SEIDENBERG SCHOOL - FAQs for NEW GRADUATE STUDENTS

1. **How can I waive my courses for my degree program?**
   
   Your Undergraduate transcripts will be evaluated by the Academic Advising office OR the Chairpersons in Computer Science and Information Systems. If a course was already completed in the UG degree program, that course may not need to be repeated and may be considered for a waiver.
   
   a. **FOUNDATION COURSES** - For the MS Information Systems degree, up to 15 credits of foundation courses may be waived. **Please note a waivered course MUST be replaced by an Elective course.** This means that the student will still need to complete 30 credits to fulfill the degree.
   
   b. **BRIDGE COURSES** - For the MS Computer Science degree, if BRIDGE courses were already completed in the undergraduate degree program, the student may be considered for a waiver of BRIDGE courses.
   
   c. **CORE COURSES** For the MS in Computer Science degree - Up to 3 credits ONLY of CORE courses may be considered for a waiver. **The student MUST complete a GRADUATE WAIVER REQUEST FORM and follow the instructions on the form for processing. Please note a waivered course MUST be replaced by an Elective course.** That means that the student will still need to complete 30 credits to fulfill the degree.

2. **Does Pace University offer any specializations within the Computer Science and Information Systems programs?**

   a. The **CS degree** requires 4 Core courses, 4 Elective courses and 2 capstone courses for 30 credits. The BRIDGE Courses do not count towards the 30 credits. CS students can only take a total of 3 credits in electives from a different discipline, ex. IS 6xx, IT 6xx, MBA 6xx, etc.
   
   b. The **IS degree** requires up to 5 Foundation courses AND a minimum of 5 Elective courses to fulfill the 30 credits. **The Elective courses are typically the courses that are NOT listed in the Foundation.** IS students can only take a total of 6 credits (2 courses) from another discipline ex. IT 6xx, CS 6xx, MBA 6xx, etc.

   c. A specialization area is **NOT REQUIRED.** It is **OPTIONAL.**

3. **How can I change my courses?**

   a. You can change course selections online in the Pace Portal. However it is highly recommended that you consult with an Academic Advisor before you change any courses.

4. **How many courses can I register for in the Fall or Spring semester?**

   a. International and Full-time students – 9 credits required per semester.
   
   b. Part-time students – 6 credits recommended. (Also required for Financial Aid)

5. **Where can I apply for On-campus jobs/Graduate Assistantships?**

   a. Graduate Assistantships inquiries – Email SeidenbergGA@pace.edu. Fall deadline-Mid-August. Spring deadline-Mid-December.

   b. Application form can be done online or paper. [http://www.pace.edu/admission-aid/graduates/accepted-graduates/seidenberg-school-of-csis](http://www.pace.edu/admission-aid/graduates/accepted-graduates/seidenberg-school-of-csis)

   c. On-campus jobs – Search Student positions on the Human Resources postings, or contact Human Resources at 914-923-2730
6. **Can I take a mix of Core and/or Foundation courses each semester?**  
   a. Courses are rotated either online or as face-to-face lectures each Fall and Spring semester.  
   b. For the MS CS program, it’s recommended that you take a mix of Core or Bridge courses (if needed) and elective courses per semester. The CORE courses will be offered each Fall and Spring semester.  
   c. For the MS IS program, it’s strongly recommended you take a mix of Foundation courses (if needed as prerequisites) and Elective courses.

7. **How can I change my courses?**  
   b. You can change course selections online in the Pace Portal. However it is highly recommended that you consult with an Academic Advisor before you change any courses.

8. **When will I get a student ID card?**  
   a. After you get your semester schedule finalized you can obtain your student ID card ONLINE or in-person from the Office of Student Assistance – OSA. Location is Pace Plaza, 1st floor.

9. **How do I get involved in the extracurricular and on-campus activities?**  
   a. You can attend the Pace Computing Society events on Wednesdays at 12 noon at the Seidenberg Student Lounge 163 William St, 2nd floor.  
   b. Check out the University calendar of events or the Seidenberg calendar of events to view a list of campus events.  
   c. Interested students can also attend events scheduled by campus clubs including the Women in Tech club or the Cybersecurity club.

10. **What is the right time to apply for internships?**  
    Contact Pace Career Services at 212-346-1950 to schedule an appointment with a Career Counselor.

11. **Which companies come to Pace for recruiting?**  
    a. Check the Pace Career Services website for Placement and Recruiting fact and figures. [http://www.pace.edu/career-services/placement-facts-and-figures](http://www.pace.edu/career-services/placement-facts-and-figures)

12. **What else do I need to know?**  
    a. Go the Seidenberg advisement webpage. Click on the Student resources button and scroll to the Graduate Student resources section for other important information.