Pace University
Center for Professional Studies
The Education You Need for the Career You Want
Register Online at cps.pace.edu
Pace University’s Center for Professional Studies

Our Mission Is Simple—
To Help You Succeed

Pace University’s Center for Professional Studies (CPS) gives you the power to transform your life and achieve your educational goals and career dreams. Whether you are looking to enhance your skills in your current position, contemplating a career change, updating your resume, or opening your mind to something you have always dreamed of learning, we have the courses, certificates, and professional training opportunities for you.

If you are looking for something more in your personal or professional life, look no further than Pace CPS and begin your educational journey today.

So what’s stopping you? Enroll today.

Courses are offered online and in two convenient locations—New York City and Westchester.
Cost Estimating in Building Construction

This course will cover how to effectively estimate construction projects. Become acquainted with building construction and gain hands-on experience in cost estimating preparation. Our Intermediate Blueprint Reading course is designed for professionals with blueprint reading experience already or those who have taken the introductory course.

Introduction to Blueprint Reading

This introductory course provides a base level of knowledge in the reading and understanding of architectural and construction blueprints. This course is intended for true beginners, as it will provide a thorough exploration of the basic concepts required to read and understand construction drawings. Concepts and theories covered by this course will include, but are not limited to: orthographic projection; plans, elevations, sections, and details; symbols, line, dimensions, and notations; architectural and engineering scales; architectural, construction, and engineering drawings.

Intermediate Blueprint Reading

This class builds upon previously developed skills in blueprint reading. Great for individuals who have completed the Intro to Blueprint Reading or for construction professionals who have a basic understanding of reading construction drawings, this 21-hour class will cover a selection of intermediate drawings including residential housing, office buildings and warehouse. Fundamental methods and materials will be briefly covered.

Tuition: $595
Midtown Center
 Saturdays, May 9–May 30
9:00am–5:00 pm
Course #90168

Construction Project Management

This innovative course provides construction-oriented professionals with the practical knowledge and expertise in project cost estimation, project scheduling, and managing key business concepts in the field of construction.

Participants will receive a certificate of completion. Approved by NYS for 22.5 hours of continuing education for salespersons and brokers.

Tuition: $595 (includes all materials)
Midtown Center
 Section 1: Saturdays,
 March 7–April 4
9:00 am–5:00 pm
Course #90335
Section 2:
 Mondays & Wednesdays,
 April 20–May 13
5:30 pm–9:00 pm
Course #90009
Section 3:
 Mondays & Wednesdays,
 June 1–June 24
5:30 pm–9:00 pm
Course #90541

Online Course
 Section 4:
 February 10–May 8
Course #90315
Section 5:
 April 6–May 3
Course #90075

Construction Blueprint Reading Certificate

Pace offers 2 levels of blueprint reading for students for students of all background experience. The Introduction to Blueprint Reading is intended for true beginners and provides a base level of knowledge in the reading and understanding of blueprints as they relate to the architectural and construction industries. Our Intermediate Blueprint Reading course is designed for professionals with blueprint reading experience already or those who have taken the introductory course.

Tuition Payment Plans are available for select courses. See page 15 for details.

Register online at cps.pace.edu or call (888) 561.7223.
For more than a decade, we have helped organizations of all shapes and sizes realize their training and business goals. Our results-driven training programs will enhance job performance and help your organization achieve its goals through a perfect combination of academic excellence and professional expertise delivered at your work site, online, or in one of our centrally located campuses. Our dedicated instructors, drawn from Pace University faculty and expert industry professionals, will analyze your training needs and propose a curriculum and evaluation process that fits your organization and fulfills your training goals.

We deliver results ... flexible, customized training solutions designed to meet your specific learning objectives on deadline and within budget.

Training Benefits
Pace University’s customized programs offer your organization flexible, customized, training solutions designed to meet your specific learning objectives. We will work with you and your management team to design business-centered, corporate-focused courses that foster employee development and learning. Our training programs feature dynamic presentations, lectures, practical applications, case studies, and collaborative learning and e-learning techniques—bringing together our ideas with your workforce to make the educational experience more relevant, challenging, and informative.

Take Advantage of Our
- Published and customized courses to meet unique needs
- Flexible scheduling of courses
- State-of-the-art training computer labs and classrooms
- Variety of teaching modes
  - Instructor-led
  - Live learning via the internet
  - Completely on-line classes
- Quality instruction
- Large savings compared to public classes
- Each student will earn a certificate of completion from Pace University

We offer a Wide Array of Training Topics
Depending on the topic, classes can run for one day or several weeks, scheduled at your convenience:
- Business Skills
- Communication Skills
- Construction Programs
- Customer Service Excellence
- Finance and Accounting
- Human Resources
- Microsoft Office Training
- Project Management
- Technology
- Test Prep and Licensing

... and much more!

Register online at cps.pace.edu or call (888) 561.7223.
Certificate in Professional Human Resources Management

This intensive 35-hour program combines expert instruction with the new 2019 SHRM Learning System® so you will learn faster, retain more knowledge and stay on track for exam success.

Participants will receive a Certificate in Professional HR Management from Pace University and a certificate from SHRM™ after completion of the course.

This course is approved for 33 Professional Development Credits (PDCs) towards SHRM-CP™ and SHRM-SCP™ recertification from SHRM. Students do not need to take the SHRM exam to register for the course.

Expert guidance on your path to certification. Whether you are seeking certification or simply want to improve your HR skills, the 2019 SHRM Learning System for the SHRM-CP and SHRM-SCP course provides a comprehensive and accelerated option for professional development.

Participants gain a generalist viewpoint, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity. Long after completing the course, the learning system materials will serve as a valuable day-to-day resource manual, which can be used for a wide range of HR challenges.

Earn the New Standard in HR Certification

Establish yourself as a globally-recognized human resource expert by earning the new standard in HR Certification: SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP).

Topics include:
• HR Competencies (Leadership, Ethical Practice, Consultation),
• People (Strategic Planning, Talent Acquisition, Engagement and Retention),
• Organization (Org. Structure, Labor Relations),
• Workplace (Diversity, Risk Management),
• and many more.

Course Materials: You will receive the new 2019 SHRM Learning System. This comprehensive program is filled with unique features, including innovative SmartStudy Tools, comprehensive learning modules, and interactive online multi-media resources to help streamline your study time, expand your competencies and knowledge, and build confidence for passing the certification exam.

Register online at cps.pace.edu or call (888) 561.7223.

This course was designed specifically for SHRM credential candidates.
Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

Tuition: $1,450 (incl. SHRM Learning System and web access)

Midtown Center
Section 1: Wednesdays,
January 22–April 1
5:30 pm–8:30 pm
Course #9017

Section 2: Tuesdays,
February 4–May 5
5:30 pm–8:30 pm
Course #90013

Hybrid Class will be held online with the exception of 2/24, 4/6 and 5/18, which will be held at the Midtown Center location.

Section 1: Saturdays,
March 7–May 9
9:00 am–5:00 pm
Course #90011

Section 2: Thursdays,
March 12–June 4
6:10 pm–9:00 pm
Course #90172

Online Course
February 18–May 10
Course #90174

Establish yourself as a globally recognized human resource expert!
SHRM Essentials of Human Resources Certificate

This introductory course is designed to give a broad overview of human resources and is offered in conjunction with SHRM.

Topics include: Resource management, employment law, recruitment and selection, compensation and benefits, employee development, and performance management.

Tuition: $595 (includes all materials)

Recertification: 14 Credits/Hours

Online Course
February 24–March 22
Course #90169

Pace University’s Human Resources Management courses are taught in conjunction with Society of Human Resources Management (SHRM).

Pace University is proud to have been named the #1 provider of SHRM Certification Exam Prep in the United States.

Whether you are interested in preparing for the SHRM-CP and SHRM-SCP Examinations, earning valuable recertification credit hours, learning about relevant human resources management concepts and theories, gaining valuable knowledge and exposure in key functional areas, or building your HR resume by earning a professional certificate in human resources management, we have the course for you!

Pace University is proud to have been named the #1 provider of SHRM Certification Exam Prep in the United States.

Explore our graduate programs in Human Resources Management! For more information, please call 800.874.PACE or visit our website at www.pace.edu/lubin/human-resource-management-masters.
■ Developing Effective Job Descriptions
Since creating, revising and leveling job descriptions can be a difficult task, this seminar will help participants master this important function. Clearly defined job descriptions outline the outcomes you desire in attracting, motivating and retaining key talent. Participants will learn practical tips and tools to create job descriptions for use in salary administration and performance appraisals to match the needs of your organization.

Tuition: $295
Recertification: 7 Credits/Hours
Midtown Center
Friday, April 24
9:00 am – 5:00 pm
Course # 90540

■ Payroll Practices
Human Resources and Payroll often work hand in hand to make sure employees are compensated according to various labor laws within the state while enforcing company policies and procedures. Whether it’s the hiring process and completing a W-4 or direct deposit paperwork to terminating an employee and processing a final paycheck or severance payments, Human Resources and Payroll work closely together. It’s important to understand the role each of these divisions plays within an organization and how each impact one another. This course will help assist with that as well as the challenges both divisions may face.

Tuition: $295
Recertification: 7 Credits/Hours
Midtown Center
Friday, June 12
9:00 am–5:00 pm
Course # 90065

Prepare to be a New York State Notary Public with our comprehensive seminars or self-study courses!

This seminar prepares individuals for the New York State Notary Public Examination, and provides a comprehensive review of the notary public office, including the extent of authority the position holds, as well as its duties and responsibilities. Case studies are used to illustrate situations that the officer is likely to encounter such as avoiding conflicts of interest, maintaining professional ethics, charging proper fees, handling special situations, minimizing legal liability, and much more.

Topics include: Administering oaths and affirmations, taking affidavits and depositions, and receiving and certifying acknowledgements or proof of such written instruments as deeds, mortgages, and powers of attorney.

Tuition: $115 (includes all materials)
Midtown Center
Section 1: Saturday, February 22
9:00 am–3:00 pm
Course # 90066
Section 2: Tuesday & Thursday, April 14 and 16
6:00 pm–8:30 pm
Course # 90066
Section 3: Saturday, June 6
6:00 pm–8:30 pm
Course # 90309
Online Course
March 9–15
Course # 90324
March 11–17
Course # 90067

Learn from the Best:
Pace University is nationally recognized
• Top 3 SHRM Provider
• HRCI Approved Provider
• SHRM Preferred Provider

Register online at cps.pace.edu or call (888) 361-7223.
Make the most of your professional opportunities with Pace University’s Paralegal Certificate Program. This nationally acclaimed program was designed by paralegals for paralegals, with input from judges and attorneys across the country. This hands-on program distinguishes itself by focusing on real-world skill sets most in demand by law firms and legal divisions. It is designed with the working student in mind and provides the education you need to begin a successful paralegal career or advance your current career in the legal field.

From single practice law offices, to multi-partner law firms, to in-house corporate legal departments, paralegals are in heavy demand. “Employment of paralegals and legal assistants is projected to grow 8 percent from 2014 to 2024, faster than the average for all occupations.” — U.S. Bureau of Labor Statistics; Occupational Outlook Handbook 2014, U.S. Department of Labor

Program Topics Include
- Legal process
- Court structure
- Interviewing and investigation
- Document preparation
- Correspondence
- Writing and analysis
- Research skills
- Use of LexisNexis and Westlaw
- Substantive topics of laws, torts, contracts, civil procedure, and family law

Who Should Enroll
- Legal staff who wish to advance their careers and qualify for lawful designation as a paralegal
- Career-changers looking for a professional career with strong growth potential
- Individuals who want to gain a clearer understanding of the legal process
- Individuals considering law school and seeking an introduction to the field and a competitive advantage

Pace University’s Paralegal Certificate Program course curriculum is comprehensive. When students finish our program, they are ready to go to work.

Our curriculum covers topics rarely covered in other paralegal programs and doesn't waste time on filler. The skill-based format of Pace’s Paralegal Program provides students with practical training in preparation for the workplace.

Each student finishes the program with a client file filled with documents about his or her case—all drafted over the course of the program. This client file serves as a showpiece for interviews and provides students with an end product that represents the marketable skills they have acquired through the program. The classroom programs and the online program shares the same curriculum.

Tuition:
- $4,995 (in-person)
- $6,995 (online)

Start Your New Career Today!
Pace University's innovative program gives you the knowledge and skills used by today's leading paralegals. This course is offered at three convenient locations—White Plains Law School, New York City Midtown Center, and New York City Downtown location—as well as completely online.

Course Schedules
Midtown Center
Section 1: Mondays & Wednesdays, February 10–June 24
6:00 pm–8:30 pm
Course #90004
Section 2: Saturdays, February 22- July 25
10:00 am–3:30 pm
Section 3: Tuesdays & Thursdays, March 12–June 30
6:00 pm–8:30 pm
Course#90005
White Plains Law School
Saturdays, March 28–June 27
1:00 pm–6:30 pm
Course #90250

Tuition Payment Plans are available for select courses. See page 15 for details.

Join us for a free information session at Pace University!

Meet the Pace University Paralegal Studies faculty and staff to ask questions about the program and the paralegal profession.

Visit us online at cps.pace.edu for upcoming dates and to RSVP.
iPace Degree Completion Program

Finish your degree with a top rated school offering online bachelor's programs

Increase your earning power. Expand your career opportunities. Use the college credits you have already earned to finish your Bachelor’s degree with iPace—the online degree completion program from Pace University. U.S. News & World Report has ranked Pace University as a top provider of online bachelor's programs for five years in a row!

Each iPace program features the flexibility of online learning with the same accredited Pace University degree that employers know and respect. All programs are 100% online.

U.S. News & World Report ranked Pace University as a top provider of online bachelor's programs for five years in a row!

BBA in Professional Technology Studies
Concentrations in Computer Forensics or Business Technology Leadership Offered by Pace's Seidenberg School of Computer Sciences and Information systems.

AA in General Arts and Sciences
Offered by Pace's Dyson College of Arts and Sciences, this program is ideal for students who have few or no college credits and would like to achieve an associate degree as the first step toward an iPace bachelor's.

BBA in Business Studies
Concentrations in Marketing Management or Accounting/Internal Auditing

BS in Nursing
Offered by Pace's College of Health Professions, this program is designed for RNs who have (or are about to receive) an associate degree or diploma in nursing and who want to earn a bachelor's. Students also benefit from individualized clinical practice experiences to meet the essentials of a BSN education for professional nursing practice.

BS in Professional Communication Studies
This accelerated online program offered by Pace's Dyson College of Arts and Sciences prepares you to meet that need with courses in communications, computing, digital media, writing, and administration.

To apply, or for more information about admission, transfer credits, or financial aid, visit www.pace.edu/iPace or call (800) 874-7223.
**Graphic Design & Web Design**

- **Dual Certificate in Web and Graphic Design**
  In this 105 hour program, students will acquire skills in both web and digital graphic design. The core of this program will cover Adobe Creative Cloud software tools: Photoshop, Illustrator, Dreamweaver, InDesign, Bridge, Acrobat PDF and also Wordpress. Students will learn proper Adobe workflow processes and best practices to design, create, build and export content for print and digital outputs for tablets and other smart devices and e-readers. Students will learn the concepts, tools, and techniques to create responsive designs for web and digital devices such as iPads, tablets, and smart phones. This class is taught in our new Mac computer lab, so familiarity with a Mac computer is a plus!

**Program Benefits:**
The learning objectives of our programs are to develop technology skills and soft skills so that students complete the program with a strong foundation in creating content for print and digital outputs.
- Learn established Adobe workflow processes
- Plan build and export content for print and digital outputs
- Plan, design, build and maintain fully functional websites
- Learn end to end processes in digital graphic design

**Tuition:** $3,500

Midtown Center
- Section 1: Saturdays, April 18–September 12
  9:00 am–3:00 pm
  Course #90301

Online Course
- Section 1: March 25–June 30
  Course #90302
- Section 2: March 25–August 24
  Course #90528

- **Certificate in Digital Photography and Retouching**
  LEARN TO USE THE CAMERA IN MANUAL MODE, HOW TO USE STUDIO LIGHTS AND THE WHOLE PROCESS IN LIGHTROOM AND PHOTOSHOP. The Certificate in Digital Photography & Retouching is the only course that combines studio learning as well as post-production and photo manipulation techniques using Adobe Photoshop and Lightroom classes with professional studio light equipment and many hours in our state of the art Mac computer lab where students will learn advanced techniques in Photoshop and Lightroom.

**REQUIRED EQUIPMENT:**
- DSLR or mirrorless camera that has the ability to change lenses and a hot shoe adapter to hold a flash.
- Recommended lenses: Any prime or zoom lens from 35mm up to 200mm
- Speedlite Manual or TTL

**Program Benefits:**
Students will take their skills to a whole new level in this program. Continuing to build on advanced skills and workflows in Digital Photography, Studio Lightning, Photoshop, Photoshp Lightroom, 3D Integration. At the end of the certificate program, students will master techniques in studio lightning, photo improvement and enhancement, cropping, retouching, photomontage 3D and special effects.

**Tuition:** $1,950

Midtown Center
- Tuesday & Thursdays, February 6–June 11
  6:00 pm–9:00 pm
  Course #90531

- **Certificate in Digital Graphic Design**
  The core of this Certificate in Digital Graphic Design program will cover Adobe Creative Cloud software tools: Photoshop, Illustrator, Adobe XD, InDesign, Bridge, Acrobat PDF and also Wordpress to build your portfolio website. Students will learn proper Adobe workflow processes and best practices to design, create, build and export content for print and digital outputs. Students will learn the concepts, tools, and techniques to design flyers, postcards, banners, ads, magazines, digital content and more. The learning objectives of our programs are to develop technology skills and soft skills of student learners to enable them to plan, design, build, and integrate digital tools for print and the web.

**Program Benefits:**
Digital Assets Management (DAM): In this class students will review the Digital Assets Management workflow using Adobe Bridge and formats, and best practices for graphic design. Photoshop: In these classes students will use Adobe Photoshop for color correction, retouching, photo-montage, special effects and graphic design.
Illustrator: In these classes students will design using Adobe Illustrator: ads, banner, logos, and infographics for data visualization and elements for graphic design.
Adobe XD: In these classes students will design the mockup and prototype the UI and UX of a website.
Wordpress: In these classes students will create an entire website using Wordpress. Adding pages, interactive banners, gallery, contact forms, and more.

**Tuition:** $2,950

Midtown Center
- Saturdays, April 18–September 12
  9:00 am–3:00 pm
  Course #90539

Gain highly marketable skills that are sought after and in demand by employers with clients!
Graphic Design & Web Design

Certificate in Adobe Web Design

The Certificate in Adobe Web Design program covers Adobe Creative Cloud software tools: Photoshop, Illustrator, Adobe Xd, and also HTML5, CSS3, and WordPress. Students will learn proper Adobe workflow processes and best practices to design, create, build and export content for the web. Students will learn the concepts, tools, and techniques to create responsive designs for web and digital devices such as iPads, tablets, and smartphones.

The learning objectives of our programs are to develop technology skills and soft skills of student learners to enable them to plan, design, build, and integrate digital content.

Program Benefits:

Digital Assets Management (DAM): In this class students will review the Digital Assets Management workflow using Adobe Bridge and formats, and best practices for web design.

Photoshop: In these classes students will use Adobe Photoshop for color correction, retouching, photo-montage, special effects and web design.

Illustrator: In these classes students will design using Adobe Illustrator: ads, banners, logos, and infographics for data visualization and elements for web design.

Adobe XD: In these classes students will learn UX and UI and they will design the mockup and prototype of a website.

WordPress: In these classes students will create an entire website using WordPress. Adding pages, interactive banners, gallery, contact forms, and more.

HTML – CSS: In these classes students will learn basic HTML5 and CSS3. These classes are essential to understand the front end web design workflow.

Tuition: $2,950
Midtown Center
Saturdays,
April 18–September 12
9:00 am–3:00 pm
Course #90234

For more Adobe course offerings visit our website at cps.pace.edu

Introducing a series of one day Adobe classes perfect for beginners or experienced designers who want to specialize their skills!

Taken separately or all together, students will learn from topics such as graphic and web design, HTML5 and CSS3, retouching as well as other specialized areas. The class is perfect for beginners or experienced designers who want to specialize their skills.

Tuition: $216

Photoshop Workshop

Midtown Center
Section 1: Friday, January 24
9:00 am–4:00 pm
Course #90529
Section 2: Friday, February 14
9:00 am–4:00 pm
Course #90533
Section 3: Friday, March 6
9:00 am–4:00 pm
Course #90536

InDesign Workshop

Midtown Center
Section 1: Friday, January 31
9:00 am–4:00 pm
Course #90474
Section 2: Friday, February 21
9:00 am–4:00 pm
Course #90475
Section 3: Friday, February 28
9:00 am–4:00 pm
Course #90543
Section 4: Friday, March 13
9:00 am–4:00 pm
Course #90476
Section 5: Friday, April 10
9:00 am–4:00 pm
Course #90478
Section 3: Friday, May 15
9:00 am–4:00 pm
Course #90481

Illustrator Workshop

Midtown Center
Section 1: Friday, February 7
9:00 am–4:00 pm
Course #90468
Section 2: Friday, February 28
9:00 am–4:00 pm
Course #90469

Register online at cps.pace.edu or call (888) 561.7223.

Tuition Payment Plans are available for select courses. See page 15 for details.
Invest in your future – Reap instant rewards:
Join us at one of our free information sessions and save on tuition!

**Truly get a sense of what a program can do for you** by meeting the faculty and learning more about the course.

In just an hour we'll walk you through the benefits of the program, how to register, and answer any important questions you might have.

For information session schedules and to rsvp for your program session of interest please visit cps.pace.edu/info-sessions.

**Pace University** Program Locations

Courses are offered online and in two convenient locations—New York City and Westchester:

<table>
<thead>
<tr>
<th>Location</th>
<th>Campus/Address</th>
<th>Address</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>New York City</strong></td>
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<tr>
<td>Downtown</td>
<td><strong>New York City Campus</strong></td>
<td>One Pace Plaza, New York, NY</td>
<td>(212) 346-1200</td>
</tr>
<tr>
<td>Midtown</td>
<td><strong>Midtown Center</strong></td>
<td>551 Fifth Avenue, New York, NY</td>
<td>(212) 346-1700</td>
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<tr>
<td><strong>Westchester</strong></td>
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<tr>
<td>White Plains</td>
<td><strong>Law School</strong></td>
<td>78 N Broadway, White Plains, NY</td>
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<tr>
<td>Pleasantville</td>
<td><strong>Westchester Campus</strong></td>
<td>861 Bedford Road, Pleasantville, NY</td>
<td>(914) 773-3200</td>
</tr>
</tbody>
</table>
How to Register

Center for Professional Studies students are advised to register early for best course selection and availability. Register online; by phone, U.S. mail.

Full payment is due at the time of registration.

Payment can be made by check (payable to Pace University) or credit card:

Online Please visit us online at cps.pace.edu to submit your registration and full payment using our secure form. If applicable, remember to enter your discount code when registering.

By Phone Call us at (888) 561-7223 and be prepared to provide necessary credit card information.

By Mail Mail your completed registration form to:

Pace University
Center for Professional Studies
551 Fifth Avenue, 8th Floor, Room 818
New York, NY 10176

Tuition Payment Plans and Private Education Loans are available for selected courses with tuition greater than $3,000.

To learn more about these financing options, visit cps.pace.edu/tuition.

Questions? Please contact us at (888) 561-7223 or ContinuingEd@pace.edu.

Financing Options

Refund and Cancellation Policy

Please note that enrollment is limited and registrations are accepted on a first-come, first-served basis. No registration will be accepted until payment has been received. This requirement applies to all registrants.

Registrants who cancel their registration by the Wednesday of the week prior to the start of class will receive a full refund. No refunds will be granted after that date. Pace University reserves the right to substitute instructors, change the day or time a program meets, or cancel programs due to insufficient enrollment or unforeseen events.

If a class is canceled, a full refund will be issued. Delinquent outstanding balances, including those from tuition payment plans, are subject to collection by the University or, at the University's option, its designated agent. Late charges and interest may be added to a delinquent outstanding balance. In addition, the actual collection expenses, including attorneys' fees, if any, incurred by the University will be added to the delinquent outstanding balance.

Spring 2020 Registration You may register online, by phone, or via U.S. mail. Full payment is due at time of registration.

First Name ........................................ Last Name ........................................ SS# ……… – ……… – ……… Date of Birth ……… / ……… / ………
Home Address ........................................................................................................ City ……….............................. State ……… Zip ………
Phone (cell) ……… Phone (home) ……… Email ………

Payment can be made by check (payable to Pace University) or credit card:

Online Please visit us online at cps.pace.edu to submit your registration and full payment using our secure form. If applicable, remember to enter your discount code when registering.

By Phone Call us at (888) 561-7223 and be prepared to provide necessary credit card information.

By Mail Mail your completed registration form to:

Pace University
Center for Professional Studies
551 Fifth Avenue, 8th Floor, Room 818
New York, NY 10176

Tuition Payment Plans and Private Education Loans are available for selected courses with tuition greater than $3,000.

To learn more about these financing options, visit cps.pace.edu/tuition.

Questions? Please contact us at (888) 561-7223 or ContinuingEd@pace.edu.

Spring 2020 Registration You may register online, by phone, or via U.S. mail. Full payment is due at time of registration.

First Name ........................................ Last Name ........................................ SS# ……… – ……… – ……… Date of Birth ……… / ……… / ………
Home Address ........................................................................................................ City ……….............................. State ……… Zip ………
Phone (cell) ……… Phone (home) ……… Email ………

Please indicate method of payment:

☐ Private Education Loan (Please indicate lender name: ……… )
☐ Tuition Payment Plan (You will receive an email with enrollment instructions)
☐ Check or Money Order (enclosed; made out to Pace University)
☐ Credit Card ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Card Number ……… CVV# ……… Exp ……… / ……… Today's Date ……… / ……… / ……… Signature ………

Course Number ........................................ ☐ Downtown ☐ Midtown ☐ White Plains ☐ Pleasantville Tuition $ ………
Course Number ........................................ ☐ Downtown ☐ Midtown ☐ White Plains ☐ Pleasantville Tuition $ ………
Course Number ........................................ ☐ Downtown ☐ Midtown ☐ White Plains ☐ Pleasantville Tuition $ ………

Refund and cancellation policy: Registrants who cancel their registration by the Wednesday of the week prior to the start of class will receive a full refund. No refunds will be granted after that date. Pace University reserves the right to substitute instructors, change the day or time a program meets, or cancel programs due to insufficient enrollment or unforeseen events.

If a class is canceled, a full refund will be issued. Please see our full refund and cancellation policy cps.pace.edu

Online: cps.pace.edu/how-to-register By Mail: Send your completed registration and payment to
Pace University, Center for Professional Studies, 551 Fifth Avenue, 8th Floor, New York, NY 10176
Advance Your Career Today!