Guide to Enrollment
Dyson College of Arts and Sciences
MASTER OF ARTS IN PSYCHOLOGY PROGRAM

Congratulations on your acceptance to Pace University’s Master of Arts in Psychology Program. The following information will help guide you through the enrollment process.

Advisement
The M.A. in Psychology Program provides students with individual advisement. Please contact Dr. Richard Velayo at 212-346-1506 or via e-mail at rvelayo@pace.edu to arrange an appointment for advisement.

Transfer Credit
Students in the M.A. in Psychology program may be allowed up to a maximum of 6 graduate credits for transfer purposes. Transfer credit is based on comparability of courses, and each course is evaluated individually by faculty members. Those seeking transfer credits for graduate coursework taken at another institution must provide the course descriptions or syllabi for consideration prior to the start of the semester.

Registration
You may register by telephone or in person once course selection has been determined. Please check the Class Schedule booklet for the corresponding semester you wish to register for additional instructions on how to register for classes. This booklet may be obtained from the Student Accounts Registrar Services (SARS) Office. Class schedule may also be accessed online at http://www.pace.edu/ClassSchedule/. Make special note of registration and payment dates also found in the Class Schedule booklet.

Payment Plans
Pace University provides three different payment options, the AMS Payment plan, Student Accounts and Registrar Services payment plan or payment by credit card. For information about any of these plans, refer to your Class Schedule Booklet or contact the Student Accounts Registrar Services (SARS) Office.

Tuition
Information regarding the current tuition for the Dyson College of Arts and Sciences may be obtained from the Student Accounts Registrar Services (SARS) Office. Also required is a General Institution fee (GIF), based on the number of credits you enroll for. Please refer to the Class Schedule booklet for a complete list of university fees.

Financial Aid Award Notice
The Office of Financial Aid will make awards for new students after acceptance to the University and upon receipt of the Free Application for Federal Student Aid (FAFSA). If you have not yet filed, there may still be time to take advantage of financial aid. Please contact the Office of Financial Aid at 212-346-1300 to obtain the FAFSA Form and other instructions. Inquiries regarding other forms of financial aid should be address to the Office of Financial Aid.

Immunization
New York State legislation requires proof of immunization for all enrolled graduate students. The Office of Graduate Admissions will provide you with instructions regarding this matter.
**Final Transcripts / Test Scores**
It is your responsibility to arrange for final transcripts and test scores to be sent out to the Office of Graduate Admission. By state law, official college transcripts indicating the receipt of your bachelor’s degree, and official test score reports, must be in your permanent file by the time you begin classes.

**I.D. Pictures**
Once you have completed the registration process, your account bill will provide proof of eligibility for a Pace University student I.D. card. Please report to the I.D. Room during the scheduled hours of operation or phone 212-346-1812 for more information.

**University Housing**
If you wish to reserve a place in University Sponsored Housing, you must complete an Application for Housing and submit it with a $250 deposit to the Office of Graduate Admission. Housing is on a first-come-first-serve basis. Students are encouraged to deposit as early as possible. If you are interested in a tour of any of the University Housing facilities or have any questions, please contact the Office of Residential Life at 212-346-1295.

**Completion Requirements**
Satisfactory completion of program requirements is determined by an ongoing evaluation process based on grades in courses, and reports and observations by faculty of the student's academic performance.

**Time Limit**
Students entering the M.A. Program have a maximum of five years to complete the program.

**Important Telephone Numbers**
- International Student Advisor: 212-346-1368
- Office of Financial Aid: 212-346-1300
- Office of Graduate Admission: 212-346-1531
- Office of Residential Life: 212-346-1295
- Student Accounts and Registrar Services: 212-346-1315

**Questions?**
The Office of Graduate Admission will be able to answer any questions you may have while completing the enrollment process. Their office may be contacted at 212-346-1531 or via e-mail at gradnyc@pace.edu. If you have not yet done so, obtain a copy of the Graduate Catalogue which may be obtained through their office.

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