Introduction to the CAP Program

The primary purpose of the CAP program is to provide an intensive first-year experience that stresses the Liberal Arts Core Curriculum and development of critical thinking, problem solving, communication and quantitative skills. CAP is a one-year program designed to prepare first-year students to meet the academic demands of a college education. CAP’s carefully designed network of selected courses, advisement, and academic support provides students with the assistance they need to succeed in college and reach their educational goals.

As a student in the CAP Program, you are provided with advisors, tutors, peer leaders, and faculty who are committed to your academic success. All of them will do their best to help you. However, you are the one person who is responsible for your success. With hard work, persistence, and determination, you can make your year in CAP a successful and rewarding one.

This handbook is designed to explain CAP’s policies and activities, as well as provide you with various campus resources. If you have questions regarding University policies and programs, refer to your Pace University Undergraduate Catalog. This catalog will explain in detail the University Core Curriculum, requirements of your intended major, etc.

The CAP Department will update you on information about upcoming activities, deadlines, and opportunities. Please check the CAP Information Bulletin Board on a regular basis. In addition, please make sure the CAP Department always has your correct address and telephone number. If you live on campus, be sure to let the office know.

CAP Staff and Contact Information

Professor Gerald Greland  
Associate Director/Academic Advisor  
Email: ggreland@pace.edu

Professor Jenny Mead  
Academic Advisor  
Email: jmead@pace.edu

Professor Adrienne Plesnik  
Academic Advisor  
Email: aplesnik@pace.edu

All CAP Advisors are located in the CAP Office at:

41 Park Row, 2nd Floor

Phone: (212) 346-1997
General Information

CAP Requirements

In order to successfully complete the CAP Program and move into your major at the end of your first year, you are required to achieve all of the following in two consecutive semesters:

- Achieve a cumulative QPA of 2.0 (a C average)
- Complete at least 24 credits successfully
- Earn a grade of C or better in English 120 (Fall and/or Spring)
- Pass the University 101 course (Fall and Spring)

Your Academic Advisor

Each student in the CAP Program is assigned an Academic Advisor. Your advisor is also your Professor for the University 101 course. In addition to seeing your advisor in class, you are encouraged to see your advisor outside of the classroom. At a minimum you will have two appointments with your advisor in the Fall semester, and two in the Spring. Beyond that you can either make an individual appointment or stop by anytime! The CAP Program maintains an open-door policy, which encourages students to drop by with any questions or concerns. The advisors are your advocates with experience and resources to assist you in a wide range of academic, personal, and professional matters.

Your Peer Leader

Your Peer Leader is a successful student and leader who was in the CAP Program his or her first year at Pace University. He or she is also available to you, from the peer/student perspective, as a resource to address your questions and concerns.

Program Highlights

- CAP features smaller class size, which fosters an environment conducive for individualized attention, learning, and relationship building with faculty and peers.
- You receive consistent feedback from your faculty and advisor about your progress.
- You carry a smaller credit load (first semester) in order to build a strong foundation.
- CAP is a community environment where faces are familiar, but not the same all the time.
- Your advisor has an open-door policy, which means you can stop by any time and we’ll try our best to assist you!
**When a student passes the requirements**

All students who pass the above requirements in the first two semesters will receive the CAP Incentive Award described below. After completing the CAP Program the first year, students then continue on to their prospective school and major and will be assigned a new advisor.

**The Incentive Award**

CAP students will receive a $2,000 award, credited to their student account yearly, beginning sophomore year if the following are fulfilled: (a) successfully complete the four CAP requirements (as outlined on previous page) within the consecutive Fall and Spring semesters, (b) stay enrolled as a full-time student, and (c) maintain good academic standing (2.0 overall QPA or higher) through your academic career.

**Program Honors**

Those students who achieve a 3.0 QPA or greater each semester will be recognized personally and publicly. In addition, students who achieve this in the Fall have the option to register for up to 18 credits in their Spring semester.

**What if a requirement is not accomplished?**

A student who does not accomplish any one of the above requirements is reviewed by a committee and a decision is made about that student’s status at Pace; he/she may be dismissed from Pace.

**CAP Probation**

- If your QPA is **under 2.2** at the end of the Fall semester, you are put on CAP probation and are required to attend probation workshops and meetings during the Spring semester.
- If your QPA is **under 2.0** at the end of the Spring semester, you may be subject to dismissal from the University.
- If you **earn less than a C in English 120**, you must repeat the course and achieve a grade of C or better.
- If you do not satisfactorily complete your UNV 101 course, you will have to repeat it. Failing to complete Program requirements in a timely manner could affect your academic status.
- Any failed course must be repeated, sooner rather than later.

**CAP Contract**

In the first appointment with your advisor, you will receive this contract, which we will ask you to read and sign. This: a) informs us that you understand the CAP requirements, and b) does or does not give us permission to speak with your parent(s) and/or guardian. According to the Buckley Amendment Act, your privacy is protected, unless you give us permission otherwise. Please read this over carefully and retain it for your records.
I understand that as a student in the CAP Program at Pace University, I am required to complete the following requirements within two consecutive semesters:

1. Maintain a cumulative 2.0 QPA
2. Complete 24 credits successfully
3. Pass the University 101 course
4. Earn a grade of C or better in English 120

I understand that if I fail to meet any of the above requirements that I am subject to academic dismissal from Pace University.

I understand that if I do not meet the above requirements within the Fall ’04 and Spring ’05 semesters, then I do not qualify for the CAP $2000 Incentive Award.

I understand that as a college student, I am protected by the Buckley Amendment – Privacy Act of 1974. In compliance with these regulations:

I give the Academic Advisors from the CAP Program permission to speak with the following regarding my academic and personal concerns:

Name__________________________________ Relationship to student__________________
Phone number___________________________

Name__________________________________ Relationship to student__________________
Phone number___________________________

I will not permit the Academic Advisors from the CAP Program to speak with the following regarding my academic and personal concerns:

Name________________________________ Relationship to student____________________

Name________________________________ Relationship to student____________________

Student’s Name (print please): _______________________________ Date: ______________

Student’s Signature: _______________________________________ Date: ______________

Advisor’s Signature: _______________________________________ Date: ______________

PAGE UNIVERSITY
General Information (continued)

**University 101**
One of your required courses is University 101, which meets weekly and is led by your CAP Academic Advisor. Your Peer Leader also assists in and out of the classroom. These sessions will focus on developing your skills in time management, note taking, active studying, test preparation, and other important areas. You will also learn about University policies and resources, and receive information concerning registration. You may also use these sessions for on-going advisement and to help monitor your academic progress with your Academic Advisor and Peer Leader.

**University Core Curriculum**
Note: The information on the following page only provides general guidelines to University requirements; if you have further questions about University policies and programs, consult the 2002-2004 *Pace University Undergraduate Catalog*. This catalog explains in detail the requirements of your intended major, adding and dropping courses, etc. In addition, we will review the core requirements in depth during the UNV 101 “Pre-Registration” class.

All Pace students must satisfy 60 credits of the core curriculum. The core curriculum is designed to give you a comprehensive sense of the world and to develop your ability to communicate clearly and think critically. Core courses help you find an area of study that is suitable to your interests and talents. These core requirement courses are taken throughout your college career and often simultaneously while taking courses within your major.
### Section I. Foundational Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 110 - COMPOSITION - 4 credits (Can test out)</td>
<td>4</td>
</tr>
<tr>
<td>ENGLISH 120 - CRITICAL WRITING - 3 credits</td>
<td>3-7</td>
</tr>
<tr>
<td>ENGLISH 201 - WRITING IN THE DISCIPLINES</td>
<td>3</td>
</tr>
<tr>
<td>COMPUTING FOUNDATION CORE COURSE *</td>
<td>0-3*</td>
</tr>
<tr>
<td>MATH*</td>
<td>3</td>
</tr>
<tr>
<td>FOUNDATIONAL SCIENCE COURSE*</td>
<td>3</td>
</tr>
<tr>
<td>COM 200 - PUBLIC SPEAKING</td>
<td>3</td>
</tr>
<tr>
<td>SECOND LANGUAGE*</td>
<td>0-6*</td>
</tr>
</tbody>
</table>

### Section II. Areas of Knowledge – No more than two courses may be taken from the same discipline

<table>
<thead>
<tr>
<th>Area of Knowledge</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civic Engagement and Public Values</td>
<td>1 course*</td>
</tr>
<tr>
<td>Western Heritage</td>
<td>1-2 courses in 2 different disciplines</td>
</tr>
<tr>
<td>World Traditions and Cultures</td>
<td>1-2 courses in 2 different disciplines.</td>
</tr>
<tr>
<td>Humanistic and Creative Expressions</td>
<td>1-2 courses in 2 different disciplines.</td>
</tr>
<tr>
<td>Analysis of Human, Social, and Natural Phenomena</td>
<td>1-2 courses in 2 different disciplines.</td>
</tr>
</tbody>
</table>

### Section III. Inquiry and Exploration

<table>
<thead>
<tr>
<th>Electives</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS AND SCIENCE ELECTIVES* outside of the student’s major. Students may complete a minor in the Arts and Sciences in this area.</td>
<td>8-21</td>
</tr>
</tbody>
</table>

*See advisor for further details regarding this requirement

### ADDITIONAL REQUIRED LEARNING EXPERIENCES:

* One Learning Community
* Two Writing-Enhanced courses (from any discipline, and designated as “WE”)
General Policies

Grading Policies
Professors determine their own grading policies based on tests, assignments, classroom participation, and attendance. You should ask for each professor’s grading policies if these are not outlined in the syllabus. In addition, it is important to know how a professor computes your final grade, and if possible, the percentages of the various assignments and tests to better understand how your grade will be computed.

The Registrar mails official grade reports to you at the end of each semester. You may also check your grades by calling (212) 346-1400 (NYC) or checking on-line.

Attendance
Attending class is a responsibility and a privilege of your education. Professors set their own guidelines for attendance, and they should inform you of these in their syllabi and/or in class. Be sure that you understand and follow the attendance policy. It will be a factor in grading.

In general, you should attend every class session so as not to fall behind. Should you miss a class, it is up to you to speak with your professor and/or a classmate to obtain notes on the material discussed in class. Absences should be reserved for real excuses, i.e. emergencies, sickness, etc.

Clubs and Activities
If you are interested in participating in a University club or organization consult offerings from the Office of Student Development and Campus Activities; you can search on-line through the Student Life link or stop by their office in the 8th Floor, 41 Park Row. PLEASE NOTE: All first-year students are not allowed to “rush” in the Fall.

Classroom Do's and Don'ts

DO:
1. Arrive at least five minutes before the class starts. This gives you an opportunity to get a good seat and to prepare for class.
2. Sit as close to the front of the class as possible. You do not want to have any trouble understanding or hearing your professor.
3. Bring the proper materials to each class.
4. Give your undivided attention in class. While you are talking to a fellow classmate, daydreaming, or napping, you will miss important instructions from your professor and give the impression that you do not care.
5. Remain alert and participate actively. Clear your mind from all other thoughts and concentrate on the subject being taught.

DON'T:
1. Stroll into class late. If your lateness was unavoidable, excuse yourself when you walk in and explain it to the professor after class.
2. Sit in the back of the class. It's too easy to talk or fall asleep back there.
3. Disrupt the class in any manner. When you disrupt a class, you are hurting yourself and the other students as well.
4. Behave disrespectfully towards your professors. They are teaching you and grading you. You must show respect at all times.
5. Let your cell phone ring or talk on your phone!
Academic Support

Academic Advisors/CAE Staff

You have an Academic Advisor who will provide you with guidance in academic matters, and assist you through registration and other University procedures. Your advisor can help you in selecting courses, fulfilling major requirements, locating and utilizing University resources, and sorting out issues concerning classes, faculty, and schedules. Your advisor is also the professor who teaches your University 101 course. To meet with your advisor, call to make an appointment or drop by. Advisors from the CAP Program have an “open door” policy and welcome your visit.

**Please note that during the first semester, you will have two required individual meetings with your advisor, and at least two required individual meetings the second semester. Before you register for classes second semester, it is a prerequisite that you meet with your advisor.**

The following are those who work with the CAP Program:

Prof. Gerald Greland, Associate Director/Advisor (ggreland@pace.edu)
Prof. Jenny Mead, Academic Advisor (jmead@pace.edu)
Prof. Adrienne Plesnik, Academic Advisor (aplesnik@pace.edu)

The CAP Program is one department of four within the Center for Academic Excellence (CAE). The following are the support staff members for the CAE:

Ms. Bernadette Britt, Office Manager
Ms. Katherine Baldwin, Administrative Assistant
Ms. Elizabeth Judd, Administrative Assistant

The following students will be serving as Peer Leaders for the Fall 2004 semester:

Valerie Brunache  Tatiana Montoya
Joanna Christopoulos  Liana Rennie
Keila Franco  Enza Sallustio
Serica Khan

Tutoring Center
The Tutoring Center is located on the second floor of 41 Park Row.

- Their phone number is 212-346-1407.
- Tutoring is offered by professionals and peer tutors.
- It is offered on a drop-in basis for all students in most subjects.
- Individual and small-group instruction is available.
- It’s free!

Faculty
It is important that you know the name, office location, and telephone number of each of your professors. This information is often provided in the syllabus or course outline. Visit your professor during office hours to simply meet him or her and/or to ask questions.
Registration

Registration for the Spring
When: You will register for the Spring semester in early November.
What: At this time, your Academic Advisor will assist you in choosing your classes, including:
- English 120/105D
- the next Math class in your sequence, if applicable
- two to four core courses (depending on your QPA and major)
- If you have achieved a QPA of 3.0 in the Fall semester, you may request permission to register for up to 18 credits.

How: In order to register, you must see a CAP Academic Advisor at a registration advisement session. You will sign up for appointments in your UNV 101 class.
- You select courses within the CAP Program (days/times, etc.).
- We review and record your requests.
- You register for them either on-line or via the phone system.
- We follow-up to make sure you registered for what was agreed upon in the registration advisement session.

Registration for Sophomore Year
Registration for the Fall Semester of sophomore year takes place in mid-April. You will attend a registration meeting with your advisor to obtain the necessary approval as well as information about your intended major. Although you may choose whatever courses are appropriate for your major, it is suggested that you take:
- Communication 200
- At least one required Core Curriculum course
- Whichever Math class you need for your major
- A class from your major
At this time, you may also discuss registration for any summer classes.

Withdrawing from Classes
Withdrawal from any class is not encouraged. If you withdraw, you usually have to repeat the course, thus slowing up your progress. In CAP, you may withdraw from a Fall Semester Math, with the permission of the professor and your advisor. You may not withdraw from English, a Learning Community or UNV 101.

Additional Information

Mailings
The CAP Program will mail you information about upcoming activities, deadlines, and opportunities. Information will also be posted on the bulletin boards located on the second floor of 41 Park Row.
Please make sure the CAP Office always has your current address and telephone number. To officially change your mailing information in the Pace computer system, you must do so at the SARS Office.