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Date: 7 September 2018
To: All Undergraduate Students
From: Vanya Quiñones, PhD, Provost and Executive VP for Academic Affairs
Subject: Welcome to the Fall 2018 Semester

It is with great pleasure and enthusiasm that I welcome you to the 2018-2019 academic year! If this is your first year at Pace, we want to welcome you to our community. If you are a returning student, welcome back! As any newcomer, I am starting this academic year with anticipation and eagerness. I am thankful for the warm welcome I've received, and that I've been embraced so quickly into the Pace Community.

We are excited to announce the redesign of the [Pace Path](#). The Pace Path is our unique program, combining personalized planning and education, internships and other real-world experiences for you to achieve a lifetime of success following graduation. The Pace Path is your plan to graduate in four years.

Our Middle States evaluation is coming. Our Middle States Self-Study will conclude when the evaluating team visits between 31 March and 3 April 2019. The visit is the final step in the process required to maintain Pace's accreditation. I hope I'll see you at the [town halls](#) and site visits.

I have enclosed some helpful information and tools below for your use throughout your academic years at Pace.

I am looking forward to seeing you on the Pleasantville and New York City campuses. Good luck this year and make Pace **proud!**



Assessment of Academic Progress: You can easily keep track of your progress by logging into your portal and making use of [DegreeWorks](#).

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

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

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

Sleep and Exercise: Get enough sleep and exercise regularly: take care of yourself so you have the energy to succeed.

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

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

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

Academic Integrity Code: At Pace, we highly value trust and personal integrity. We expect the highest ethical standards from **all** members of our community in the classroom, as this applies to examinations, reports and presentations. We trust that the work a student is submitting is his or her own. When it is not, please cite the source. If you are ever uncertain whether you need to acknowledge someone else’s work, please speak with your professor or consult with the [Writing Center](#) or the [Pace Library](#). The University policy on academic integrity can be found here: <http://www.pace.edu/academicintegritycode>

Final Examinations: If your course has a final exam, it is scheduled for the last class occurrence of each course. If your course does not have a final exam, that time will be used for a lecture, review, student presentation, etc. Please refer to the academic calendar for information regarding the first day of class, the last day of class, the last day of instructional class and the final exam date. **Please confirm final examination information with the instructor of each class.** For more information see the [2018-2019 Academic Calendar](#).

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

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

Academic Expectations: In order to do well in and truly learn from the classes you take, you are expected to study about 3 additional hours per week for every registered credit hour. Please take advantage of the resources available to you such as faculty office hours, the Learning Center, the Writing Center, and the Library. For authorization for accommodations in your courses, please contact Student Accessibility Services (SAS) at (212) 346-1526 in New York City, or (914) 773-3710 in Westchester.

Study Groups: These can be very useful for getting to know other students in the class, reviewing lectures and notes, and preparing for exams. Do not hesitate to ask your instructor to help if you would like to organize one of these in a course you are taking.

Resources and for more information:

[Academic and Related Support Services](#)
[Career Services](#)
[Center for Academic Excellence](#)
[Counseling Center](#)
[Dean for Students](#)
[Housing and Residential Life](#)
[Learning Center](#) [NYC](#) | [PLV](#)
[LGBTQA and Social Justice Center](#)
[Library Services](#)
[Office of Multicultural Affairs](#)
[Office of Prestigious Fellowships and Awards](#)
[Office of Student Assistance](#)
[Office of Student Development and Campus Activities \(SDACA\)](#) [NYC](#) | [PLV](#)
[Office of Student Success](#)
[On Track \(Formerly Starfish\)](#)
[Pace Top 100 Scholars](#)
[Pace University Policy and Procedure – Discrimination, Non-sex Based Harassment and Retaliation](#)
[Sex-based Misconduct Policy and Procedure](#)
[Student Handbook](#)
[University Calendar](#)
[Writing Center](#)

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

Advising Office Contact Information		
School or Program	NYC	PLV
CAP	(212) 346-1997	(914) 773-3682
College of Health Professions	(212) 618-6006	(914) 773-3347
Dyson College of Arts and Sciences	(212) 346-1518	(914) 773-3781
Exploring/Undecided Students	(212) 346-1386	(914) 773-3847
First Year Experience	(212) 346-1386	(914) 773-3756
Pforzheimer Honors College	(212) 346-1697	(914) 773-3848
Lubin School of Business	(212) 618-6550	(914) 773-3531
School of Education	(212) 618-6957	(914) 773-3571
Seidenberg School of Computer Science and Information Systems	(212) 346-1687	(914) 773-3133