

FIRST-GEN GLOSSARY

Get familiar with common Pace University terms, acronyms, and college lingo.

Academic Life at Pace

Academic Advisors:

Academic advisors are professional staff who guide students as they progress through their academic programs. They offer assistance with course selection and sequencing, major and minor information, course requirements, special program opportunities, registration, and clarity on all policies and procedures. If you don't know who your academic advisor is, email advising@pace.edu.

Academic Dean:

An academic dean is the head of a school or college within Pace University. [Find your school's dean online](#).

Classes:

Classes is an online portal that students and faculty use as a platform for course instruction. Students can find their syllabi, submit class assignments, take exams, and review class materials on this platform. [You can access Classes online](#).

Combined Degree Programs:

At Pace, you can earn both a bachelor's degree and a master's degree together in as little as five years through accelerated combined degree and sequential degree programs. There are many program choices within each school/college and students interested in these programs should talk with their academic advisor for more support and information. [See Pace's list of combined degree programs](#).

Core Curriculum:

Pace University's cutting edge core curriculum includes a minimum of 44 credits in the liberal arts and sciences that are grouped into two distinct sections: Foundational Requirements and Areas of Knowledge. Pace's core curriculum also includes UNV 101 and a Learning Community. You can [read more about the Core Curriculum online](#).

- Foundational Requirements include courses in writing, mathematics, science, computer science, and language.
- Areas of Knowledge (AOKs) offer broad exposure to a variety of approaches and perspectives in the humanities, social sciences, and sciences, and to different modes of analysis and understanding. These courses are intended to develop a sense of social, civic, and global awareness and responsibility.
- UNV 101 is a required course for all incoming first year students. The course explores the unique aspects of university life by engaging the student in personal discovery through readings, writing, and discussion.
- **Learning Communities (LCs)** connect courses and disciplines so that students and professors share a coherent and enriched learning experience. Pace offers two types of learning communities: Two paired, integrated, and coordinated courses, each taught by a different professor in a different discipline, or an interdisciplinary (INT) course taught by a team of two professors from different disciplines and focused on

a particular theme. For the first option, students must register for both course sections of the learning community independently.

Degree Works:

Degree Works is a web-based academic reporting and advising tool that outlines the requirements of a particular program and the paths to complete them. It is currently only available to a select undergraduate student population who can access it through the [Pace Portal](#). Students can use Degree Works to:

- Track all requirements necessary to receive their degree, based on the semester when you enrolled in the University.
- Show which courses you have taken at Pace or transferred into the University, and how they are applied towards your degree.
- Run “What-If” degree reports to see how your academic history can be applied to a different degree/major/minor.

Full-Time vs. Part-Time:

A full-time student is enrolled in 12 or more credit hours through the entire semester. Students whose credit hours fall below 12 are considered part time students. Transitioning between full-time and part-time may result in changes in the semester bill or financial aid. To complete a bachelor’s degree in 4 years, it is recommended that you enroll in 15 credit hours, or 5 classes, per semester.

GPA:

Grade Point Average (GPA) is a number that indicates how high you scored in your courses on average. GPA typically refers to the calculated average of one semester. You will be able to see your semester’s GPA as well as your cumulative GPA (QPA) for your entire degree. Pace University uses a 4.0 grading system. Below are the GPA values of each letter grade you might receive.

A = 4.0,	C+ = 2.3
A- = 3.7	C = 2.0
B+ = 3.3	C- = 1.7
B = 3.0	D+ = 1.3
B- = 2.7	D = 1.0

Pass/Fail:

Students with 60 credits and a cumulative GPA of at least 2.5 may take one elective course per semester as a Pass/Fail course, meaning that they’ll receive a Pass (P) or Fail (F) grade, instead of a letter grade. Core courses and major courses are excluded and no more than four courses toward the degree may be taken on a Pass/Fail basis. Only if a grade of “F” is earned, it will be computed into the cumulative GPA.

Provost:

The Provost is the chief academic officer at the University, overseeing all academic matters, faculty, and curricula. The Office of the Provost manages student success efforts, academic policies, and research for the University.

Registration:

Towards the end of each semester, students will engage in course registration for the next semester. Students meet with their academic advisor, craft a schedule with backup alternative classes for the following semester and then register during their assigned registration time and date. Students should make every effort to schedule a meeting with their academic advisor prior to the start of the registration period. It is your responsibility to reach out to your academic advisor.

Satisfactory Academic Progress (SAP):

To receive financial aid and to qualify for Pace aid, students must maintain a minimum of a 2.0 cumulative quality point average (QPA) or higher for certain academic programs. Students must also stay on track to complete their degree within 150% of the maximum time frame of the program. For example, students must be able to complete a four-year degree within six years. [Learn more about SAP requirements online.](#)

Student Life and Lingo

Center for Student Engagement:

The Center for Student Engagement oversees everything related to student-run organizations and clubs, student government, cultural and spiritual events, Greek Life, student leadership, and much more.

Commencement:

Also known as graduation, our Commencement is a University-wide day of excitement and ceremony during which we celebrate the conferral of degrees to our graduating students. Commencement is held each May and no venue is guaranteed. As you move closer to degree completion, you'll begin receiving email updates about steps you must take toward graduation.

Common Hour:

The University sets aside time each week so that you can easily find a mutual time to work on class projects, meet with student organizations, attend special events, or even just grab lunch together. Common hours are built directly into our academic schedule and very few classes take place during these times. Common hours are:

- Mondays, Wednesdays, and Fridays from 12:10 p.m.–1:10 p.m.
- Tuesdays and Thursdays from 3:25 p.m.–4:25 p.m.

Convocation:

Convocation is the first-time incoming students come together to meet the President, Provost, Dean for Students, and key student leaders. It is one of the most important traditions for our incoming students and sets the academic tone for their years to come.

Dean for Students:

The Dean for Students has a key role in developing the personality and environment of the University by engaging the full academic community whenever possible in collaborative activities. In addition, the office plays an important role in communicating the interests and concerns of the students to the academic and administrative leadership. The Office of the Dean for Students is responsible for many areas of student life including residential life, student development, campus activities, wellness programs, and counseling services (including services for students with disabilities). The Office also oversees the implementation of University rules and regulations that have been established for the well-being of all. Students may arrange to meet with the dean when they wish to discuss personal, emotional, or academic issues. [Learn more about the Dean for Students and its office online.](#)

FERPA:

The Family Educational Rights and Privacy Act of 1974 is a United States federal law that governs the access to educational information and records. When a student enters an institution of higher education, the rights to these records belong to the student. Students can choose to waive their right to privacy by signing a FERPA waiver on their student portal. You can visit the Registrar's webpage to [learn more about FERPA.](#)

First-Gen:

First-Gen is shorthand for first-generation student, meaning a student whose parents have not completed a four-year degree. At Pace we offer programming designed to connect First-Gen students with the campus community, Pace resources, and their peers. You can [visit our First-Gen website to learn more](#).

First Year Interest Group:

A First Year Interest Group (FIG) is a residential community built around a common interest, such as wellness, scholarship, pop culture, and more. You can [learn more about FIG options online](#).

NYC, Pleasantville, and Haub Law:

These is our shorthand for Pace's three campuses: New York City, Pleasantville (also known as Westchester), and the Elisabeth Haub School of Law.

Pace Setter:

The Pace University mascot is an Irish Setter named T-Bone. You'll see this fan favorite around campus and featured at our big events.

Residence Director or RD:

A Residence Director (RD) is a live-in professional staff member who oversees the day-to-day functioning of one of our residence halls and aims to create a sense of community among residents. Residence Directors participate in an on-call structure and respond to crisis or emergency on campus.

Residence Assistant or RA:

A Resident Assistant (RA) is a student worker whose primary responsibility is to foster a sense of community within the hall, offer residents support, and uphold and enforce University policies and procedures.

Student Affairs:

The Division of Student Affairs supports the academic mission of the university by providing programs and services that engage and involve students in the co-curricular life of the campuses. They take care of everything that happens outside of the classroom, overseeing Student Engagement and Residential Life among other important student life initiatives on our campuses.

Resources for Pace Setters

Accessibility Services:

The Student Accessibility Services (SAS) Office offers students academic accommodations on the basis of disability. Students with existing disabilities should seek the support of SAS before beginning their first semester at Pace or as soon as a disability presents itself while studying at Pace. Accommodations are available for the duration of your time at Pace and can be amended if needed. [Explore available accommodations online](#).

Career Services and Handshake:

From polishing your resume to accepting your offer letters, Career Services will be with you every step of the way. Handshake is our students' career command center! A destination for workshops, events, internships, jobs, career fair information, employer spotlights, and much more. Students should search Handshake's events and career fair tabs regularly for opportunities to meet employers posting positions that match their skill set. [Learn more about how to make the most of Career Services and Handshake](#).

Counseling Center:

The Counseling Centers at the Pace are here to help you manage the stressors and challenges that can arise during this time and support you as you achieve your goals and enhance your personal growth. Their confidential services include alcohol and drug use struggles, group counseling, individual counseling, off-campus referrals, and more. Learn how to use these services at the [Counseling Center website](#).

Guardian:

Pace's Guardian system is used to receive, track, and manage incident reports and share them with the most appropriate departments within the University. All students, staff, and faculty can use the Guardian reporting form to share experiences, concerns, or issues with the University. [Learn more about the Guardian system or file a report](#).

HelpDesk:

The Pace University HelpDesk is a ticket-based system that helps members of our community troubleshoot tech issues, submit inquiries, and request support. The HelpDesk is the primary means of communication for many of Pace's vital student services, including Financial Aid, Auxiliary Services, Student Accounts, the Office of the Registrar, ITS, and other student facing offices. [Submit HelpDesk tickets](#).

Learning Commons:

Whether you are in need of extra help or just want to enrich your educational experience, Pace's Learning Commons (a.k.a. the tutoring center) is here for you. The Learning Commons offers a wide range of free academic support services available to all students. The tutors are ready to lend a hand in a variety of subjects, including writing, math, science, business, computer programming, and more. Learn about their hours, locations, and more at the [Learning Commons website](#).

Pace Mobile App:

The Pace Mobile app brings campus to your fingertips. Stay on top of your events, classes, and assignments with the built-in calendar function, and get notified of important dates, deadlines and security announcements. Contact classmates and friends, ask questions, and access campus resources at any time! [Learn more and download the Pace Mobile App](#).

PaceSafe App:

PaceSafe is the official safety app of Pace University. It is the only app that integrates with Pace University's safety and security systems. Safety and Security has worked to develop a unique app that provides students, faculty, and staff with added safety on the Pace University campus. The app will send you important safety alerts and provide instant access to campus safety resources. [Learn more and download the PaceSafe Mobile App](#).

Title IX and Pace's Office of Institutional Equity:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Pace University's Office of Institutional Equity and Title IX Compliance ensures campus compliance with Federal, State, and Local laws pertaining to non-discrimination and affirmative action and is responsible for processing allegations of harassment and discrimination. You can learn more about this important office on the [Office Of Institutional Equity And Title IX Compliance website](#).

WellTrack:

WellTrack is a suite of services that support students' mental health needs, including a 24/7/365 crisis support line, and the WellTrack Boost app, a self-guided and clinically supported tool that helps students stay well. If the

Counseling Center is closed, students can still call the Counseling Center number to reach a crisis counselor. [Get the WellTrack app.](#)

Financing a Setter Education

Cost of Attendance (COA):

The cost of attendance is an estimate of how much money will be required to attend Pace University for the year that you are enrolled (this includes all billable expenses, paid directly to Pace University, and non-billable expenses, not paid directly to Pace University). Billable expenses include tuition, standard fees, housing, and food. Non-billable expenses include living allowance, books, personal expenses, and transportation. [Read all about Pace's Cost of Attendance.](#)

FAFSA:

The Free Application for Federal Student Aid (FAFSA) is a form completed by current and prospective college students in the United States to determine their eligibility for student financial aid and must be completed each year. [Read more about FAFSA.](#)

Federal Work Study:

Federal Work Study is a federally subsidized work program for students who meet the general eligibility criteria and exhibit financial need as determined by their Free Application for Federal Student Aid (FAFSA). This type of financial aid is a work program where funds can be earned if a student obtains an authorized job either on or off-campus. These funds are earned via paycheck and are not deducted from the student's Pace University bill. [Find out more about Federal Work Study at Pace.](#)

Merit Scholarship:

Pace University offers a wide variety of awards for qualifying students, including over 250 different endowed and restricted scholarships. Students must meet certain GPA requirements to receive these awards, depending on the award type. First-year admitted students can apply for the Honors College Scholarship, the Honors Opportunity Scholarship, the President's Scholarship, the Trustee Recognition Award, and the Pace Incentive Award. [Find more information about merit scholarships.](#)

Refund:

Students may be eligible to receive a refund, in accordance with Title IV regulations, when payments posted to their student account exceeds the cost of tuition, fees, residence hall, meal charges and any other allowable ancillary charges, as authorized by the student and/or parent. Payments may include disbursed financial aid (including scholarships and loans), check payments, and other payments resulting in a credit balance.

Have any questions? Need Help?

Reach out to the Office of Student Affairs on your home campus.

New York City Campus

Phone: (212) 346-1306

Email: nycstudentaffairs@pace.edu

Pleasantville Campus

Phone: (914) 773-3351

Email: plvstudentaffairs@pace.edu