



Precollege Immersion Program Student Handbook

Failure to comply with the rules of the policies of the University and/or the Pre-College Program may lead to disciplinary action up to and including dismissal from the Program with no refund of tuition or fees. [Guiding Principles of Conduct](#).

Billing and Refunds

Payment deadlines are below.



the refund schedule indicated below:

Date of Withdrawal Amount Refunded

Date of Withdrawal	Amount Refunded
Before Friday, June 27, 2025	100% of final payment
Friday, June 27 – Friday, July 4, 2025	50% of final payment
After Friday, July 4, 2025	No refund

The Office of Summer and Precollege Programs reserves the right to cancel a course due to low enrollment. Should the course a student is enrolled in be cancelled, the student will receive a 100% refund, including deposit, no matter the date of cancellation.

Student ID/Access Cards/Keys

An access card/student ID will be provided during check-in on the first day of the Precollege program. The access card will grant Precollege students access to designated Pace buildings and dorms. The access card must be returned at check-out. If a temporary identification card is lost, there will be a minimum of \$75.00 replacement charge for the card or key.

Setting up Pace email and WIFI

All Precollege students will have a Pace temporary username and email. Students will receive an email that includes their Pace credentials and includes instructions on setting up their account prior to the

first day of class.

Curfew & In-Hall Hours

All students MUST be checked in by Precollege staff at the residence hall by 10:00 p.m. All students MUST be in their own assigned rooms by 11:00 p.m. Precollege staff will monitor and complete rounds of the residence hall. Any student found out of their room unaccompanied or in a room of other student(s) will be held to disciplinary action. No exceptions or requests to extend curfew will be accepted unless the student is at a university-sponsored event or excursion or has been approved to be off-campus with a parent/guardian.

Assigned Rooms

Precollege students must stay in their assigned rooms during the program. If there are issues with the room, students should report to a Precollege staff member.

Visitors and Overnight Guests

Students are NOT ALLOWED to have visitors or overnight guests in the residence hall. No student can

Leaving Campus

To ensure the safety and security of all participants, students in the Precollege Program may not leave the University campus without signing-out or prior approval. Due to the nature of our Downtown campus, stepping outside any of our buildings will be considered leaving campus.

Monday through Friday, 12:00 p.m. - 1:30 p.m. and after class starting at 4:30 p.m., and during

also accepted at subway stations and can be used in place of a MetroCard.

Prescribed Medications

Students who are taking prescribed medications (i.e. antibiotics, anti-depressants, asthma medication, etc.) during the Precollege Program should bring enough medication to last the entire duration of the Program (two weeks). The student is expected to be able to take medications on their own without the help of other students, Track Leaders, Program Coordinator, course instructors or other Pace Precollege Program and University staff.

Smoking, Drug, and Alcohol

Any Precollege student found in violation will be dismissed from the program. [See the Precollege Program's other Drug Policy.](#)

Incident Reports or Formal Complaints

Precollege Program or University staff document things that they observe, hear, smell or otherwise are made aware of through an incident documentation and reporting process. Students may discuss a complaint with Precollege Program or University staff which may result in an investigation. Precollege Program or University staff may interview students involved or connected with the incident. In all cases, students are expected to cooperate with the interview process. Based on the information available to the staff, it may be determined that no violation occurred, and the case will be closed. If a violation has occurred, the case will be referred to the Director of Precollege Programs and/or University administrator for final review and determination of disciplinary actions deemed necessary and appropriate. All disciplinary/conduct decisions are final and cannot be appealed; serious violations may result in suspension or expulsion without refund.

Dismissal

If a Precollege student is dismissed from the Precollege program, a parent/guardian must pick-up the student within 24 hours. No refunds will be issued for students who have been dismissed.

Attendance and Participation

Students MUST attend and report on time to ALL their classes as stipulated by the course syllabus. As coverage of the course material will be intense, even one absence may cause a student to fall behind.

Completion Certificates

At the conclusion of the Program, students will receive a Certificate of Completion. Each student is issued only one (1) certificate. These certificates CANNOT be re-issued later. Any student who misses one or more classes without approval will not be issued a Certificate of Completion.

Emergency

Each Pace building is staffed by 24-hour security. In the case of an emergency, students may call Safety and Security by dialing (212) 346-1800. If a student needs emergency medical care, the student will be brought to NY Presbyterian or another local hospital. A Precollege Program staff member will be notified. We suggest that all students and their parents/guardians sign-up for emergency alerts by texting PaceAlertSignup to shortcode 672-8 and download our Pace SafeApp.

Fire Evacuation and In-Building Relocation Areas

During Orientation, Precollege students will receive residence hall specific information about fire safety and evacuation procedures. In the event of a fire alarm activation, University policy and fire code require occupants to evacuate or relocate as directed. The first floor or lobby must be kept clear for emergency responders.

Personal Safety

All Precollege students must assume primary responsibility for their personal safety and the security of their personal belongings; precautionary measures are the key.

- Report all lost or stolen items to Precollege staff IMMEDIATELY.
- Do not prop open entry or exit doors and do not use Fire Exit doors or windows as a way of entering or exiting a building.
- Report the presence of any stranger or solicitors to Precollege staff.
- Keep your room or apartment always locked. Especially when it is unoccupied or when you are sleeping.
- Leave valuables (such as expensive jewelry) at home.

The following are PROHIBITED in the residence halls and apartments

-

1199.

Health Services

Any student feeling sick should notify their Track Leader. Students will be brought to the local Urgent Care accompanied by a Precollege Staff member. In the case of an emergency, students will be brought to New York Presbyterian Hospital. Parents/Guardians will be notified.

Laundry

Washer and dryers can be found on location of the dormitory. Washing and drying clothes are no extra charge.

Mailroom

Packages can be sent directly to students. All packages should be addressed below. A Precollege staff member will be assigned to

Student Name
Pace University c/o Precollege Immersion Program
33 Beekman, RM ____
New York, NY 10038