



ACADEMIC ADVISING AND YOU

Pace University's academic advising is a dynamic, collaborative process empowering you to develop academic, career, personal and life goals. You will learn to identify and take advantage of the university's diverse resources, services and program opportunities. Through self-reflection, critical thinking academic exploration, and participation in the Pace Path, you will create an individualized plan that enable you to succeed at Pace and beyond.

ADVISING CONTACT INFORMATION

Website: www.pace.edu/pax

Contacts: www.pace.edu/pax -> Student Advising -> Advising and Registration -> NYC and PLV Advisors

Hours: As designated by school, college, program, and/or office

Appointment Cancellation Policy:

- If you are not able to keep an appointment, please call or email your advisor as soon as possible before your appointment to reschedule. Please don't be a "no show."
- If you are more than 10 minutes late for an appointment, you may be asked to reschedule your appointment.

ADVISING OUTCOMES

YOU, in collaboration with **ADVISORS**, will:

- Develop academic, career, personal, and life goals and accompanying action plans
- Take responsibility and a proactive role in your academic decision-making process
- Reflect on personal values as they relate to aspirations
- Understand the importance of liberal learning as a strong foundation for the professional world
- Create and regularly evaluate individualized educational plan and progress on your Pace Path based on assessment of abilities, aspirations, interests and values
- Navigate and take advantage of university resources, services and program opportunities based on individual and professional needs
- Understand and assume responsibility for fulfilling academic requirements to complete degree program
- Understand relevant university policies and procedures
- Articulate the meaning of higher education and the intent of Pace University's core curriculum

ACADEMIC ADVISING AT PACE
Promoting student academic success and individual potential through a dynamic, collaborative process.

STUDENT AND ADVISOR RESPONSIBILITIES

ADVISORS expect **YOU** will be:

Engaged

- Understand core curriculum, major coursework, and university requirements
- Be knowledgeable of campus policies, procedures and resources
- Utilize online resources (e.g. DegreeWorks, My Pace Portal, Pace.edu, Undergraduate Catalog, etc.)
- Reflect on your academic, career, personal, life, and professional goals
- Collaborate with your advisor on developing your academic, career, personal, life, and professional plans

Accountable

- Be on time and prepared for each scheduled appointments
- Follow through on recommendations and referrals in a timely manner
- Take responsibility for making your own decisions based on available information and advice
- Accept responsibility for academic decisions and performance

Responsive

- Log in to your Pace Portal regularly
- Check your Pace email regularly
- Ask questions if you do not fully understand an issue or if you have a concern
- Check in with your advisor on a regular basis to monitor academic progress and personal goals

ADVISORS will offer:

Advocacy

- Respect you as a an individual with distinct values and the informed choices that you make
- Listen carefully to your concerns and, when necessary, help develop plans for action and resolution
- Be available to answer general questions about university offices and functions
- Respond to your inquiries in a timely manner
- Make referrals and recommendations to your needs, as appropriate

Academic Guidance

- Communicate effectively curriculum and graduation requirements, and university policies and procedures
- Assist you in developing decision-making skills and in assuming responsibility for your educational decisions
- Work with you to assess your academic and co-curricular progress toward your goals
- Assist you in requirement review, course selection, schedule creation, and registration procedures

Planning

- Collaborate with you to define, develop, and modify as necessary your academic, career, personal, and life goals
- Assist you in creating a four-year educational plan consistent with your goals
- Assist you in understanding the purpose and goals of higher education and its effect on your goals
- Provide you with information about campus resources and services (e.g.: Career Services, Campus Activities, Study Abroad, the Counseling Center, the Tutoring Center, and/or the Writing Center) that will have an impact on your planning

Remember, **ADVISORS** are here to help, but **YOU** are the ultimate key to your academic success!

