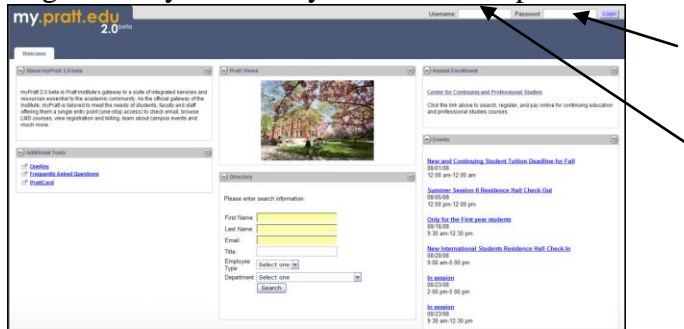
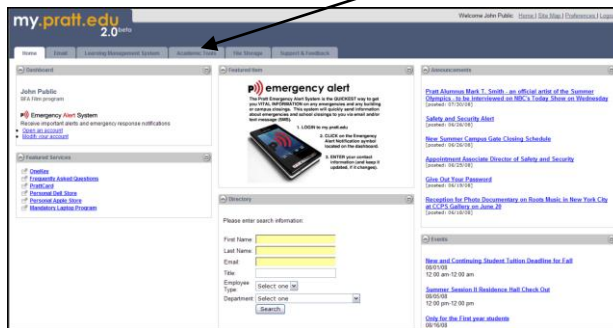


## How to Register (Add/Drop) Online Using my.pratt.edu

1. Go to the web address mypratt by entering: <https://my.pratt.edu>
2. Log in with your onekey username and password in the upper right hand corner.



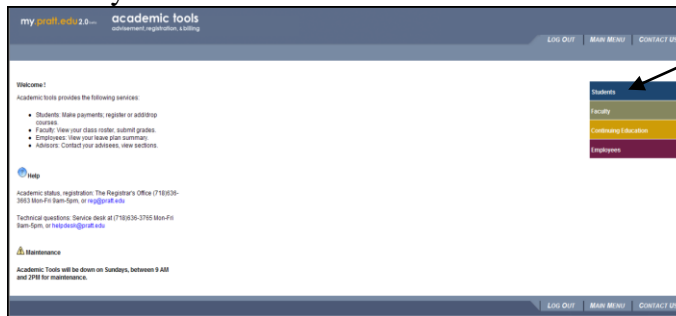
3. Click on Academic Tools.



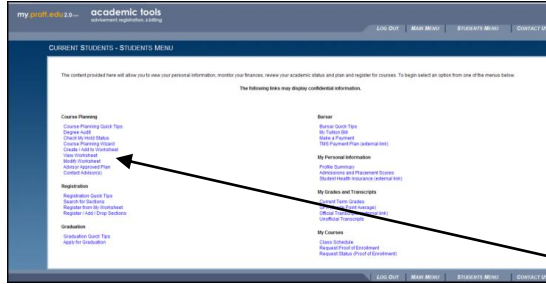
4. Then click on Academic Tools again to open the application in a new window.



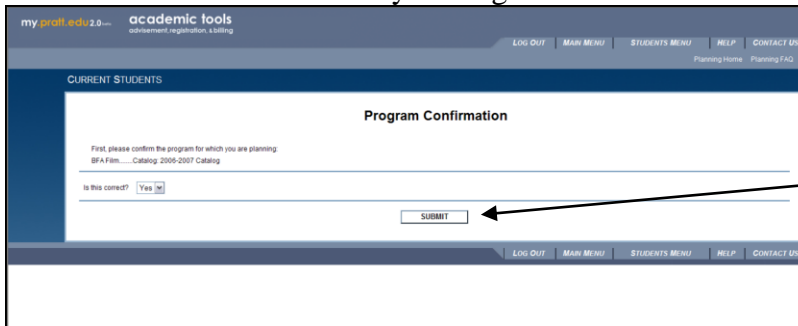
5. Now in your new window click on Students.



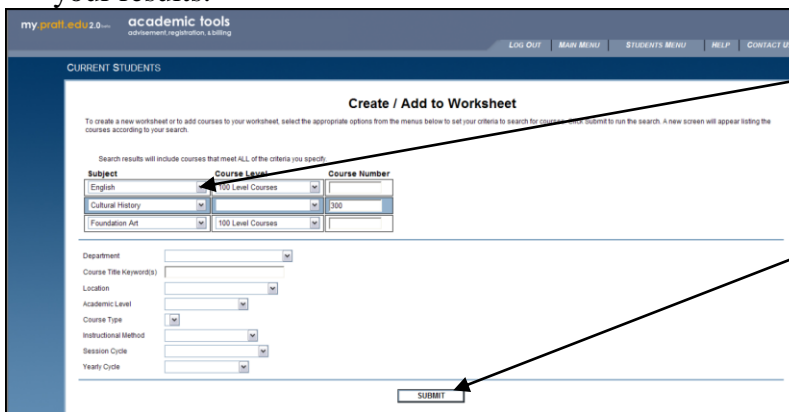
- In the student menu click on Create/Add to Worksheet, under course planning.



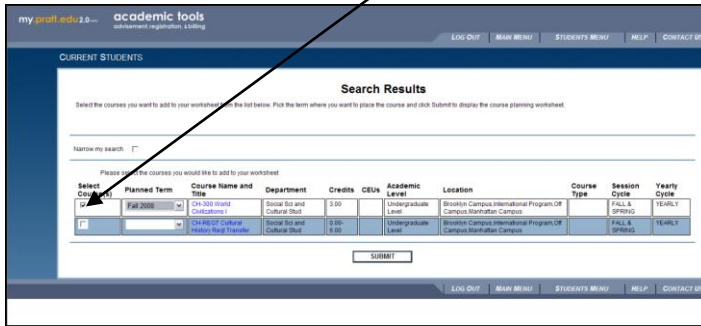
- You now want to confirm you Program and click submit.



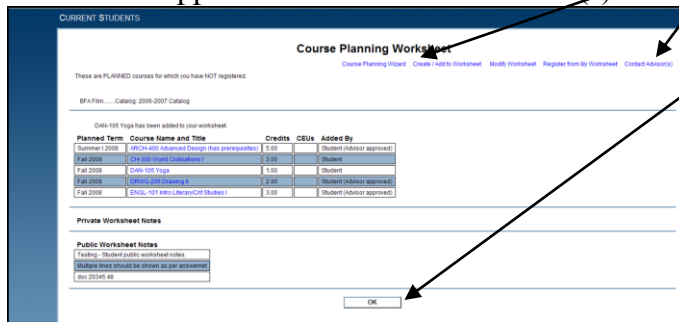
- You can now begin to create your worksheet by selecting the appropriate options using the drop down menu, (subject course level or course number). When you've entered your subject, course level or course number click submit to get your results.



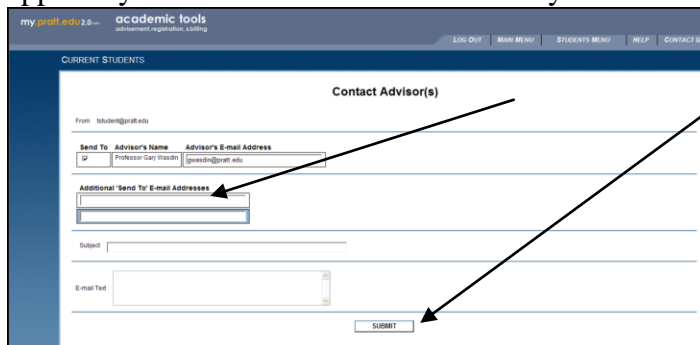
- In the Search Results you will get a list of courses to choose from, to add to your worksheet. Select your course or courses by clicking in the "Select Course" box and choose the term you plan to take to course using the drop down menu then click submit. You may search for desired courses either by subject or department. If you do not have a course level or course number all courses in the subject will appear in your search.



10. At this stage you choose the courses and the planned term and you can choose to add more courses to you worksheet by clicking on Create/Add to Worksheet and repeat this process or if you're finished selecting, contact your academic advisor to request approval of the courses you've chosen. To contact you Academic Advisor for approval click "Contact Advisor(s)".

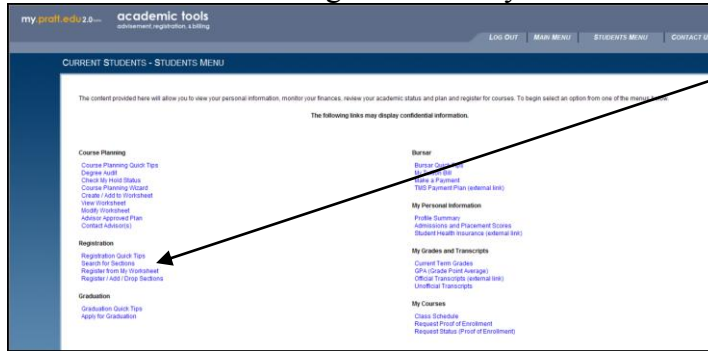


11. Make sure that the "Send To" box is checked of the Advisor you wish to email. In some cases you will have more than one Advisor listed so you may choose to email all of them or just one. You can also choose to include additional email addresses if necessary. Fill in your subject and email text then click submit to send your email. Once your Advisor receives your email he or she will then approve your course or courses and email your back with the go ahead to register.

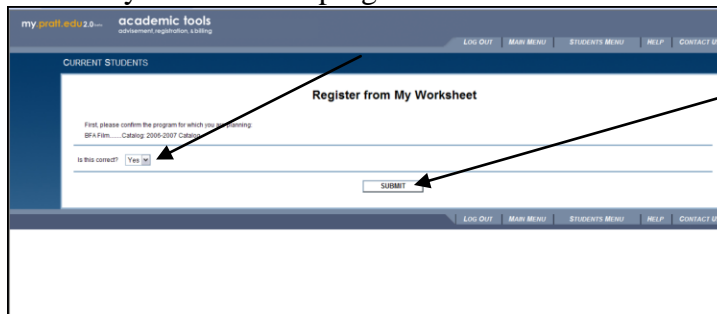


Please note that you may have to contact more than one advisor or Department for approval of courses that is outside your major.

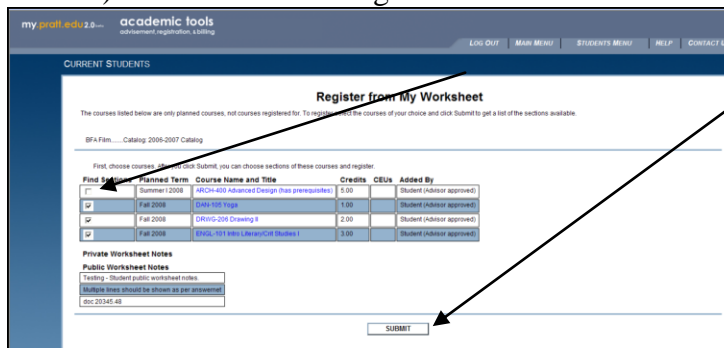
12. Now that your courses have been approved you are ready to register. In the Student Menu select “Register from My Worksheet”.



13. Confirm your academic program and click submit.



14. You are now ready to find sections of the courses you’ve been approved to take. Click the “Find Sections” box of the courses you plan to take (put a check mark in the box) and click submit to get a list of sections available.



15. This is a list of all sections available for your selected courses . Review the list of sections paying special attention to the location of the course, the meeting information and the status of the course (open or closed). You can only register for courses that have a status of open. Select the course or courses that best fit your schedule and that you would like to register for at the moment. On the left hand side under the select column put a check mark in the box on the line that corresponds with your class. Next click submit to continue the registration process.

my.prolf.edu 2.0... academic tools  
 selection registration listing

LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

Co-requisite classes that do not meet your selection criteria may be displayed.

CURRENT STUDENTS

Available Sections

Select the section of your choice and click Submit to continue the registration process.

Narrow my search: [ ]

Re-sort my results: [ ]

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="checkbox"/>	Fall 2008	Closed	ENGL-101-01 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/12/2008 Lecture Monday 11:00AM - 12:20PM, Steuben Hall, Room 407 (more)	To be Announced	2/15	3.00	
<input checked="" type="checkbox"/>	Fall 2008	Open	ENGL-101-02 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/12/2008 Lecture Monday, Wednesday 09:30AM - 10:50AM, North Hall, Room 116	E. Bear	5/20	3.00	
<input type="checkbox"/>	Fall 2008	Closed	ENGL-101-03 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/12/2008 Lecture Monday, Wednesday 09:30AM - 10:50AM, North Hall, Room 111	J. Hogue	0/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-04 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/12/2008 Lecture Monday, Wednesday 11:00AM - 12:20PM, Engineering Building, Room 110	To be Announced	3/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-05 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/12/2008 Lecture Monday, Wednesday 11:00AM - 12:20PM, North Hall, Room 116	E. Bear	6/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-06 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/12/2008 Lecture Monday, Wednesday 11:00AM - 12:20PM, North Hall, Room 111	J. Hogue	5/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-07 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/12/2008 Lecture Monday, Wednesday 09:30AM - 10:50AM, Engineering Building, Room 110	To be Announced	5/20	3.00	
<input type="checkbox"/>	Fall 2008	Closed	ENGL-101-08 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/12/2008 Lecture Monday, Wednesday 05:00PM - 06:20PM, North Hall, Room 302	E. Bear	0/20	3.00	

<input type="checkbox"/>	Fall 2008	Open	ENGL-101-16 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/12/2008 Lecture Monday, Wednesday 05:00PM - 06:20PM, North Hall, Room 305	W. Burke	10/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-09 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/18/2008 Lecture Tuesday, Thursday 05:00PM - 06:20PM, Information Science Center, Room 302	D. Geog	5/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-30 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/21/2008 Lecture Tuesday, Thursday 05:00PM - 06:20PM, North Hall, Room 109	K. Hestmu	4/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-31 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/21/2008 Lecture Tuesday, Thursday 05:30PM - 07:50PM, North Hall, Room 109	M. Hallet	1/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-32 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/21/2008 Lecture Tuesday, Thursday 05:00PM - 06:20PM, North Hall, Room 108	J. Piquero	5/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-34 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/21/2008 Lecture Tuesday, Thursday 05:00PM - 06:20PM, North Hall, Room 304	C. Vitale	6/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-35 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/21/2008 Lecture Tuesday, Thursday 05:30PM - 07:50PM, North Hall, Room 116	J. Piquero	5/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-36 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/21/2008 Lecture Tuesday, Thursday 05:00PM - 06:20PM, North Hall, Room 302	To be Announced	4/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-37 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/21/2008 Lecture Tuesday, Thursday 05:30PM - 07:50PM, North Hall, Room 302	S. Kelly	6/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-38 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/21/2008 Lecture Tuesday, Thursday 05:00PM - 06:20PM, North Hall, Room 303	P. Chamesel	7/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-39 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/21/2008 Lecture Tuesday 08:30PM - 07:50PM, Pratt Library, Room 408 (more)	K. Hestmu	7/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-40 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/18/2008 Lecture Wednesday, Friday 11:00AM - 12:20PM, Manhattan, Room 311	M. Kubacki	12/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-41 intro Library/C&I Studies I	Manhattan Campus	09/02/2008-12/18/2008 Lecture Monday, Wednesday 02:30PM - 06:20PM, Manhattan, Room 111	R. Kay	20/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-52 intro Library/C&I Studies I	Manhattan Campus	09/02/2008-12/17/2008 Lecture Monday, Wednesday 02:00PM - 03:20PM, Manhattan, Room 311	D. Doherty	14/20	3.00	
<input type="checkbox"/>	Fall 2008	Open	ENGL-101-53 intro Library/C&I Studies I	Manhattan Campus	09/02/2008-12/18/2008 Lecture Wednesday, Friday 02:00PM - 03:20PM, Manhattan, Room 304	R. Koch	10/20	3.00	

Submit

You're finally ready to register for the section you've just selected. To register click the drop down menu under the Action column select "RG Register" then click submit. If you change your mind about a class you may choose "Remove From List" on the same drop down menu.

Register / Add / Drop Sections

Instructions: If you need to register, add or drop courses, add courses first and then drop the unwanted ones. Dropping courses first can affect your financial aid or immigration status (international students). Furthermore, dropping courses after the first day of the semester will cause tuition forfeiture.

Name: John G. Public

Action for ALL Prof. Sections (or choose below): [ ]

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
RG Register	Fall 2008	ENGL-101-02 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/21/2008 Lecture Monday, Wednesday 09:30AM - 10:50AM, North Hall, Room 116	E. Bear	5/20	3.00	

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Fall 2008		CH-300-19 World Civilizations I	Manhattan Campus	09/02/2008-12/18/2008 Lecture Tuesday, Thursday 05:00PM - 06:20PM, Manhattan, Room 402	N. Asa	3.00	
<input type="checkbox"/>	Spring 2007		PMA-370-TEST2 A&C&D L1	Manhattan Campus	03/29/2007-03/29/2007 Lecture Monday, Tuesday, Wednesday, Thursday 09:00AM - 03:00PM, Room to be Announced	To be Announced		2.00

If one of my choices is not available: [ ] ALL Allow me to adjust all [ ]

Submit

You will then get a Registration Results page for review of what you're registered for. Please look over the results then click OK.

CURRENT STUDENTS

Registration Results

The following requests have been processed:

Term	Status	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall 2008	Registered for this section		ENGL-101-02 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/21/2008 Lecture Monday, Wednesday 09:30PM - 07:20PM, North Hall, Room 302	E. Bear	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall 2008		CH-300-19 World Civilizations I	Manhattan Campus	09/02/2008-12/18/2008 Lecture Tuesday, Thursday 05:00PM - 06:20PM, Manhattan, Room 402	N. Asa	3.00	
Fall 2008		ENGL-101-02 intro Library/C&I Studies I	Brooklyn Campus	09/02/2008-12/21/2008 Lecture Monday, Wednesday 09:30PM - 07:20PM, North Hall, Room 302	E. Bear	3.00	
Spring 2007		PMA-370-TEST2 A&C&D L1	Manhattan Campus	03/29/2007-03/29/2007 Lecture Monday, Tuesday, Wednesday, Thursday 09:00AM - 03:00PM, Room to be Announced	To be Announced		2.00

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

OK

Congratulations, you've now successfully completed the registration process!

Back at the Student Menu you can print your class schedule listed under "My Courses" or you can view or print or pay your tuition bill listed under "Bursar".

