



Precollege Immersion Program

Student Handbook

GENERAL PROGRAM INFORMATION

All Precollege students are expected to comply with Pace's [Guiding Principles of Conduct](#). Failure to comply with the rules of the policies of the University and/or the Pre-College Program may lead to disciplinary action up to and including dismissal from the Program with no refund of tuition or fees.

Billing and Refunds

Bills for tuition will be emailed to the student's email address and parent/guardian's email on file. Payment deadlines are below.

| Payment | Deadline |
|-------------------------|--------------------------|
| Deposit - \$500 | 20 days after acceptance |
| Final Payment - \$3,200 | June 24, 2024 |

Students who do not pay tuition balances by the indicated deadline may be removed from the program. *This deposit is non-refundable.* If a student wishes to withdraw from the program, please be advised of the refund schedule indicated below:

Date of Withdrawal Amount Refunded

| Date of Withdrawal | Amount Refunded |
|--|------------------------|
| Before Friday, June 28, 2024 | 100% of final payment |
| Friday, June 28 – Friday, July 5, 2024 | 50% of final payment |
| After Friday, July 5, 2024 | No refund |

The Office of Summer and Precollege Programs reserves the right to cancel a course due to low enrollment. Should the course a student is enrolled in be cancelled, the student will receive a 100% refund, including deposit, no matter the date of cancellation.

Student ID/Access Cards/Keys

An access card/student ID and room key will be provided during check-in on the first day of the Precollege program. The access card will grant Precollege student to access to designated Pace buildings and dorms. The access card and room key must be returned at check-out. If a temporary identification card is lost, there will be a minimum of \$75.00 replacement charge for the card or key.

Setting up Pace email and WIFI

All Precollege students will have a Pace temporary username and email. Students will receive an email that includes their Pace credentials and includes instructions on setting up their account prior to the first day of class.

PROGRAM POLICIES

Curfew & In-Hall Hours

All students MUST be checked in by Precollege staff at the residence hall by 10:00PM. All students MUST be in their own assigned rooms by 11:00 PM. Precollege staff will monitor and complete rounds of the residence hall. Any student found out of their room unaccompanied or in a room of other student(s) will be held to disciplinary action. No exceptions or requests to extend curfew will be accepted unless the student is at a university-sponsored event or excursion or has been approved to be off-campus with a parent/guardian.

Assigned Rooms

Students will be assigned a specific room in one of Pace's dormitories paired randomly with another Precollege student by gender. Precollege students must stay in their assigned rooms during the program. If there are issues with the room, students should report to a Precollege staff member. *Students sleeping in a room not assigned to them will be held to disciplinary action.*

Visitors and Overnight Guests

Students are NOT ALLOWED to have visitors or overnight guests in the residence hall. No student can sleep in another student's room, nor have overnight guests.

Leaving Campus

To ensure the safety and security of all participants, students in the Precollege Program may not leave the University campus without signing-out or prior approval. Due to the nature of our Downtown campus, stepping outside any of our buildings will be considered leaving campus.

Monday through Friday, 12 – 1:30 pm and after class starting at 4:30 pm, and during weekends, Precollege students who wish to leave campus, must do the following:

- Sign-out and back -in with the Track Leader on -duty
- Must have a buddy
- Notify their assigned TL when they leave campus and when they have returned

Precollege students must stay within a designated area around 1 Pace Plaza. If a student is participating in an excursion led by a Track Leader either during the week or the weekend, students do not need to sign-out.

Students who do not return by 10 pm curfew will be held to disciplinary action.

A student may be checked-out by a parent/guardian or by an approved family member and/or adult (must be at least 18 years old). During the weekend, students may check-out any time after class at 4:30 pm on Friday and be back by 10 pm curfew on Sunday night. A [Parent Off Campus Request form](#) must be submitted at least 48 hours (about 2 days) in advance. The parent/guardian will receive an email if approved. The parent/guardian or an approved family member and/or adult must meet the student at our main desk. The Track Leader on duty will check the State ID/Driver's License before the student is released. The student must also notify their TL when they are leaving and when they have returned. *Students found off-campus without approval will be held to disciplinary action, including dismissal from the program without refund.*

Prescribed Medications

Students who are taking prescribed medications (i.e. antibiotics, anti-depressants, asthma medication, etc.) during the Precollege Program should bring enough medication to last the entire duration of the Program (two weeks). The student is expected to be able to take medications on their own without the help of other students, Track Leaders, Program Coordinator, course instructors or other Pace Precollege Program and University staff.

Smoking, Drug, and Alcohol

Possession or use of cigarettes, alcohol, and drugs is strictly prohibited. Any Precollege student found in violation will be dismissed from the program. [Please view more information on Pace's Alcohol and other Drug Policy.](#)

Incident Reports or Formal Complaints

At the time of an alleged incident, Pace's Precollege Program or University staff document things that they observe, hear, smell or otherwise are made aware of through an incident documentation and reporting process. Students may discuss a complaint with Precollege Program or University staff which may result in an incident report. Pace's Precollege Program and/or University staff will review all complaints and incident reports and may interview students involved or connected with the incident. In all cases, students are expected to cooperate with the interview process. Based on the information available to the staff, it may be determined that no violation occurred, and the case will be closed. If a violation has occurred, the case will be referred to the Director of Precollege Programs and/or University administrator for final review and determination of disciplinary actions deemed necessary and appropriate. All disciplinary/conduct decisions are final and cannot be appealed; serious violations will most likely lead to dismissal from Pace's Precollege Program without refund.

Dismissal

If a Precollege student is dismissed from the Precollege program, a parent/guardian must pick-up the student within 24 hours. No refunds will be issued for students who have been dismissed.

ACADEMIC POLICIES

Attendance and Participation

Students MUST attend and report on time to ALL their classes as stipulated by the course syllabus. As coverage of the course material will be intense, even one absence may cause a student to fall behind.

Completion Certificates

At the conclusion of the Program, students will receive a Certificate of Completion. Each student is issued only one (1) certificate. These certificates CANNOT be re-issued later. Any student who misses one or more classes without approval will not be issued a Certificate of Completion.

RESIDENTIAL POLICIES AND PROCEDURES

Emergency

Each Pace building is staffed by 24-hour security. In the case of an emergency, students may call Safety and Security by dialing 212-346-1800. If a student needs emergency medical care, the student will be brought to NY Presbyterian or another local hospital. A Precollege Program staff member will accompany the student to the hospital and make sure the student's emergency contacts are notified. We suggest that all students and their parents/guardians sign-up for emergency alerts by texting **PaceAlertSignup** to shortcode 672-8 and download our Pace SafeApp.

Fire Evacuation and In-Building Relocation Areas

During Orientation, Precollege students will receive residence hall specific information about fire safety and evacuation procedures. In the event of a fire alarm activation, University policy and fire code require occupants to evacuate or relocate as directed by each building's specific fire safety plan. The first floor or lobby must be kept clear for emergency responders.

Personal Safety

All Precollege students must assume primary responsibility for their personal safety and the security of their personal belongings; precautionary measures are the key.

- Report all lost or stolen items to Precollege staff IMMEDIATELY.
- Do not prop open entry or exit doors and do not use Fire Exit doors or windows as a way of entering or exiting a building.
- Report the presence of any stranger or solicitors to Precollege staff.
- Keep your room or apartment always locked. Especially when it is unoccupied or when you are sleeping.
- Leave valuables (such as expensive jewelry) at home.

The following are PROHIBITED in the residence halls and apartments

- Blocking exits, doorways, hallways, or stairwells with personal objects.
- Tampering with sprinkler or fire alarm systems.

- Propping open fire exit doors
- Combustible fluids
- Candles and other open flames
- Incense
- Fireworks or explosives
- Smoking in stairwells
- Moving furniture such as beds, desks, or mattresses

Disruptive Conduct/ Endangerment/ Failure to comply

Disorderly, disruptive, or aggressive behavior that interferes with general comfort, safety, security, health, or welfare of the community is prohibited. Physical violence toward another person or group, or actions that endanger the health, safety or welfare of a person or group is prohibited. Failure to comply with lawful instructions of a Precollege or University staff member in the performance of their duties is prohibited. *Engaging in any misconduct that violates the rules and regulations of Pace University will result in dismissal from the Precollege Immersion Program.*

Quiet Hours

Excessive noise is prohibited during the hours from 10:30 p.m. to 9:00 a.m. daily. Precollege students should be conscious of the volume of their music, and all are expected to be considerate of and comply with reasonable requests from peers and staff to adjust their sound/noise levels. *Students found in violation will be held to disciplinary action.*

ON-CAMPUS STUDENT SERVICES

On-Campus Dining Services/Off-Campus Meals

Breakfast and dinner are included in the cost of the Precollege program. Meals are served at designated times in the cafeteria. Students are expected to be aware of the time scheduled for meals by the Office of Summer and Precollege Programs. Precollege Students are allocated 1.5 hour for lunch and have the option to go off-campus. Track Leaders will be checking students in and out. *Any student who does not check-in and -out during lunch time will be held to disciplinary action.* Starbucks is also available on-campus, which provides features gourmet-flavored coffees, pastries, bagels, jumbo muffins, cold drinks, and a light fare menu. Operating hours are Monday –Friday 7:30 a.m. until 5:00 p.m. Operating hours are subject to change.

Student Accessibility Services

To request an accommodation, please reach out to NYC [Student Accessibility Services](#) at (212) 346-1199.

Health Services

Any student feeling sick should notify their Track Leader. Students will be brought to the local Urgent Care accompanied by a Precollege Staff member. In the case of an emergency, students will be brought to New York Presbyterian Hospital. Parents/Guardians will be notified.

Laundry

Washers and dryers can be found on location of the dormitory. Washing and drying clothes are no extra charge.

Mailroom

Packages can be sent directly to students. All packages should be addressed as below. [Find out more information on our mailroom.](#)

Student Number

Pace University

1 Pace Plaza

Dormitory Name & Room #

New York, NY 10038