

**Enrollment Guide
for Undergraduate
Students
Fall 2010**



Congratulations on your admission to Pace University!

We would like to welcome you and commend you on the valuable contributions you have made to your schools and communities. You are about to embark on an exciting journey—one that will prepare you to be the leaders of tomorrow. We hope you are ready to travel, study, discover, be inspired, and grow during your time at Pace.

More than 100 years after its founding, Pace maintains its commitment to serving a diverse population while continuously evolving to meet the needs of the global economy. Known for our academic breadth, community involvement, and career focus, Pace prepares students to contribute to their professions and their world. Best of all, we are a community—a community of which you are now a part.

We wish you a productive and exciting academic year. Welcome to Pace.



Donna J. Hoyt
Dean of Admission
dhoyt@pace.edu
(212) 346-1794

We are here to guide you through the admission process up to the **first day of class on Wednesday, September 8, 2010**, with information about things you need to do, important deadlines, and procedures. In addition, you will find the necessary forms that need to be completed and returned to the University. We have provided a checklist of those forms and their deadlines below for your quick reference.

- | | |
|---------------------------------------------------------------------------------------------|-----------------------|
| <input type="checkbox"/> Student Information Sheet | May 1, 2010 |
| <input type="checkbox"/> Housing Assignment Application | May 1, 2010 |
| <input type="checkbox"/> Immunization Requirement Form | August 1, 2010 |
| <i>If accepted after the deadline, your records must be complete prior to registration.</i> | |
| <input type="checkbox"/> Final High School Transcripts | August 1, 2010 |

FINANCIAL AID

All newly accepted students who wish to be considered for financial aid **must** file a Free Application for Federal Student Aid (FAFSA) form. The priority deadline is **February 15, 2010**. You can apply via mail or online at www.fafsa.ed.gov. The Pace University code for the New York City campus is 002791 and for the Westchester campus* is 002792.

All New York State residents should also complete the FAFSA to be eligible for the Tuition Assistance Program (TAP). When applying online, an Express TAP Application (ETA) is automatically generated for you upon filing your FAFSA. You will be able to link to the ETA via the FAFSA Web site. If you submit a paper FAFSA, you will receive the ETA by mail.

To schedule an appointment with a financial aid counselor, please call our university-wide toll free number: (877) 672-1830.

When you receive your financial aid award letter, you must sign and return it to us by the date indicated in order to guarantee distribution of funds.

* Pleasantville and Briarcliff locations are part of the Westchester campus.

For the most current information, visit us at
www.pace.edu/accepted

SUBMIT YOUR DEPOSITS

Tuition Deposit:

To reserve your space in the class and secure your scholarship and financial aid, you must submit a nonrefundable, \$100 tuition deposit by **May 1, 2010** or within two weeks of receipt of your letter of admission, whichever is later.

Housing Deposit:

If you wish to live in University housing, you are required to submit a \$500 housing deposit and assignment application for consideration by May 1. Note that of the \$500 deposit, \$400 is a nonrefundable charge applied toward your first semester fees, and \$100 serves as a security deposit. The \$100 security deposit will be refunded at the end of the final semester in residence if there are no damages sustained to the residence facilities. Please note: Prepayment DOES NOT guarantee placement. See room assignment process below.

New first-year and transfer students who submit their housing deposit and apply for fall housing by the May 1 priority deadline will be guaranteed placement in housing and will receive confirmation of receipt by e-mail within two weeks of May 1. Those who submit housing applications and deposits after May 1 will receive confirmation within two weeks from the date the application was received. If you have not received e-mail confirmation of receipt of your application three weeks after you sent it in, please call the Office of Housing and Residential Life on the campus to which you applied (New York City Campus is (212) 346-1295 and Westchester campus is (914) 923-2791).

Room placement for the fall semester begins after the first week of August. Students should expect to hear about their room placement no earlier than the second week of August. Only those students whose accounts are in good standing with the University and who submitted a completed application and all required deposits by May 1 will be guaranteed placement.

A deposit can be made using our online payment system at www.pace.edu/accepted or by check using the Housing Assignment Application on page 5.

Tuition and housing deposits are refundable if the University receives a written request before May 1.

SELECT A MEAL PLAN

All resident students and full-time, undergraduate, commuter students are required to have a meal plan. The meal plan begins on move-in day each fall and spring and concludes on the last day of scheduled finals. Any unspent balance will carry over from the fall to the spring semester, but will not carry over at the end of the spring semester. Your meal plan membership is not refundable.

Visit www.pace.edu/accepted and click on the meal plan information tab for more information.

SEND YOUR FINAL TRANSCRIPTS

First-year Students:

First-year students must have completed high school and must provide proof of graduation to Pace University in order to attend classes and receive financial assistance. Please arrange to have your final high school transcript, including eighth-semester grades and official graduation date, sent to the Office of Undergraduate Admission as soon as possible but no later than **August 1, 2010**. If applicable, forward transcripts and AP/IB test scores from college work completed while in high school.

Transfers:

Transfer students must send final college and high school transcripts to the Office of Undergraduate Admission from all previously attended institutions. Transfer credits may be granted for courses in which a grade

of "C" or better was earned if the course is appropriate to the student's program of study. Transfer credits will not be posted without an official transcript. If applicable, forward transcripts and AP/IB test scores from college work completed while in high school.

IMPORTANT: Failure to submit all final transcripts will result in a hold on your registration and may jeopardize financial aid awards.

UPDATE IMMUNIZATION RECORDS

All new students are required to submit proof of immunization against measles, mumps, and rubella. New students must also report the date on which the meningococcal meningitis immunization was received or submit an acknowledgement of the risks and a signed refusal to receive the immunization. For your convenience, we have enclosed an Immunization Requirement Form in this booklet. Please have your health care provider complete this form and return it to: Pace University, OSA—Immunization Compliance, One Pace Plaza, W100G, New York, NY 10038 by **August 1, 2010**.

Any student not in compliance will not be permitted to register or attend classes.

Nursing Students Requirement:

Health clearance and CPR certification are required in order to fully participate in clinical courses. If you are a first-year student entering full-time, you must complete the health clearance and CPR certification prior to entering your second year of study. Transfer students must begin the process early, since it will take four to six weeks to obtain all the necessary information.

DOMESTIC STUDENT ACCIDENT AND SICKNESS INSURANCE PROGRAM

The University, in cooperation with U.S. Fire Insurance Company, Hagedorn & Company, and the Allen J. Flood Companies, Inc., has designed a mandatory/waiver Student Accident and Sickness Insurance Plan for domestic students attending Pace University during the academic year 2010-2011. All new full-time domestic undergraduate students carrying 12 credits or more and graduate students carrying nine or more credits will be automatically enrolled in the University's Accident and Sickness Health Insurance Plan, and account assessments will be included on your student statement. You may waive out of the program for any given academic year if you already have insurance outside of the University. (See below for more information on how to do this.)

For students who entered in September 2009, the premium cost was \$699. Students who register after the first day of classes will be permitted to submit the waiver request within seven (7) calendar days of the date of their registration. Requests for waivers received after these dates will NOT be honored, so please file early. You only need to waive out once for the academic year. If you waive out in the fall term, you do not need to waive out for the spring and summer terms.

IMPORTANT: Waiving out of the University Domestic Student Accident and Sickness Insurance Program must be done annually or your account will be assessed the annual premium charge. You only need to waive out once during any given academic year. Providing false information on an online waiver or letting existing coverage lapse without informing the Office of Student Assistance (OSA) may result in a charge for Pace Insurance Plan coverage to the student's account and/or disciplinary action. The University or its agent(s) reserves the right to verify information regarding alternate coverage provided by the student as part of his/her online request to waive out of the Pace Insurance Plan.

Waiver Process

Students can waive out of the program for any given academic year if they have existing accident and sickness insurance coverage under another policy (self, parent, spouse, etc.). The only way to waive out is through the Pace University Web Portal "My Pace" at www.pace.edu/mypace.

Please note: *The waiver form must be submitted electronically.*

To log in, you will need to type in your eight-character Network Account user ID and password. After logging in, click on the *Student* tab at the top, and then the *Health Insurance Waiver* link under the Office of Student Assistance (OSA) channel. You will be required to reenter your User ID and password in order to access the Domestic Student Accident and Sickness Insurance Waiver Form. In order to complete the form, you will need the name of your insurance carrier, policy number, and customer service number. Once you have completed the form, print a copy of the data screen for your records and then click **Submit**. You may also want to print a copy of the confirmation screen for your records.

If you experience technical problems when submitting the form, please contact the DoIT Helpdesk at (914) 773-3648.

Any part-time student registered for six (6) or more credits may voluntarily choose to purchase the Pace Insurance Plan. ALL students enrolled in the Pace Insurance Plan may also enroll a spouse, domestic partner, and/or child(ren). Please see the Part-time Student and Depended Enrollment Form for details. These enrollment forms and the claim form are available on this Web site.

Full-time international students have a separate program and should check with the Office of International Programs and Services on their campus for more information.

ORIENTATION (www.pace.edu/orientation)

Pace University requires all newly enrolled students to attend orientation. Orientation leaders will guide you through the experience, which includes taking placement tests, learning about campus resources, talking to academic advisers, receiving your fall class schedule, and meeting with students, faculty, and staff. Advisers will give you insight into life at Pace and will continue to serve as resources for you in the fall when you begin classes.

Upon receipt of your tuition deposit, we will send you an orientation packet. Choose one of the following dates for orientation:

2010 Orientation Dates for the New York City Campus

First-Year Students, Parents, and Family Orientation

June 24-25 June 30-July 1 July 8-9 July 22-23 July 29-30

Transfer Orientation

June 18 July 20 August 11 August 31

International Orientation

August 30-September 1 (Transfer students)

September 1-3 (First-year students)

2010 Orientation Dates for the Westchester Campus

First-Year Students, Parents, and Family Orientation

July 7-9 July 14-16 July 19-21 July 28-30

Transfer Students, Parents, and Family Orientation

July 13 (a.m. session) July 22 (p.m. session) August 25 (a.m. session)

International Students, Transfer, and First-Year Final Orientation

September 3-5

PLACEMENT TESTING

Pace requires placement testing in writing and math for all new students.

The possible exemption from placement testing for new students is based on the review of your math and English courses transferred from other universities and/or AP scores/courses.

Details on placement testing for both first-year students and those students with transfer credit will be sent to you once we receive your tuition deposit. In the meantime, if you have any questions, please call:

New York City Campus

Center for Academic Excellence

(212) 346-1386

Westchester Campus

Office of Student Development and Campus Activities (914) 773-3767

TUITION (www.pace.edu/tuition)

The 2010 **fall semester** tuition cost is provided below.

<i>Fall 2010 Semester</i>	<i>Resident</i>	<i>Commuter</i>
Direct Costs		
Tuition	\$16,328	\$16,328
Fees	\$428	\$428
Room and Board*	\$7,010	\$250
Total Direct Costs	\$23,766	\$17,006
Indirect Costs		
Living Allowance	\$0	\$1,455
Books	\$400	\$400
Personal Expenses	\$624	\$624
Transportation	\$300	\$675
Total Estimated Cost of Attendance	\$25,090	\$20,160

**This figure will vary depending upon residence, room, and meal plan selection.*

Note: Pace University reserves the right to change tuition, fees, and room and board rates.

When determining financial aid packages, we take into consideration the total cost of attendance, which includes fees not paid to Pace, including books, spending money, and transportation costs.

Students accepted through the Challenge to Achievement at Pace (CAP) program are required to pay a one-time fee of \$525 for the specific academic support services offered only to CAP students at the time of general billing.

English Language Institute (ELI)

Students admitted to ELI who are conditionally matriculated at Pace should follow the instructions in this guide to submit their housing and tuition deposits. The ELI placement test schedule was included with the letter of admission. Orientation for ELI students will take place after classes begin. For additional information, contact ELI at eli@pace.edu or (212) 346-1562.

Payment Options

Full payment for the fall 2010 semester, minus validated financial aid, is due by Friday, August 6, 2010.

Pace University has a monthly payment plan called *Tuition Pay* for the fall and spring semesters ONLY. For the fall semester, your payments would be spread over five months. Use the tuition Pay/AMS application included with your bill or call (800) 635-0120 to learn more about this plan. You may also enroll in the plan online at www.TuitionPay.com. *Please note:* Deadlines for enrollment do apply for this program. Enroll early to take advantage of spreading your payments over five months.

You may pay your tuition online, by mail, or in person. Instructions for making payments will be explained in your bill.

For more information on our policies and fees, please visit our Web site at www.pace.edu/tuition.

Questions

The Office of Undergraduate Admission is available to answer any questions you might have during your enrollment process. Please contact us at the campus you will be attending:

- New York City Campus, (212) 346-1323 or ugnyc@pace.edu
- Westchester Campus, (914) 773-3746 or ugplv@pace.edu

Student Information Sheet/Deposit Form

Form also available online at www.pace.edu/accepted

You can complete and return this form with your initial deposit in the enclosed envelope, or you may visit www.pace.edu/accepted and complete the form online.

Indicate the campus of your choice: New York City Westchester (Pleasantville/Briarcliff)

All Students: Enclose the nonrefundable tuition deposit of \$100

Resident Students: Enclose an additional \$500 (non-refundable/housing application fee and security deposit) and Housing Application

Please print clearly in black or blue ink.

Male Female Date of Birth _____ U Number _____

Last Name _____ First Name _____ MI _____

Home or Permanent Address _____

Mailing Address (if different from home or permanent address) _____

E-mail _____ Major(s) _____

Telephone _____ Cell Phone _____

EMERGENCY CONTACT INFORMATION:

Name _____ Relationship _____

Telephone _____ Business _____

I will enter the University in the fall semester 20 ____ or spring semester 20 ____ as a first-year student ____ or transfer ____.

Credit Card Authorization for Prepayment and/or Deposit

Card Holder's Name _____

Card Holder's Cell Phone Number _____

Visa American Express MasterCard Discover _____

Card Number _____ Expiration Date _____

Total Charge Amount _____

I authorize Pace University to charge the above credit card number for housing cost.

(Signature) _____

Submit your deposit by May 1, 2010, to secure your enrollment, scholarships, and financial aid.

Housing Assignment Application

Form also available online at www.pace.edu/accepted

Please complete and return this application with the \$400 nonrefundable prepayment and \$100 security deposit for official processing by May 1 or no later than 10 days after your acceptance, or visit www.pace.edu/accepted to submit online. Resident information is to be filled out by the student only. Please print clearly in black or blue ink. Please note: Prepayment DOES NOT guarantee placement. New first-year and transfer students who apply for fall housing by the May 1 priority deadline will be guaranteed placement in housing. All other students (including those who apply after the May 1 priority deadline and all graduate students) are placed on a SPACE-AVAILABLE basis. Once students are placed in the confirmed housing pool, specific assignments for the fall semester are not made until after the completion of the last overnight summer orientation. During orientation, students will be asked for building, floor, and roommate preferences. Please do not include that information on this form. Specific assignments for the spring semester are made after December 1. Assignment information will be mailed to the home address and e-mailed to the personal e-mail account indicated by student.

Male Female Date of Birth _____ U Number _____

Last Name _____ First Name _____ MI _____

Home or Permanent Address _____ Mailing Address (if different from home or permanent address) _____

E-mail _____ Major(s) _____

Telephone _____ Cell Phone _____

EMERGENCY CONTACT INFORMATION:

Name _____ Relationship _____

Telephone _____ Business _____

HOUSING PREFERENCES (write the appropriate letter on the line provided):

- _____ Will Be Living in Residence Hall A. Fall 2010
- _____ Campus on Which You Wish to Live A. New York B. Westchester
- _____ Class Credits A. First Year (0-31) B. Sophomore (32-63) C. Junior (64-96) D. Senior (97+)
- _____ Student Status A. First Year B. New Transfer C. New Graduate Student
- _____ D. ELI Student E. Returning Student (previously lived on campus)
- _____ Study Habits A. With Music/TV B. Without Music/TV
- _____ Smoking A. Smoker B. Nonsmoker
- _____ Organizational Traits A. Neat/Tidy B. Messy/Sloppy C. Mixture of A and B
- _____ Preferred Bed Time A. Before 10:00 p.m. B. Before 12:00 midnight C. After 12:00 midnight

Credit Card Authorization for Prepayment and/or Deposit

Card Holder's Name _____

Card Holder's Cell Phone Number _____

Visa American Express MasterCard Discover _____

Card Number _____ Expiration Date _____

Total Charge Amount _____

I authorize Pace University to charge the above credit card number for housing cost.

(Signature) _____

OFFICE USE ONLY

Date Rec'd _____ Check# _____ Amount\$ _____

Building _____ Area _____ Room # _____

Ext _____ Rate _____ HD Entry _____

Notes _____

MEASLES/MUMPS/RUBELLA

New York State Law requires all college and university students born on or after January 1, 1957, to present proof of immunity against measles, mumps, and rubella. Enrollment at Pace University requires **documented** proof of immunity.

Measles: Two doses of live measles vaccine. The first dose must be on or after the first birthday and the second dose on or after 15 months of age. If given when older, the two doses must have been administered at least 30 days apart. Licensed health care provider documentation of measles disease or a blood test showing immunity is also acceptable.

Mumps: One dose of live mumps vaccine administered on or after the first birthday, licensed health care provider documentation of mumps disease or a blood test showing immunity.

Rubella: One dose of live rubella vaccine administered on or after the first birthday, or a blood test showing immunity. Licensed health care provider documentation of rubella disease is not acceptable and does not confirm immunity.

New York State will consider exceptions only for medical or religious reasons. If either should apply to you, forward appropriate documentation to the University. Please keep a copy of your immunization record since we will not keep paper files once the information is entered into our computer. **All documentation must be in English.**

New York State has closed institutions where measles cases have been confirmed. **Therefore, students whose immunity records are incomplete will not be allowed to attend class.**

MENINGITIS

On July 22, 2003, Governor Pataki signed New York State Public Health Law (NYS PHL) 2167 requiring institutions, including colleges and universities, to distribute information about meningococcal disease and vaccination to all students meeting the enrollment criteria, whether they live on or off campus.

Pace University is required to maintain a record of the following for each student:

- A response to receipt of meningococcal disease and vaccine information signed by the student or student's parent or guardian. This must include information on the availability and cost of meningococcal meningitis vaccine (Menactra or Menomune);

and either

- A record of meningococcal meningitis immunization within the past 10 years signed by a licensed health care provider;

or

- An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student's parent or guardian.

Resident first-year students are strongly encouraged to receive a meningitis vaccination.

Meningitis is a rare disease. However, when it strikes, its flu-like symptoms make diagnosis difficult. If not treated early, meningitis can lead to swelling of the fluid surrounding the brain and spinal column, as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation, and even death.

Cases of meningitis among teens and young adults 15 to 24 years of age (the age of most college students) have more than doubled since 1991. The disease strikes about 3,000 Americans each year and claims about 300 lives. Between 100 and 125 meningitis cases occur on college campuses and as many as 15 students die each year from the disease.

A vaccine is available that protects against four types of the bacteria that cause meningitis in the United States—types A, C, Y, and W135. These types account for nearly two thirds of meningitis cases among college students.

To learn more about meningitis and the vaccine, please feel free to contact University Health Care and/or consult your health care provider. You can also find information about the disease at www.health.state.ny.us, www.cdc.gov/ncidod/dbmd/diseaseinfo, and www.acha.org.

Please complete Part One and Part Two of the Immunization Requirement Form yourself and have your health care provider complete Part Three. Return the form by **August 1, 2010**. If you are accepted after the August 1 deadline, your completed form must be returned within 30 days of the start of the semester.

All forms should be sent to:

Pace University
OSA–Immunization Compliance
One Pace Plaza, W100G
New York, NY 10038

If you have questions about the Immunization Requirement Form, please call (212) 346-1320 or e-mail immunization@pace.edu.

The University Health Care office on your campus can assist you in fulfilling these requirements. Inoculations can be administered at a cost of \$15 for each measles, mumps, and rubella (MMR) injection. Meningitis vaccine may not be available. You may contact UHC directly at the following numbers to make an appointment New York City, (212) 346-1600; Westchester, (914) 773-3760.

FACTS ABOUT MENINGOCOCCAL DISEASE

What is meningococcal disease?

Meningococcal disease is a severe bacterial infection of the bloodstream or meninges (a thin lining covering the brain and spinal cord).

Who gets meningococcal disease?

Anyone can get meningococcal disease, but it is more common in infants and children. For some college students, such as freshmen living in dormitories, there is an increased risk of meningococcal disease. Between 100 and 125 cases of meningococcal disease occur on college campuses every year in the United States; between five and 15 college students die each year as a result of infection. Currently, no data is available regarding whether children at overnight camps or residential schools are at the same increased risk for disease. However, these settings are similar to college dormitories. Other persons at increased risk include household contacts of a person known to have had this disease, and people traveling to parts of the world where meningitis is prevalent.

How is the germ meningococcus spread?

The meningococcus germ is spread by direct close contact with nose or throat discharges of an infected person. Many people carry this particular germ in their nose and throat without any signs of illness, while others may develop serious symptoms.

What are the symptoms?

High fever, headache, vomiting, stiff neck, and a rash are symptoms of meningococcal disease. Among people who develop meningococcal disease, 10–15 percent die, despite treatment with antibiotics. Of those who live, permanent brain damage, hearing loss, kidney failure, loss of arms or legs, or chronic nervous system problems can occur.

How soon do the symptoms appear?

The symptoms may appear two to 10 days after exposure, but usually within five days.

What is the treatment for meningococcal disease?

Antibiotics, such as penicillin G or ceftriaxone, can be used to treat people with meningococcal disease.

Is there a vaccine to prevent meningococcal meningitis?

A conjugate meningococcal vaccine (Menactra) is available and provides protection against four of the five kinds of bacteria (A, C, Y, W-135) that cause about 70 percent of the disease in the United States. In general, the benefits of a conjugate vaccine include a longer lasting immune response and improved strength of the immune response. The older polysaccharide vaccine (Menomune) is available for use, and offers protection for three to five years. As with any vaccine, vaccination against meningitis may not protect 100 percent of all susceptible individuals.

How do I get more information about meningococcal disease and vaccination?

Contact your family health care provider or University Health Care. Additional information is also available on the Web sites of the New York State Department of Health (www.health.state.ny.us), the Centers for Disease Control and Prevention (www.cdc.gov/ncidod/DBMD/diseaseinfo/meningococcal_g.htm), and the American College Health Association (www.acha.org).

Immunization Requirement Form



ALL MATRICULATED STUDENTS ENROLLED FOR SIX (6) OR MORE CREDITS **MUST COMPLETE THIS FORM.** *Students will not be allowed to register or attend classes unless they submit this completed form. If any portion of this document is illegible, it will not be processed. Please submit copies of all supporting documentation and keep originals for your records. Supporting documentation does not preclude the completion of this form. Please print legibly.*

Part One: Student Information

First semester at Pace University FALL SPRING SUMMER YEAR _____

Student ID #: U _____ Campus: NYC PLV WP – Grad Center WP – Law School

_____/_____/_____
 LAST NAME FIRST NAME MIDDLE INITIAL DATE OF BIRTH
 _____ (_____) _____ - _____
 PACE E-MAIL ADDRESS PHONE NUMBER

Part Two: Meningococcal Meningitis

Completion of this part is not optional. You must check ONE of the boxes and sign below to be in compliance with NYS Public Health Law 2167. For students under the age of 18, signature of parent or guardian is also required.

I have:

- Had the meningococcal meningitis immunization within the past 10 years. **Date of shot** ____ / ____ / ____
- Read or have had explained to me the information regarding meningococcal meningitis disease. I understand the risks of not receiving the vaccination. I have decided that I (my child) will not obtain immunization against meningococcal meningitis disease.

STUDENT'S SIGNATURE _____ DATE _____ PARENT'S or GUARDIAN'S SIGNATURE _____ DATE _____

Part Three: Measles, Mumps, Rubella

NOTE: Please see the reverse side of this form for information on completion of this part and acceptable supporting documentation.

MMR VACCINATION:

MMR Dose #1 ____ / ____ / ____*
 MMR Dose #2 ____ / ____ / ____
OR

	Dose #1	Dose #2
Measles	____ / ____ / ____*	____ / ____ / ____
Mumps	____ / ____ / ____	XXXXXXXXXXXXXXXXXXXX
Rubella	____ / ____ / ____	XXXXXXXXXXXXXXXXXXXX

**Please note that the first MMR/Measles Dose must be on or after your first birthday.*

HISTORY OF DISEASE:

This must be verified below by a health care provider.

Measles ____ / ____ / ____
 Mumps ____ / ____ / ____
 Rubella XXXXXXXXXXXXXXXXXXXX

EXEMPTIONS:

- Religious Exemption:** If a student has a deeply held aversion to receiving vaccinations for religious reasons, a letter signed by the student stating this is required.
- Medical Exemption:** Temporary Permanent
Requires a letter from a health care provider detailing conditions.
- Birth Exemption:** Proof of birth prior to January 1, 1957 must be submitted with this form.

Health Care Provider Information:

Name (print): _____
 Signature: _____
 Phone Number: (____) _____

OFFICIAL STAMP AND/OR LICENSE NUMBER OF HEALTH CARE PROVIDER IS REQUIRED.

FOR OFFICE OF STUDENT ASSISTANCE - IMMUNIZATION COMPLIANCE USE ONLY

Received: _____ Entered: _____ OSA rep: _____ Missing Info Y N

Instructions for the Immunization and Meningitis Documentation Form

Return the signed and completed form by mail or fax to:

Pace University
OSA — Immunization Compliance
One Pace Plaza, W100G
New York, NY 10038
Tel: (212) 346-1320
Fax: (914) 989-8309

Return by the following dates:

Fall Entry Term — **August 1**
Spring Entry Term — **December 1**
Summer Entry Term — **April 1**

STUDENTS WILL NOT BE ALLOWED TO REGISTER OR ATTEND CLASSES UNLESS THEY SUBMIT THIS COMPLETED FORM.

Part One (To be filled out completely by the student)

Please make sure to provide us with your Student Identification Number, a phone number where you can be reached, and your assigned Pace e-mail address. Requests for any additional information will be made via your Pace e-mail address or phone.

Part Two (To be filled out by the student)

Meningococcal Meningitis

On July 22, 2003, Governor Pataki signed [New York State Public Health Law \(NYS PHL\) 2167](#) requiring institutions, including colleges and universities, to distribute information about meningococcal disease and vaccination to all students meeting the enrollment criteria, whether they live on or off campus.

Pace University is required to maintain a record of the following for each student:

- A response to receipt of meningococcal disease and vaccine information signed by the student or student's parent or guardian. This must include information on the availability and cost of meningococcal meningitis vaccine (Menactra or Menomune);

AND EITHER

- A record of meningococcal meningitis immunization within the past 10 years signed by a licensed health care provider;

OR

- An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student's parent or guardian.

Resident first-year students are strongly encouraged to receive a meningitis vaccination.

Students in a nursing program or a physician assistant program must complete this part of the form and submit it with a copy of the blood titer results required for participation in those programs.

Part Three (To be completed by health care provider)

Measles, Mumps, Rubella (MMR)

As per New York State Public Health Law (NYS PHL) 2165, degree-seeking students born on or after January 1, 1957, must provide the University with documentation of immunity to measles, mumps, and rubella (MMR). These diseases can cause severe health problems.

You must provide proof of having received two measles, one mumps, and one rubella vaccination. The dates of these vaccinations must be indicated in this part, and the first measles vaccination must have been received on or after your first birthday.

Please note that any supporting documentation must have been either signed or stamped by a hospital or medical provider or, in the case of prior high school or university records, stamped by an official of that institution. **An original signature or stamp must appear on the documentation.** Faxes will be accepted as long as they are received directly from a health care provider, high school, or university/college.

ALL SUPPORTING DOCUMENTATION MUST CLEARLY SHOW THE DATES OF YOUR VACCINATIONS.

If you have had either the measles or mumps in the past, no proof of vaccination will be necessary. However, we will require that the date when you contracted the disease **be verified by a health care provider or it will not be accepted.**

Another way to prove compliance is through a Blood Antibody Titer test that measures the level of measles, mumps, and rubella antibodies in your blood. We require that dated lab results must be attached to this form. Be advised that an equivocal result will be accepted as compliant. If you were prior to January 1, 1957, please check the Birth Exemption box. We will verify your birth date against the information available in your student academic record.

The University Health Care Office on your campus can assist you in fulfilling these requirements. Inoculations can be administered at the cost of \$15.00 for each measles, mumps, and rubella (MMR) injection. Meningitis vaccine may not be available. You may contact the Health Care Office (UHC) directly at the numbers below to make an appointment:

New York City UHC (212) 346-1600
Westchester UHC (914) 773-3760

CONTACT INFORMATION

Office of Undergraduate Admission

New York City (212) 346-1323
Westchester (914) 773-3746

Office of Student Assistance (Financial Aid)

New York City (212) 346-1300
Westchester (914) 773-3751
Immunization Compliance (212) 346-1320

Office of Housing and Residential Life

New York City (212) 346-1295
Westchester (914) 923-2791

Office of New Student Orientation

New York City (212) 346-1590
Westchester (914) 773-3767

University Health Care Office

New York City (212) 346-1600
Westchester (914) 773-3760

Student Auxiliary Services (OneCard Offices)

New York City (212) 346-1567
Westchester (914) 773-3830

The Office of Disability Services

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