SEIDENBERG SCHOOL - NEW GRADUATE STUDENT ADVISING CHECKLIST

SEIDENBERG ADVISING OFFICE LOCATIONS/HOURS – 9am-5 pm, Monday-Friday (check with your advisor)
- New York City campus (NYC) - 163 William Street, NY 2nd Floor - 212-346-1687.
- Pleasantville, Westchester campus (WEST) - Goldstein Academic Center, 3rd floor - 914-773-3133

WHO IS MY ACADEMIC ADVISOR?
Email whoismyadvisor@pace.edu to request assistance in confirming your Advisor. Academic advisors are available to support your continued success throughout the semesters and in planning your schedule. Please be sure to connect with your Advisor for the guidance and support.
Advisement is now booking appointments through the OnTrack platform: Here is the link if you haven’t used OnTrack.
- If you cannot see your advisor in the Ontrack platform, email Seidenberinquiry@pace.edu to request an appointment, or by calling:
  NYC Campus: (212) 346-1687  
  PLV Campus: (914) 773-3527

TUITION DEPOSIT & ENROLLMENT:
How to pay $200.00 tuition deposit-
- Click on https://www.pace.edu/admission-and-aid/ive-been-accepted/graduate-students
- Make sure that you have submitted all documents to GraduateAdmission@pace.edu (this includes official transcripts)

IMMUNIZATION COMPLIANCE:
- Here is the info: https://www.pace.edu/student-accounts/immunization-compliance
- Here is the link to upload your immunization: https://patient-pace.medicatconnect.com/home.aspx

REGISTRATION, CLASSES AND HOLDS
- See PDF instructions on how to register for classes.
- Registration Help Desk – 914-773-3648

Search for your courses on THE SCHEDULE EXPLORER LINK. It is 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 - 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 (Online Asynchronous) course per 9 credits.

How to remove Graduate Admissions Holds (this includes transcript holds):
- Email your Admission Counsellor (listed on your admissions dashboard) or Email: graduateadmission@pace.edu

How to remove Office of Registrar holds
- Open a Help Desk Ticket by going to: https://help.pace.edu/

Everything you need to pay your Tuition Bill: https://www.pace.edu/student-accounts/billing-and-payment

FINANCIAL AID
- Information on Financial Aid and Scholarships - Email financialaid@pace.edu
- Also see the link: https://www.pace.edu/financial-aid

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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. Here are some important links:
  - https://www.pace.edu/iss
  - https://www.pace.edu/iss/about-us
  - intlnc@pace.edu - contact them by email for additional information

GETTING YOUR PACE EMAIL ADDRESS, ID CARD
- Check your Pace Email Inbox at the top of your Pace Portal homepage for email from your instructors before classes begin.
- Get your Pace University ID Card: https://www.pace.edu/auxiliary-services/one-card
  You will be required to show this to access the campus.

GRADUATE ASSISTANTS AND PROFESSIONAL OPPORTUNITIES
- Graduate Assistantship: The Graduate Assistantship (GA) provides opportunities for graduate students enrolled in a master’s program to work on research, teaching and special projects while receiving tuition remission and/or a stipend. If you would like to be considered for a GA position, please fill out this application and email it together with your most recent resume to: SeidenbergGA@pace.edu

- Check this page for: GENERAL PUBLIC SCHOLARSHIPS

- Career Services: Career Services help every student find a great job and build the foundation of a successful career. Counselors can provide you with the best service to find jobs & internships whether you are halfway around the world, in your room or in our office. Contact Jane Shmidt jshmidt@pace.edu for a virtual OR in-person. For more information, visit www.pace.edu/career-services

- On-Campus Jobs: Visit the https://careerservices.pace.edu/career-services/contact-us or https://careers.pace.edu/ for more information

We look forward to Greeting – Meeting – and Working with you to have the best academic experience during your Graduate Program, from your orientation to commencement.

Your Seidenberg Advisement Team:

Harriet Fenner  Kimberly Brazaitis  Danielle Moccia  Geeta Singh
Director, Academic Advisement  Senior Academic Advisor  Academic Advisor  Academic Advisor
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NYC & PLV Campuses  NYC Campus  PLV Campus  NYC Campus

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