NEW GRADUATE STUDENT ADVISING CHECKLIST

ADVISEMENT AND RESOURCES - http://www.pace.edu/seidenberg/advisement
- Click on Worksheets and Student Resources buttons to review Graduate Worksheets; FAQs etc.

SEIDENBERG ADVISING OFFICE LOCATIONS/HOURS – 9am-4 pm, Monday-Friday
- New York City campus (NYC) - 163 William Street, NY 2nd Floor - 212-346-1687.
- Pleasantville campus (PLV) - Goldstein Academic Center, 3rd floor - 914-773-3133

ACADEMIC ADVISORS EMAIL
Kim Brazaitis -NYC Matt Brown -NYC Stephanie Elson-NYC Danielle Moccia-PLV
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TUITION DEPOSIT INSTRUCTIONS – PAY THIS FIRST TO ENROLL IN CLASSES
1. How to pay $200.00 tuition deposit-
   - Click on http://www.pace.edu/admission-aid/graduates/accepted-graduates

2. REGISTRATION, CLASSES AND HOLDS
   - Email an advisor first BEFORE you register for classes.
   - Click HERE for instructions on how to Register for classes.
   - Registration Help Desk – 914-773-3648

3. Click on THE SCHEDULE EXPLORER LINK to view the current list of courses offered each semester.
   - Graduate students can take 6 credits (Part-time status) or a maximum of 9 credits (Full-time status).
   - International Graduate students-You MUST register for a maximum of 9 credits (3 courses) per semester. Consult with an advisor if you plan to enroll in less than 9 credits.
   - International Graduate students are allowed to register for ONLY 1 Blackboard (Online) course per 9 credits.

4. What is meant by Online class? (Blackboard class platform). Click on Blackboard TUTORIAL link:

5. How to remove Graduate Admissions Hold:
   - Email Zachary Karp at zkarp@pace.edu or graduateadmission@pace.edu

6. How to remove Office of Student Assistance (OSA) holds
   - Email OSA@pace.edu OR call OSA at 877-672-1830.

PAYING YOUR TUITION BILL
- LINK TO PAYMENT AND BILLING INFORMATION

FINANCIAL AID
- Information on Financial Aid and Scholarships - Email financialaid@pace.edu

INTERNATIONAL STUDENT RESOURCES
- Contact or visit the Pace International Students and Scholars Office as soon as possible at 163 William Street, 16th floor, NYC or Kessel Student Center, Room 212, PLV.

GETTING YOUR PACE EMAIL ADDRESS, ID CARD, BOOKS
- Check your Pace Email Inbox at the top of your Pace Portal homepage for email from your instructors before classes begin.
- HOW TO GET YOUR STUDENT ID CARD
- WHERE TO BUY BOOKS