



Office of the Provost and  
Executive Vice President for  
Academic Affairs

One Pace Plaza  
New York, NY 10038

861 Bedford Road  
Pleasantville, NY 10570

Phone: (212) 346-1956  
[www.pace.edu/provost](http://www.pace.edu/provost)

**Date:** January 22, 2018  
**To:** Pace Undergraduate Students  
**From:** Nira Herrmann, PhD, Interim Provost  
**Subject:** Tips to help you *Finish in Four* at Pace

Welcome to the Spring 2018 Semester! Let me start by saying that I want each and every one of you to have a successful semester and stay on track to *Finish in Four*. With that goal in mind, the Provost's office has compiled a list of suggestions, links and contact numbers that will improve your academic experience and put you on the [Pace Path](#) to success. I wish you a productive semester!



**Assessment of Academic Progress:** You can easily keep track of your progress by logging in to 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 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 at your studies.

**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.

**Intellectual Honesty/Integrity:** 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 period 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 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 [2017-2018 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 disability policy. 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 , the Writing Center and the Library. For authorization for accommodations in your courses, please contact the Office of Disability Services at (212) 346-1526 in New York City or (914) 773-3710 in Westchester.

**Resources and for more information:**

[Academic and Related Support Services](#)

[Academic Integrity Code](#)

[Career Services](#)

[Center for Academic Excellence](#)

[Counseling Center](#)

[Dean for Students](#)

[Housing and Residential Life](#)

[LGBTQA and Social Justice Center](#)

[Library Services](#)

[Office of Multicultural Affairs](#)

[Office of Prestigious Fellowships and Awards](#)

[Office of Student Assistance](#)

[Office of Student Success](#)  
[Pace Top 100 Scholars](#)  
[Pace University Statement on Self-care](#)  
[Pace University Policy and Procedure – Discrimination, Non-sex Based Harassment and Retaliation](#)  
[Sex-based Misconduct Policy and Procedure](#)  
[Starfish](#)  
[NYC | PLV Office of Student Development and Campus Activities \(SDACA\)](#)  
[Student Handbook](#)  
 Learning Center [NYC](#) [PLV](#)  
[Tutoring Center](#)  
[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](mailto:Whoismyadvisor@pace.edu). For more information, visit [Advising Central](#).

<b>Advising Office Contact Information</b>		
<b>School or Program</b>	<b>NYC</b>	<b>PLV</b>
<b>CAP</b>	(212) 346-1997	(914) 773-3682
<b>College of Health Professions</b>	(212) 618-6006	(914) 773-3347
<b>Dyson College of Arts and Sciences</b>	(212) 346-1518	(914) 773-3781
<b>Exploring/Undecided Students</b>	(212) 346-1386	(914) 773-3847
<b>First Year Experience</b>	(212) 346-1386	(914) 773-3756
<b>Pforzheimer Honors College</b>	(212) 346-1697	(914) 773-3848
<b>Lubin School of Business</b>	(212) 618-6550	(914) 773-3531
<b>School of Education</b>	(212) 346-1512 or (212) 346-1338	(914) 773-3571
<b>Seidenberg School of Computer Science and Information Systems</b>	(212) 346-1017	(914) 773-3662

If you have any questions or comments, please contact Assistant Vice President for Undergraduate Education Sue Maxam, EdD, at: [success@pace.edu](mailto:success@pace.edu).