

# OPEN CLASSES

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Up through the first seven calendar days of a typical Fall, Spring, or Summer term, students may register in via their Pace Portal or completing a Registration Action Form which can found on the Registrar Forms webpage (<https://www.pace.edu/registrar/forms/>). During the eighth through fourteenth day of a typical Fall or Spring term, the student needs permission of the instructor, chairperson, and academic advisor. After the fourteenth day, or the seventh day of a typical Summer term, the student needs permission of the instructor and the assistant/associate dean or the academic advising office of the school or college in which the student is enrolled, provided there is ample seating capacity remaining in the course. Permission from the instructor and the assistant/associate dean is not guaranteed, and the University may reserve the right to decline any attempts at registration after the late registration period has ended for any given term.