

PRATT INSTITUTE

CENTER FOR CONTINUING AND PROFESSIONAL STUDIES



www.pratt.edu/prostudies

L. K. M.

MANHATTAN/BROOKLYN
SPRING 2012

Pratt  1929

Certificate Program in Fine and Decorative Art Appraisal

Growing popularity fueled by television programs has generated high interest in personal property appraisal. Pratt Institute, in an exclusive New York City collaboration with the American Society of Appraisers (ASA), is pleased to offer its new certificate program in Fine and Decorative Art Appraisal. The Pratt Certificate Program will prepare you to become skilled appraisers, and/or to develop a thorough appreciation of collectable items, through studies in valuation and appreciation of fine and decorative art objects—which encompass a broad spectrum of personal property, including fine art objects, jewelry, china, antiques, rugs, musical instruments, silver, etc. Personal property is defined as tangible, movable property that is utilitarian, collectible, decorative or a combination of the three. Completion of the certificate's five core courses plus two elective courses, is a major step in meeting the American Society of Appraisers requirements for accreditation. For more information on ASA accreditation and membership, visit www.appraisers.org. For more information, please contact kdangelo@pratt.edu or prostudy@pratt.edu.

Why Choose Pratt Institute?

- Pratt Institute is privileged to enjoy an exclusive New York City collaboration with the American Society of Appraisers (ASA), the prestigious institution that accredits appraisers.
- Pratt's instructors are highly credentialed and have relevant professional experience.
- Pratt Institute has a reputation for academic excellence in art and design. Convenient courses encompass weekends.
- Convenient Manhattan campus location, in the heart of the city of art and design.

VA Benefits for Certificate Program

This program is approved for veterans and other eligible persons under the GI Bill for education. Contact the Department of Veterans Affairs at 1-888-GI BILL1 (1-888-442-4551), or www.gibill.va.gov regarding eligibility. Contact: Perry Han phan@pratt.edu or Karen D'Angelo kdangelo@pratt.edu



CERTIFICATE PROGRAM FINE AND DECORATIVE ART APPRAISAL

CERTIFICATE REQUIREMENTS

In order to receive Pratt's Certificate in Fine and Decorative Art Appraisal Studies you must successfully complete all five of the Appraisal Studies core courses plus two elective courses. The courses with 3.0 C.E.U.s last for three-and-a-half days, and the courses with 1.5 C.E.U.s last for two days.

Application fee: \$100, non-refundable
Required Core Courses: Five

Please note: The first four courses below must be taken in sequence:

PMPPGJ 201	Intro to Personal Property Valuation
PMPPGJ 202	Personal Property Valuation Methodology-Research and Analysis
PMPPGJ 203	Personal Property Valuation-Report Writing
PMPPGJ 204	Personal Property Valuation-The Legal and Regulatory Environment
PMSE 100PP	Uniform Standards of Professional Appraisal Practice (can be taken at anytime)

Elective courses: Choose at least two.

Please note: Choosing from two of the following course electives listed below will qualify you to receive a special endorsement in connoisseurship:

PMPP 445	Strategies for Handling and Managing Difficult Appraisals
PMPP 446	The Art of Curating
PMPP 447	Old Master Paintings and Issues of Appraisal
PMPP 450	The Business of Contemporary Art and Professional Practice
PMPP 455	The Logic of the Argument: Improving the Narrative
PMPP 459	Understanding the Appraisal Contract
PMPH 511	Photographing Artwork and Small Objects

Program Prerequisites: No previous experience required. You are expected to have an educational background, such as a Bachelor's degree, or some professional market experience relevant to the objects typically examined in current appraisal practice or expected to be examined in future appraisal practice. PMPPGJ 201 through 204 must be taken in sequential order. PMSE 100PP may be taken at anytime. Students enrolled in the full certificate program are advised to take PMSE 100PP after 201 through 204.

Textbooks and Reading Materials:

Textbooks and readings are required for core courses (201, 202, 203, 204, USPAP) and can be purchased directly from ASA prior to class. After registration is completed, please contact ASA at 800-272-8258, ext. 114 or ext. 129 to order, or visit the ASA website. Please identify yourself as a Pratt student and allow one week for shipping (the price includes UPS ground delivery). Some pre-course reading is required so please order early. Books can also be purchased at www.appraisers.org/pubs.

Core Courses

Introduction to Personal Property Valuation

This course covers general valuation theory and principles that influence valuation; historical antecedents of modern appraisal practice; appraisal terminology; functions of appraisals and identification in the appraisal process; and factors affecting the valuation process.

Please note: The course meets for three-and-a-half consecutive days and is taught by a senior ASA member and experienced instructor.

Registration deadline: TBA

Th-Sa 9 AM-5 PM, TBA

Su 9 AM-1 PM, TBA

4 sessions

Edith Yeomans, ASA

PMPPGJ 201 3.0 C.E.U.s \$795

Personal Property Valuation—Methodology Research and Analysis

This course addresses the relationship between valuation theory, market economics and statistics, and covers matching appraisal methods to appraisal uses and objectives, researching primary and secondary sources, how to use statistics in valuation, the work plan and its components, research design and organization, and interpretation of catalog information and prices.

Please note: This course meets for three-and-a-half consecutive days and is taught by a senior ASA member and experienced instructor.

Registration deadline: TBA

Th-Sa 9 AM-5 PM, TBA

Su 9 AM-1 PM, TBA

4 sessions

Judith Vance, ASA

PMPPGJ 202 3.0 C.E.U.s \$795

Personal Property Valuation Report Writing

This course covers the components of a written appraisal report, the development of the appraisal narrative and supporting the argument for value, strengthening writing skills when valuing property for insurance scheduling, and applying market research and analysis of market data to complete an individual appraisal using the course materials introduced in PPGJ 202.

Please note: This course meets for three-and-a-half consecutive days and is taught by a senior ASA member and experienced instructor.

Registration deadline: Feb 9

- Th–Sa 9 AM–5 PM, Feb 23–25
Su 9 AM–1 PM, Feb 26
4 sessions
Fran Zeman, FASA
PMPPGJ 203 3.0 C.E.U.s \$795

Personal Property Valuation—The Legal and Regulatory Environment

This course explores the operation of an appraisal practice, including ethical and professional standards. It examines tax and court vocabulary in precedent-settings cases and discusses the expert witness as well as courtroom and pre-trial activities. In addition, it covers the use of the concept of Fair Market Value.

Please note: The course meets for three-and-a-half consecutive days and is taught by a senior ASA member and experienced instructor.

Registration deadline: May 3

Offered in summer 2012

- Th–Sa 9 AM–5 PM, May 17–19
Su 9 AM–1 PM, May 20
4 sessions
Charles Rosoff, ASA
PMPPGJ 204 3.0 C.E.U.s \$795

Uniform Standards of Professional Appraisal Practice

This 15-hour course is designed for appraisers of personal property seeking or needing to demonstrate tested knowledge of the Uniform Standards of Professional Appraisal Practice (USPAP) document promulgated by the Appraisal Standards Board of the Appraisal Foundation.

Topics include: All 10 Uniform Standards are addressed, as well as competency, ethics, and the scope of work provisions. The course includes discussion of case studies and concludes with a one-hour exam.

Please note: This course is approved for Personal Property appraisers by the Appraisal Qualifications Board of the Appraisal Foundation.

Level: Basic.

Registration deadline: May 25

Offered in summer 2012

- Th–F 9 AM–5:30 PM
2 sessions Jun 9–10
Sandie Tropper, ASA
PMSE 100PP 1.5 C.E.U.s \$425

Elective Courses

Basics of Building Performance with Case Studies

See page 32 for course description.

Strategies for Handling and Managing Difficult Appraisals

This course is geared toward advanced as well as novice appraisers, art lovers, curators, and business minded people. From time to time appraisers will be retained to work on unusual or difficult appraisal assignments, which will require a unique and creative approach to determine value. Various scenarios that an appraiser may encounter will be discussed.

Topics include: Valuing items that have been destroyed, lost, or stolen; valuing items when there are no comparables; the art of extrapolation; associative value; working with conservators; determining loss in value; organizing and managing large assignments; and innovative interview techniques. There will be a guest speaker and the opportunity for you to work on difficult sample appraisal assignments.

Prerequisites: PMPPGJ 201-202

Registration deadline: Feb 9

- Offered in spring 2012
M–Tu 9 AM–5:30 PM
2 sessions Feb 27–28
Chana Benjamin
PMPP 445 1.5 C.E.U.s \$425

The Art of Curating

This course will guide you through all the different phases of curating an art exhibition. You will work on a chosen project, curating either your own work or the work of other artists.

Topics include: Ideas for shows, choosing artwork, finding spaces, finding artists, budgeting, pricing artwork, and installation. The class will visit Chelsea galleries to meet gallery directors and curators.

Registration deadline: TBA

Offered in fall 2012

- M–Tu 9 AM–5:30 PM
2 sessions TBA
Chana Benjamin
PMPP 446 1.5 C.E.U.s \$425

Old Master Paintings and Issues of Appraisal

Old Master Paintings have special appraisal problems—specifically: attribution, condition, and provenance, in particular—and these aspects will be addressed in this hands-on course. The classes will correspond with Old Master's Week in New York (major sales at the auction houses) and the Winter Antiques Fair for 2011. We will be using the resources of New York City for projects during this two-day course.

Registration deadline: Jan 8

Offered in spring 2012

- Su–M 9 AM–5:30 PM
2 sessions Jan 22–23
Frima Fox Hofrichter, Ph.D.
PMPP 447 1.5 C.E.U.s \$425

The Business of Contemporary Art and Professional Practice

Artists and business managers seeking to operate their own organization will appreciate the history and nature of the growth of the gallery system, study its various permutations in America from the post-war period (as New York replaced Europe as the center of the art world) to regional art markets in the United States, and understand the continuing globalization of the art market, particularly through the art fair phenomenon. The changing nature of the auction house business and its impact on the contemporary art market will also be highlighted.

Topics include: Gallery business strategies in difficult economic times; the continuing process of creating a “profile” and an aesthetic; the complex nature of the artist-dealer relationship (i.e. what each should expect from the other and the essence of that partnership); what contemporary art dealers actually do—the vast array of tasks from actually selecting and mounting exhibitions to cultivating collectors, critics, museums, corporate and independent curators, art advisors and art consultants; getting solo and group exhibitions for gallery artists in other appropriate venues (domestic and foreign); successfully getting the art press to write about artists; determining the pricing of an artist's work; negotiating commissioned pieces, licensing images, and preparing appraisals.

Registration deadline: TBA

- Offered in summer 2012
Tu–W 9 AM–5:30 PM
2 sessions TBA
Stephen Rosenberg
PMPP 450 1.5 C.E.U.s \$425

Photographing Artwork and Small Objects

This course is designed for those who wish to photograph their artwork accurately and professionally. The emphasis will be on lighting and color accuracy. All types of two- and three-dimensional works will be covered.

Topics include: Methods of photographing two-dimensional art such as drawings, paintings, prints, and photographs; three-dimensional objects such as sculpture and ceramics; indoor spaces such as gallery installations; choosing backgrounds for the artwork; equipment basics—cameras and lighting equipment; choosing a format—35mm, 2 1/4, 4x5, or digital; types of film; tungsten vs. daylight; filtration and color correcting; difficult subjects such as glossy surfaces, metallic objects, jewelry, and dark objects; and masking slides.

Prerequisites: Intro to Photography.

Registration deadline: TBA

• Sa 9:30 AM–12:30 PM

4 sessions Apr 14–May 5

Paul Lachenauer

PMPH 511 1.2 C.E.U.s \$155

The Logic of the Argument: Improving the Narrative

Every appraisal is an argument for value. The ability to communicate your research, data collection, and its analysis concisely and effectively in an appraisal report is key to professional development and to being a successful appraiser. This two-day elective course is designed for individuals who have successfully completed POV 201-204 and wish to advance their skills in this area. You will be required to work on a pre-selected object both independently and in class and to submit a narrative based on the skills you have developed.

Prerequisites: PMPPGJ 201-203

Registration deadline: May 3

• M–Tu 9 AM–5:30 PM

2 sessions May 21–22

Fran Zeman, FASA

PMPP 455 1.5 C.E.U.s \$425

Understanding the Appraisal Contract

This course is for appraisers who would like to gain a greater understanding of the contracts that they enter into with their clients. Since a contract is a legally binding document, the more that the appraiser understands contract language and interpretation, the more likely his or her interests will be protected by the contract. After an introduction to general contract law, the class will discuss issues that are specific to appraisal contracts. Together, the class will draft a sample contract while applying those issues to contract terms and language. The final assignment will be to draft a contract based on a hypothetical fact pattern, which will be critiqued and returned to you by the instructor.

Topics Include: Laws that govern contracts, how to properly form a contract, rights and remedies in the event of a breach of contract, contractual issues specific to fine and decorative arts appraisals, and contract terms and language.

Please note: No prerequisites or prior experience with contracts or appraisals are required.

Registration deadline: TBA

Offered in fall 2012

• M–Tu 9 AM–5:30 PM

2 sessions TBA

Flann Lippincott, Esq.

PMPP 459 1.5 C.E.U.s \$425

* Prices subject to change.

Appraisal Studies Registration Deadlines

Registration deadlines for all courses are two weeks prior to course start dates, unless otherwise noted.

Exceptions will be allowed based on space availability. We recommend that you register early and reserve tickets for travel accommodations after the course is confirmed to run.

SPRING 2012 PROGRAMS

Saturday and Sunday

Pratt introduces high school sophomores, juniors, and seniors to the professional world of architecture, and art and design, with our weekend Pre-College Program, located at our Pratt Manhattan campus. Students have the unique opportunity to explore these disciplines while developing their skills and building portfolios for college admission. Pre-College courses that are offered for credit are offered at a substantial discount over regular Pratt tuition.

For further information and a detailed brochure, contact us at 718-636-3453 or 212-647-7199.

SUMMER 2012 PROGRAMS

Jul 9–Aug 3, 2012

High school students will have an invaluable opportunity to sharpen their portfolios and get a taste of college life, while earning four college credits. Scholarships are available. The program is offered on both the Brooklyn and Manhattan campuses. Program includes: architecture, creative writing, fashion design, foundation art, graphic design (including computer design), traditional illustration, painting and drawing, photography, art history, and portfolio development. Tuition \$2,895, plus fees.*

* Tuition and fees are subject to change.

Pre-College Director

Elizabeth Kisseleff

Customer Service Specialist

Chris Ferrara

Administrative Assistants, Brooklyn

Johndell Wilson

Veronica Darby

Manhattan

212-647-7199

Brooklyn

718-636-3453

Email

preco@pratt.edu

Internet

www.pratt.edu/prostudies

SPRING 2012 PRE-COLLEGE PROGRAMS

SPRING 2012

Introduction to Architecture

What is architecture? What is its purpose? What is it like to be an architect? How can we use architecture in our own lives? Useful for students considering architecture as a profession, this course is designed to answer these questions through design projects, fieldtrips, presentations, and class discussions. Students develop solutions to a series of architectural problems through hands-on work; producing sketches, drafting plans, and building models. Students will strengthen their ability to discuss architecture through critiques. The course is an introduction to the study of the discipline.

Materials fee: \$20 paid to instructor at first class.

- Sa 9:30 AM–1 PM
11 sessions between Feb 4–May 5
Kathleen Sowle-Shanley
ARCH 100S 2 credits \$635+
\$20 registration fee
Pratt Manhattan

Architectural Design Studio

Design studios are the core of every college architectural program. Students will be assigned design problems and then work in close contact with the instructor to develop solutions. Students will take into account basic notions defining space, form, and how architecture communicates, while developing solutions through drawings and models. The work may be used to help build a portfolio. This course must be taken in conjunction with or after Introduction to Architecture.

Materials fee: \$20 paid to instructor at first class.

- Sa 1:30–4:30 PM Pratt Manhattan
9 sessions between Feb 4–May 5
Brent Porter
PMPC 107 2.7 C.E.U.s \$355+
\$20 registration fee Non-credit
Pratt Manhattan

Foundation Art

This is an intensive studio course providing students with a solid base for beginning a career in design and fine art. The program features interdisciplinary classes in color, drawing, and three-dimensional design, supplemented by fieldtrips to professional design studios, museums, and galleries. Observational drawing is the studio core, and the drawings become the source for works exploring color phenomena in 2D and 3D.

Please note: Nude figure drawing is included.

- Sa 9:30 AM–1 PM
11 sessions between Feb 4–May 5
Thomas Eberharter
FDN 100S 2 credits \$635+
\$20 registration fee
Pratt Manhattan

Fine Arts: Painting and Drawing

This studio course enhances perceptual and aesthetic awareness through the creation of fine art. Instruction in drawing and painting incorporates a variety of techniques, media, and subject matter. On-location work is an essential element of this studio, as are visits to galleries, museums, and artists' studios.

Please note: Nude figure drawing is included.

- Sa 1:30–5 PM
11 sessions between Feb 4–May 5
Young Hah
FAU 100S 2 credits \$635+
\$20 registration fee
Pratt Manhattan

Media Arts/Photography

The photograph as a fine print is the focus of this studio course. A broad-based knowledge of black and white photography is achieved by studying 35mm camera operations, lighting techniques, and darkroom procedures. Exposing and developing film, making contact prints, enlarging and finishing photographs as well as specific shooting techniques are explored. You must have access to a 35mm manual camera for this course. Extensive field-

work is an integral part of this studio course.

- Su 9:30 AM–1 PM
11 sessions between Feb 5–May 6
Federico Savini
PHOT 103S 2 credits \$635+
\$20 registration fee
Pratt Manhattan

Portfolio Development

Your portfolio is the key to success in being admitted to a top art school. The goal of this studio course is to provide you with how-to advice on portfolio development to assure your entry into the college of your choice. Instruction focuses on areas in the portfolio that need improvement, and include life drawing, 2D and 3D design projects. Please bring examples of work (your portfolio), an 18" x 24" drawing pad, and charcoal to the first class.

Please note: Nude figure drawing is included.

- Sec 1: Su 9:30 AM–12:30 PM
10 sessions between Feb 5–May 6
Heidi Metcalf
- Sec 2: Su 1–4 PM
10 sessions between Feb 5–May 6
Instructor TBA
PMPC 114 3.0 C.E.U.s \$375+
\$20 registration fee Non-credit
Pratt Manhattan

Registration Deadlines

Registration deadlines for all courses are one week prior to course start dates, unless otherwise noted. Exceptions will be allowed based on space availability. We recommend that you register early.

OneKey Account Information

OneKey user names and passwords are necessary for all students and faculty of Pratt Institute. Please see pages 59–60 for detailed instructions.

REGISTER ONLINE: my.pratt.edu

DIRECTIONS

Brooklyn Campus

200 WILLOUGHBY AVENUE

Public Transportation

By Subway

FROM GRAND CENTRAL STATION

Take the downtown 4 or 5 train to the Fulton Street station. Take the Brooklyn-bound A or C train to the Hoyt-Schermerhorn station. Cross platform and take the G train (front car) to the Clinton-Washington station. Use Washington Avenue exit. On Washington, walk one block to DeKalb Avenue. Turn right onto DeKalb and proceed one block to Hall Street/Saint James to the corner gate of the Pratt campus.

FROM PENN STATION AND PORT AUTHORITY BUS TERMINALS

Take the Brooklyn-bound A or C train to the Hoyt-Schermerhorn station. Cross platform and take G (front car) train to the Clinton-Washington station. Use Washington Avenue exit and the follow directions above to campus.

FROM DOWNTOWN MANHATTAN

Take the B51 bus from City Hall to Fulton and Smith Streets in downtown Brooklyn. Change to B38 bus and take it up Lafayette Avenue to the corner of Saint James Place, which turns into Hall Street. Entrance to the campus is one block north on Hall Street.

By Car

FROM BQE, HEADING WEST/ SOUTH, EXIT 31-WYTHE AVENUE/ KENT AVENUE

Stay straight to go onto Williamsburg Street W, which becomes Williamsburg Place, and then Park Avenue. Turn left onto Hall Street. Take Hall to Willoughby Avenue. Make a left on Willoughby. Campus is on right.

FROM BQE, HEADING EAST/ NORTH, EXIT 30- FLUSHING AVENUE

Bear left onto Classon Avenue, then turn left onto Flushing Avenue. Turn left on to Washington Avenue. Proceed two blocks to Willoughby Avenue. Make a left on Willoughby. Campus is on right.

FROM WEST SIDE OF MANHATTAN, VIA MANHATTAN BRIDGE

Travel east on Canal Street to Manhattan Bridge. Exit bridge to Flatbush Avenue. Follow the directions above to campus.

GENERAL INFORMATION

FROM EAST SIDE OF MANHATTAN, VIA BROOKLYN BRIDGE

Travel south on the FDR Drive (also called East River Drive) to Brooklyn Bridge exit. Exit bridge to Tillary Street. Turn left on Tillary Street to Flatbush Avenue. Turn right onto Flatbush Avenue. Follow the directions above to campus.

Manhattan Campus

144 WEST 14TH STREET
NEW YORK, NY 10011

Public Transportation

By Subway

Take the A, C, or E train to 14th Street/Eighth Avenue, the F or V train to 14th Street/Sixth Avenue, the 1, 2, or 3 train to 14th Street/Seventh Avenue, or the 4, 5, 6, N, R, Q or W train to 14th Street/Union Square. Take crosstown buses or the L train to travel east or west on 14th Street. Pratt is located between Sixth and Seventh Avenues on the south side of the block, closest to Seventh Avenue.

By Bus

If uptown, take the M20, to 14th Street/Eighth Avenue. You may also take the M6 to 14th Street/Avenue of the Americas. If downtown, take the M20 to 14th Street/Seventh Avenue. You may also take the M6 to 14th Street/Union Square. Take crosstown buses or the L train to travel east or west on 14th Street. Pratt is located between Sixth and Seventh Avenues on the south side of the block, closest to Seventh Avenue.

By PATH Train from New Jersey

Take the PATH train to 14th Street in Manhattan. Exit at 6th Avenue and 14th Street. Pratt is located between Sixth and Seventh Avenues on the south side of the block, closest to Seventh Avenue.

By Car

FROM QUEENS

Via 59th Street Bridge
Go south on the FDR Drive. Take 23rd Street exit. Make a right turn

onto 23rd Street. Make a left turn on Second Avenue. Take Second Avenue to 14th Street. Make a right turn. Pratt is located between Sixth and Seventh Avenues on the south side of the block, closest to Seventh Avenue.

FROM BROOKLYN

Via Brooklyn Bridge, north on FDR Drive to Houston Street exit. Take left on Houston to Third Avenue. Make a right. Take Third Avenue to 14th Street, and make a left turn. Pratt is located between Sixth and Seventh Avenues on the south side of the block, closest to Seventh Avenue.

FROM NEW JERSEY

Take the Holland Tunnel to Manhattan. From tunnel, bear right to Eighth Avenue. Travel east to Sixth Avenue. Go south and make a left turn onto 14th Street. Pratt is located between Sixth and Seventh Avenues on the south side of the block, closest to Seventh Avenue.

FROM WESTCHESTER

Take the West Side Highway South. Make a left turn onto 14th Street. Pratt is located between Sixth and Seventh Avenues on the south side of the block, closest to Seventh Avenue.

Parking in Manhattan

Limited street parking is available on weekdays and weekends. Parking is available for a fee in nearby garages.

Going from Pratt Brooklyn to Pratt Manhattan

By Subway

Take the G train from the Clinton-Washington station. Go one stop to the Hoyt-Schermerhorn. Change for the A or C train, and take it to 14th Street/ Eighth Avenue. Walk east, or take the crosstown buses or L train for eastbound travel. Pratt is located between Sixth and Seventh Avenues on the south side of the block, closest to Seventh Avenue.

By Bus and Subway

Take the #38 bus to Flatbush Avenue. Exit at DeKalb Avenue Station. Take the N, R, Q or W train to 14th Street/Union Square. Walk west or take crosstown buses or the L train west for westbound travel. Pratt is located between Sixth and Seventh Avenues on the south side of the block, closest to Seventh Avenue.



CCPS POLICIES AND PROCEDURES

Center for Continuing and Professional Studies

Brooklyn Campus Office

200 Willoughby Avenue, ISC 205
Telephone: 718-636-3453
Fax: 718-399-4410

Manhattan Campus Office

144 West 14th Street, Room 209
Telephone: 212-647-7199
Fax: 212-367-2489

Email: prostudy@pratt.edu
Website: www.pratt.edu/prostudies or
<http://prostudies.pratt.edu>

Certificate Program Completion Requirements

Choose the appropriate courses that will maximize your educational experience at Pratt's Center for Continuing and Professional Studies.

Within two weeks of completing of your certificate program, please contact Perry Han: prostudy@pratt.edu to request a program audit and to receive your final transcript and certificate of completion.

Changes to Policies, Procedures, and Fees

Pratt Institute reserves the right to change tuition, fees, the calendar, course offerings, graduation requirements, rules, policies, and procedures as necessary. Students are provided with written notice of these changes, whenever possible, through such means as posted notices, letters, or through the student handbook. No exceptions may be made to any of the academic or academic-related policies or procedures without written authorization by the provost of the Institute. No representation by any college employee to the contrary may be considered authorized or binding. CCPS reserves the right to deny enrollment to, or to expel any student whose behavior, attitude, or level of development is inconsistent, in the sole discretion of CCPS, with the creative environment, student growth, and harmony in the educational process.

Classroom Assignments

Please contact the Brooklyn office at 718-636-3453, or the Manhattan office at 212-647-7199 or visit our website: www.pratt.edu/prostudies

Continuing Education Units

All students receive continuing education units (C.E.U.s) upon successful completion of the program. C.E.U.s are nationally recognized units earned by participants in qualified continuing education programs, making it possible to document non-credit work completed. C.E.U.s are not equivalent to college credits. One C.E.U. is awarded for each 10 hours of participation. Continuing education courses in the Center for Continuing and Professional Studies are not automatically attributed to Pratt Institute's degree programs.

Corporate Billing

Purchase Orders as well as Letter of Intent to pay must be submitted at time of registration. All Letters of Intent must be verified prior to first day of class.

Course Cancellation

All continuing education courses are subject to minimum enrollment. When courses are withdrawn or cancelled by Pratt for any reason, students may transfer to another course or receive a full refund. Pratt Institute reserves the right to cancel any class for which there is insufficient enrollment and to withdraw or modify course offerings. Course locations, fees, and instructors may also be changed when necessary. **Please note:** Allow 60 days for refunds to be processed.

Discounts

Discounts listed below apply to all continuing education courses, unless otherwise noted in the course description. The discount is computed on the actual tuition, minus the registration fee. Only one discount can apply, per semester. **Please note:** Multiple types of discounts do not apply.

Senior Citizen Discount

Senior citizens 65 and older who present evidence of age at the time of registration will receive a 10 percent discount.

Pratt Alumni Discount

Alumni of Pratt degree programs receive 10% discount, on non-credit courses, only if stated at the time of registration.

Pratt Full-Time Faculty and Staff Discount

Pratt full-time faculty and staff may be eligible for tuition remission, excluding lab fees and the \$10 registration fee per course, subject to the guidelines published by Human Resources, and are permitted to register only after registration has been closed for paying students.

Pratt Part-Time Faculty Discount

Pratt part-time faculty receives a partial credit for tuition, exclusive of fees, based on established guidelines available in the Human Resources office.

Corporate Discounts

Corporate discounts apply to three or more registrations from a company in the same section of a course or seminar. For further information about discounts, call 212-647-7199 or 718-636-3453 or email prostudy@pratt.edu.

Fees

Payment in full must be mailed with the registration form, or paid at the time of registration in person, for both non-credit and credit courses. Any student placed on a Bursar hold, will not be able to register for any courses or receive transcripts and certificates, until balance is paid in full. For questions about a Bursar hold, please contact William Carrero at 718-399-4525 or email wcarrero@pratt.edu.

Registration Fee

There is a \$10 registration fee charged for each non-credit course over \$95 for which you enroll. The fee is non-refundable, unless classes are cancelled due to lack of enrollment.

- \$10 per course (over \$95)

Certificate Program

Application Fee

- \$100 non-refundable

Facilities Fees

Students registering for 30-hour computer courses are required to pay a non-refundable facilities fee of:

- \$25 per course

Please note: All facilities fees are non-refundable.

Uncollectible Checks

A \$20 surcharge will be imposed for processing.

OneKey Account Information

OneKey user names and passwords are necessary for all students and faculty of Pratt Institute.

Register Online:

To Get your OneKey user name and password you must register.

- Visit www.pratt.edu
- Click on my.pratt.edu and click the my.pratt.edu link again on the white fly-out box
- Click on the link – **Instant Enrollment, CCPS**
- Enter the course code in the **Course Code field** (PMPP 455 for example)
- You will be taken to the **Payment Screens**
- A **receipt** will be emailed to you upon successful registration.
- Your login and password are mailed to your street address. Allow 24 hours for processing, so register early to guarantee yourself a seat and start using your benefits.

Login: Your username will be your first initial, followed by your last name, for no more than 8 characters total.

Password: Your initial password will be your student ID. Once in, you can change your password if desired.

Please Note: If you can't get in using the simple rules above, send an email to the helpdesk at helpdesk@pratt.edu, and give them your student ID number. They will send you back a way to get in.

How to use my.pratt.edu with your OneKey password: For further information and instructions, please visit www.pratt.edu/ccps/resources/onekey_instructions.

Privacy

Pratt Institute is a private educational institution and does not share email addresses or any personal data with external resources. Instant Enrollment is a secure server – use this with confidence to pay for classes.

Student IDs and Visitors' Passes Semester Student Photo ID

Semester Photo IDs will be required for students registered in semester-long courses and students in 1-6 day computer and appraisal courses, workshops or lectures. In order to facilitate this process, please make arrangements to have your photo taken for your ID at least 30 minutes before your first class, or on a day prior to the start of your course.

Manhattan Campus IDs

- IDs will be issued at the security desk located in the lobby. For additional information on hours for receiving IDs, please call Sharon Boddie at 212-647-7776 or email at pmcsec@pratt.edu.

Brooklyn Campus IDs

- IDs will be issued at the security office located in the Engineering Building, 1st floor.

Visitors' Passes

A visitor's pass will be issued for students registered in short term 1-6 day seminars, workshops, or lectures. Photo IDs will only be issued as specified (see *Semester Student Photo ID* above).

On the Web

Class schedule and catalogs can be downloaded from our website at www.pratt.edu/prostudies

Guarantee yourself a seat!

Don't wait for the last moment to register. Please register early to avoid a course cancellation and to guarantee yourself a seat in classes that fill quickly. Registration deadlines are one week prior to course start dates, unless otherwise noted.

Faculty Biographies

Faculty biographies can be found on our website. To download a pdf, visit www.pratt.edu/prostudies

Refunds

Students who, for any reason, find it impossible to complete the course for which they are registered should inform the Center for Continuing and Professional Studies, CCPS, in writing that they wish to withdraw. Failure to complete the course does not constitute official withdrawal, nor does notification to the instructor. Lack of attendance alone does not entitle a student to a refund. Pratt cannot be responsible for providing make-ups or issuing refunds for programs missed as a result of illness, emergencies, or other events beyond our control. Withdrawals do not necessarily entitle the student to a refund of tuition and fees paid, or the cancellation of tuition still due. See withdrawal policy.

Please note: Allow 60 days for refunds to be processed.

Withdrawal Policy

Withdrawal or refund requests cannot be made by telephone or through the instructor. Withdrawals and refunds are computed from the date and time written or electronic notice of withdrawal is received. Requests can be faxed, emailed, or mailed.

- 2 business days before 1st meeting 100% tuition refund
- 2 business days before 2nd meeting 80% tuition refund
- 2 business days before 3rd meeting 60% tuition refund
- 2 business days before 4th meeting 40% tuition refund
- **Please note:** There will be no refunds for any reason after the fourth class meeting.

Seminars and 4–6-day courses

- Withdrawals 6 business days before start date 100% tuition.
- No refunds after this date.
- **Please note:** All requests must be made in writing. Allow 60 days for refunds to be processed.

Withdrawal by Email

- Email: prostudy@pratt.edu

Withdrawal by Fax

- Brooklyn classes: 718-399-4410
- Manhattan classes: 212-367-2489

Withdrawal by US Mail

- See address for Brooklyn or Manhattan CCPS office.

Financial Aid

CCPS does not except Financial Aid at this time, which includes the Continuing Education Loan Program (CEL).

Scholarship Information

For a directory of scholarships websites, please visit: www.freescholarshipguide.com or write to: Free Scholarship Guide Inc. 132 E. 43rd Street, Suite 535 New York, NY 10017

Registration Deadlines

Registration deadlines for all courses are one week prior to course start dates, unless otherwise noted. Exceptions will be allowed based on space availability. We recommend that you register early.

Register Online

Non-credit online registration: my.pratt.edu

Please note: Online registrations received through my.pratt.edu will receive a confirmation via email.

Please visit the CCPS website at www.pratt.edu/prostudies

Supply Lists

Supply lists for several courses are available in PDF format on the website at www.pratt.edu/prostudies. Some courses require supplies or textbooks (with pre-course reading) to be purchased and brought to the first class. Please make sure to look for a supply list PDF on the CCPS home page, under Resources, as you begin your registration. Or call the CCPS office in Manhattan or Brooklyn for help in finding your supply list PDF.

Transcripts

To check your grades online and request transcripts visit my.pratt.edu and log in with your OneKey.

- click on **Student**, choose **Academic Tools**; then
- click on **Current Term Grades**; or
- you may view an **Unofficial Transcript** on your computer by selecting that option.

Students enrolled in the certificate programs in computer graphics or photography and digital art automatically receive one transcript free of charge each semester. A fee of \$5 is charged for additional transcripts. Students in all other courses must pay a \$5 fee for each transcript, letter of completion, or any additional certificate requested. Requests for transcripts, certificates of completion, certifications, and other statements relating to the record should be addressed to either Pratt Manhattan, Center for Continuing and Professional Studies, or the Brooklyn Campus, Center for Continuing and Professional Studies, Attention: Continuing Education Transcripts—along with the correct remittance.

Requests must state name while in attendance, dates of attendance, and course(s) of study, list the name and address to which information is to be mailed, and bear the signature of the student.

Weather Emergency Line

Pratt Institute's Weather Emergency Line can be reached by dialing **718-636-3700**.

Callers will get information on any weather-related closings at either the Brooklyn or Manhattan campuses. Visit our website at www.pratt.edu.



Pratt Manhattan
144 West 14th Street
New York, NY 10011-2700
Telephone 212-647-7199

Pratt Institute
200 Willoughby Avenue
Brooklyn, NY 11205-9975
Telephone 718-636-3453

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