, printing, resident hall, many campus activities, and more.

Requirements for Obtaining a New ID Card In Person

The Pace University ID office is located on B-level of One Pace Plaza, near the Spruce Street entrance and Security desk:

Location:

NYC One Stop Office

1 Pace Plaza – B-Level
New York, New York 10038
Phone: (212) 346-1812

Hours of Operation:

Monday: 9:00am-6:00pm
Tuesday - Friday: 9:00am-5:00pm
Summer Hours: 9:00am-5:00pm

Please bring with you a print-out of your current schedule or a paid bill from the Office of Student Assistance along with a government issued ID (driver's license, passport, etc).

Medical Care / If You Get Sick

University Health Care (UHC) offers a full range of primary care services to the Pace University community, and each campus is staffed with nurse practitioners (registered nurses with advanced training who are certified to prescribe medication), who are qualified to diagnose and treat illnesses and infections like coughs and sore throats, first aid for minor injuries, women's health care, management of chronic health problems like high blood pressure, health assessments and physical examinations, and more. Families of Pace students are can also visit UHC.

[University Health Care Patient Portal](#)

Click the link above to access the University Health Care Patient Portal. If you are a first time user, you must register with a unique username and password.

The portal will allow you to schedule University Health Care appointments, fill out forms, and access your health records.

Services available for 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
- management of chronic health problems such as high blood pressure.

Health Requirements: Vaccines and Insurance

New York State Public Health Law requires that all college and university students complete and return the Immunization Requirement Form to Pace University.

New York State Health Law requires that students born on or after January 1, 1957, provide proof of immunity to measles, mumps, and rubella (MMR) in order to register for classes. These diseases can cause severe health problems.

Students must provide proof of having received:

Measles: Two (2) doses given after your first birthday and at least 28 days apart (the first dose is considered Day 0)

Mumps: 1 dose after first birthday

Rubella: 1 dose after first birthday

Or, show proof of immunity to measles, mumps and rubella by taking a blood antibody titer test.

Students can submit forms:

- By Mail: Pace University OSA- Immunization Compliance One Pace Plaza New York, NY 10038
- By Fax: (914) 989-8309 (include name, student ID number and telephone number)
- By hand to any Student Solutions Center office. Students can also send scanned immunization forms via email to immunization@pace.edu.

Safety on Campus / Emergency Phone Numbers

Pace University's Office of Safety & Security, New York City Campus:

One Pace Plaza B-Level

New York, NY 10038

Phone: (212) 346-1800

(Open 24 hours a day)

Campus and 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.

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 this section so that you will know the proper protocol to follow in the unlikely event that there is a campus, city, or national emergency.

Dial 777 from any pace phone in the event of an emergency or contact the Security Office on campus 24 hours a day: **New York City: B-Level, East Wing (Schimmel Entrance)** (212) 346-1800

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.

Policies, Procedures and Emergency Protocols

For a complete list of procedures and instructions for emergency situations on campus, such as fire, active shooters, sex-based misconduct or criminal offenses, please visit [Safety & Security's Emergency page](#).

The Pace Library



Students at the ELI have full access to Pace libraries and resources. The Library offers users a wide array of resources and services including access to over 120 research databases (from on or off campus,) print and e-books, resource sharing partnerships with local area libraries and consortia, and comprehensive interlibrary loan services for materials not owned by the Pace Library.

For a complete description of library resources and services, please explore the Pace University Library [website](#).

The Writing Center

Students at the ELI who need assistance with writing assignments can access the Pace University Writing Center. Writing Center tutors work with students one-on-one or in small groups in person or online throughout the writing process.

The Writing Center can help students:

- Identify a topic from an instructor's assignment or student's notes
- Revise or edit drafts
- Incorporate feedback from instructors into their assignments

The Writing Center website and blog feature many helpful writing resources and tips.

The Writing Center is located on the second floor in Room Y25 around the corner from the main computer lab at One Pace Plaza. of the Birnbaum Library.

Make an appointment by phone: (212) 346-1085 or email: writingcenternyc@pace.edu

Holidays

Please note Pace University is closed in observance of certain holidays of the year. Classes are not held on holidays. For a complete schedule of holiday closings, see [the University Holiday Calendar](#).

If you plan to observe another holiday not included on the University Holiday Calendar and you intend to miss class, please inform your instructor in advance, and be aware you will be marked absent.

Please note the Pace University's Academic Calendar is for degree-students only. Please follow the ELI academic calendars for course dates and holiday closings. Your instructor will inform you of all important calendar dates.

Emergency Notifications / University Closures

When there is bad weather such as heavy snow or rain Pace University may be closed or have delayed openings. What does this mean?

Delayed Opening - A delayed opening is when the University opens at a later time than normal. Your morning class may not begin until a later time or you may miss the entire class but still have afternoon class.

University Closed – When the University is closed all Pace University offices on the New York City Campus are closed and all classes are cancelled.

To check if Pace University is open please check the website or call one of the following numbers:

Website: www.pace.edu

There will be an alert on the homepage (usually in a red box) with information.

Pace E-mail: email.pace.edu

Students will always receive an e-mail from Pace University with weather closure information.

Emergency Closing Hotline: (212) 346-1953

Radio Stations: AM WOR 710, WCBS 880, WINS 1010

Television News Stations: Fox 5 News (Channel 5), CW 11 News (Channel 11)

Please read the alert carefully. Be positive the alert is for New York City Campus. Often the Westchester/Pleasantville campus will be closed because of bad weather but the New York City campus will remain open.

It is your responsibility to check if classes are cancelled or if there is a delayed opening.

Discounted Movie Tickets

The ELI offers movie tickets at a lower cost than tickets sold at local movie theaters. Each ticket costs \$8 and can be used at Regal Theaters around the city. Theaters showing IMAX and 3D movies will include an additional charge on discounted tickets.

Culture Shock

What is Culture Shock?

Culture Shock is a feeling of confusion, doubt, or nervousness caused by being in a place (such as a foreign country) that is very different from what you are used to.

© Merriam Webster's Dictionary

Many international students face difficulties when moving to a new country and adapting to a new culture. Not to mention, New York City is a very large city with many things to learn! It is completely normal for students to experience feelings of culture shock while being far away from family and a familiar culture.

The ELI Staff is available to meet with any students feeling culture shock and to offer some advice to assist you in your adjustment. Students may also visit the [Counseling Center](#) for confidential individual or group counseling.

The good news is, Culture Shock usually becomes easier to deal with over time. [Click here](#) to read more about the **Four Stages of Culture Shock**.

American Culture

The U.S population is a unique society made up of many different ethnic groups and cultures that vary by state and region. However, there are some key characteristics and values of American culture that international students may recognize during their study in the United States.

This section is an adaptation of Appendix 5 of *NAFSA's International Student Handbook: A Guide to University Study in the U.S.A.* Published by AT&T; and also of Harvard University International Office's Guide to American Culture.

Getting to Know Americans

Individualism and Privacy

Perhaps the most important thing to understand about Americans is their devotion to individualism. From an early age children are trained to be independent and responsible for their own futures. Such training may sometimes lead to a seeming lack of respect for parents in particular and older people in general. Along with valuing individualism is a need for privacy, for time alone. Privacy often begins at an early age, with children sleeping in separate rooms from their parents and even giving each child a separate bedroom (if parents can afford it). Although Americans are a welcoming people, most expect even friends to phone first before dropping in at their homes. Casual unannounced visits are less common than in some other cultures.

Informality

The idea of equality leads Americans to be fairly informal in their behavior and in their relationships with others. You will see such informality in dress, language (particularly in use of first names and slang), posture, and classroom activities like eating in class, asking many questions and making comments, etc. Invitations may be very casual and often are not written.

Time

You may have heard the expression "Time is money." Strange as it sounds, that is how Americans view time, as a limited resource to be saved or spent for useful purposes. Americans may get impatient with lines that move slowly in supermarkets, banks, etc. particularly if the checkout person or bank teller is taking time to chat with a customer. In practical terms, this means that Americans will usually be on time for meetings and engagements and will keep a schedule of their activities and expect others to do the same. You should arrive on time for meals and appointments with professors, doctors, and other professionals. You can arrive

anytime between the hours specified for informal parties, and receptions. If you are unable to keep an appointment, you should call the person to say that you will be late or unable to get there. In meetings and professional encounters being organized is highly valued, whereas "wasting time" in "idle" conversation is not.

Achievement, Action, Work and Materialism

By definition, achievers whose lives are mainly concerned with accomplishment that can be measured, are admired by Americans. Doing something is very important; even in leisure pursuits. Americans are very active in contrast to others who enjoy sitting and talking. The ideals of action and accomplishment prevail. Because of this, Americans tend to be identified by their work. When meeting new acquaintances, the first question you may be asked is likely to be: "What do you do?" instead of any questions about your family or your background.

Directness and Assertiveness

Americans generally consider themselves to be very frank and direct in their dealings with others. When talking to someone about something they don't like about a person's behavior, they may call it "constructive" criticism. Most Americans do not think it is necessary to disguise their feelings; even if their words are not open, facial expressions may be revealing. Being honest is often seen to be more important than preserving harmony in interpersonal relationships. Being assertive in expressing opinions or making requests is considered acceptable, and even necessary (remember the importance of individualism), but being too "pushy" or aggressive is not. Distinguishing the fine line between the two is difficult even for Americans.

New York City Information & Services

[911](#) – Emergency Services (Fire, Ambulance, Police, Emergency) NYC911 is available by phone. Foreign Language Assistance may be available.

[311](#) – NYC311 provides access to non-emergency City services and information about City government programs. NYC311 is available online and by phone. To contact NYC311 by phone, call 311 from within the City or (212) NEW-YORK or (212) 639-9675 outside the five boroughs. TTY service is also available by dialing (212) 504-4115.

[New York City Hospitals](#) – A Directory of New York City hospitals covering the 5 boroughs.

[MTA Subways and Buses](#) – Information, Maps, and Schedule

[MetroNorth Railroad](#) - Information, Maps, and Schedule

[New Jersey Transit](#) - Information, Maps, and Schedule

[New Jersey PATH](#) - Information, Maps, and Schedule

[Long Island Railroad](#) - Information, Maps, and Schedule

[Uber](#) and [Lyft](#) – New Yorkers may use Uber and Lyft as alternatives to city taxis. Both are app-based transportation networks and private taxi companies.

[Streeteasy](#), [Zillow](#), [Trulia](#), [Spareroom](#) (Roommate Finder) - Housing/Apartment Websites –

[Craigslist New York](#) – is an American classified advertisements website with sections devoted to jobs, housing, personals, for sale, items wanted, services, community, gigs, résumés, and discussion forums.

[TimeoutNY](#) - *New York's* guide to theater, restaurants, bars, movies, shopping, fashion, events, activities, things to do, music, art, books, clubs, tours, dance & nightlife.

[LinkedIn](#) - *LinkedIn* is a business- and employment-oriented social networking service that operates via websites and mobile apps.

[Yelp](#) - User Reviews and Recommendations of Top Restaurants, Shopping, Nightlife, Entertainment, Services and More.

Appendices

Campus Maps

New York City Campus



Westchester Campus Map



Campus Phone and Email Directory

ELI Office New York City

163 William Street, 21st Floor

New York NY 10038

(212) 346-1562

eli@pace.edu

ELI Office Westchester

78 N Broadway

Aloysia Hall 303B

White Plains, NY 10603

(914) 422-4042

eliwc@pace.edu

Safety and Security

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

Health Care Unit

New York Campus
41 Park Row, Suite 313
New York, NY 10038
Phone: (212) 346-1600
[Hours of Operation](#)

Student Accounts – New York City 157

William Street, 5th Floor (temporary location)
New York, NY 10038
(877) 672-1830 - option #3
studentaccounts@pace.edu

Student Accounts – Westchester

Administrative Center
861 Bedford Road
Pleasantville, NY 10570
(877) 672-1830 - option #3
studentaccounts@pace.edu

Office of Graduate Admission

One Pace Plaza
New York, NY 10038
(212) 346-1531
graduateadmission@pace.edu

Office of Undergraduate Admission

One Pace Plaza

New York, NY 10038

(212)346- 1323
ugnyc@pace.edu

Housing Office

Housing & Residential Life
1 Pace Plaza, 5th Floor EAST
Pace University
New York, NY 10038
(212) 346-1295
nyhousing@pace.edu

No deliveries to this address, except UPS & FedEx

Housing & Residential Life
Pace University
1 Pace Plaza
New York, NY 10038
Mailing Address using United States Postal Service

ITS/Computer Resource Center

1 Pace Plaza - Rm W202
Computer Resource Center
914-773-3333 or 855-722-3487 (toll-free)
pacehelpdesk@pace.edu
GOnline: help.pace.edu
GLive Chat: [Have a question?](#)

The Library- New York Campus

1 Pace Plaza – 1st Floor
New York, NY 10038
Circulation Desk/General Information 212.346.1332
Reference and Research Services 212.346.1331
Library Systems Department 212.346.1366
Administration 212.346.1598
Email <http://asklibrary.pace.edu/ask>

The Writing Center

One Pace Plaza, 2nd Floor
Room Y25 (around the corner from the main computer lab)
(212) 346-1085
writingcenternyc@pace.edu

The Office of International Students and Scholars (for emergencies only)

163 William Street
16th Floor
(212) 346-1368