



**ONLINE
STUDENT
HANDBOOK
2009/2010**

Pratt

WELCOME TO PRATT INSTITUTE

The purpose of this handbook is to provide a guide to life on the Pratt campus and its environment. We at Pratt are concerned that your collegiate career be challenging, healthy, and happy. We are also concerned that your lives with one another reflect our commitment to develop a spirit of community, which is a lifestyle marked by concern and respect for others. The community standards set forth in this handbook have been formulated in this spirit. These standards reflect our commitment to the values of responsible freedom and interdependence. They reflect our concern for your right to privacy and safety, as well as your responsibilities to and for one another. They are designed to ensure that your life at Pratt can develop in an atmosphere conducive to learning and to personal and communal growth.

We invite your participation and involvement in all areas of student life at Pratt and welcome you to a happy and productive year.

MISSION

The mission of Pratt Institute is to educate artists and creative professionals to be responsible contributors to society.

Pratt seeks to instill in all graduates aesthetic judgment, professional knowledge, collaborative skills, and technical expertise.

With a firm grounding in the liberal arts and sciences, a Pratt education blends theory with creative application in preparing graduates to become leaders in their professions.

Pratt enrolls a diverse group of highly talented and dedicated students, challenging them to achieve their full potential.

INTRODUCTION

ACADEMIC HIGHLIGHTS

- 1887 *Art classes opened for enrollment.*
- 1888 *Programs in the liberal arts and sciences began.*
- 1890 *Library school opens: It has the distinction of being the oldest continuous school of library science in the country.*
- 1910 *School of Science and Technology created.*
- 1936 *Department of Industrial Design created.*
- 1938 *Foundation year initiated; first baccalaureate degrees awarded.*
- 1946 *Department of Interior Design established.*
- 1954 *School of Architecture separated from the art school.*
- 1964 *Cooperative Education Program initiated in the School of Engineering—the first of its kind in the New York metropolitan area.*

HISTORY OF PRATT INSTITUTE

On October 17, 1887, 12 young people climbed the stairs of the new Main Building and began to fulfill the dream of Charles Pratt as the first students at Pratt Institute.

Charles Pratt, one of 11 children, was born the son of a Massachusetts carpenter in 1830. He managed to scrape together a few dollars and spend three winters as a student at Wesleyan Academy. He is said to have lived on a dollar a week at times. In Boston, he joined a company specializing in paints and whale oil products. When he came to New York, he worked for a similar company and expanded the interest to Astral Oil. When the company split, it resulted in Charles Pratt owning the oil business. He turned it into the most successful such company in Brooklyn, eventually merging with Standard Oil.

Charles Pratt's fortune increased and he became a leading figure in Brooklyn, serving his community and his profession. A philanthropist and visionary, he supported many of Brooklyn's major institutions including the Adelphi Academy and the building of Emmanuel Baptist Church. He always regretted, however, his own limited education and dreamed of founding an institution where pupils could learn trades through the skillful use of their hands. This dream was realized when Pratt Institute opened its doors over 100 years ago. Only four years after the opening, Charles Pratt died, leaving the job of guiding the Institute through its early years to his sons, primarily Charles Pratt, Jr.

Today, the energy, foresight, money, and spirit Charles Pratt gave to his dream remains. At Pratt, careers are molded and goals, like those of Charles Pratt, are encouraged. Inscribed on the seal of the Institute is the motto:

*Be True To Your Work
And Your Work Will Be True To You*

STEAM

Pratt boasts the oldest continuously-operating, privately-owned, steam-powered electrical generating plant in the country. In the East Building, you can see the steam engines—along with a collection of other Brooklyn memorabilia—and talk with Conrad Milster, chief engineer and steam aficionado. Milster can not only tell you about steam-generated electricity but also about all sorts of steam-powered vehicles—from mini-trains to giant ocean liners. If you're on campus on New Year's Eve, you can hear the great whistle blasts from Conrad's collection of steam whistles. Pulling the lever on the whistle from the *U.S.S. Normandy* and being enveloped in steam is an experience not to be missed. You can try out railroad locomotive whistles, lake and riverboat whistles in addition to the blasts from major ocean liners.

PRATT ANTHEM

The harbor burnished by the sun,
The rivers fading into night,
The lonely streets of early dawn,
The bridges curving toward the light:

O city, city, heart of stone,
Of steel and glass to cut the sky,
Only where human truth is won
Will we learn how to live and die.

And only where the mind is free,
And dreams are tempered into skills
Will come the healing hands to
Stay the cities and the nations' ills:

O seekers, finders, show the way,
The length to reach, the height to grow
And knowledge vaster than the sea
The promise whispers; we must go.

Music by Virgil Thomson
Words by Rolf Fjelde

PRATT INSTITUTE ALMA MATER

Towering far above her neighbors
Shop and mart and hall
Stands the home of students labors
Noblest of them all!

At each meeting, give her greeting,
Raise the proud salute!
Hail to thee, our Alma Mater,
Hail, Pratt Institute!

In her hearts her percepts linger,
Her example gleams,
Showing with unerring finger
Guerdon of our dreams.

At our meeting, for our greeting,
Bring her noble fruit
Hail to thee, our Alma Mater,
Hail, Pratt Institute!

Round the world the chain extending
Each to other binds,
All her honored name defending,
Hearts and hands and minds

At our meeting, give her greeting,
Raise the proud salute!
Hail to thee, our Alma Mater
Hail, Pratt Institute!

By Mary W. Plummer

THE PRATT SYMBOL

The Pratt Cannoneers take their name from the 19th century cannon which stands prominently near the entrance to the campus. Cast in bronze in Seville, Spain, the cannon bears the insignia of Philip V and was brought to Pratt from the walls of Morro Castle in Havana, Cuba in 1899. The cannon has been the focal point for student expression over the years. In the '60s it was surrounded by psychedelic colors; during the strike-torn early '70s it was painted black, and more than once it has played a part in a conceptual art piece. In 1973, a group of students scraped, scrubbed, and polished the cannon to its original brilliance so that once again its beautifully cut ornamentation was revealed.

THE PRATT COLORS

Yellow (PMS 124) and Black

ACADEMIC CALENDAR HIGHLIGHTS

FALL 2009

August 31

Last Day for 100% tuition refund upon withdrawal (WD).

August 31

First Day of Class.

September 7

Labor Day.
Classes do not meet.

September 14

Last Day to Add or Drop without a WD grade.

October 27

Midterm Break.
Classes do not meet.

November 13

Last Day to Withdraw (WD) from a course.

November 25–28

Thanksgiving Break.
Classes do not meet.

December 14–20

Final Critique and Exams.

December 20

Last Day of Class.

SPRING 2010

January 18

Martin Luther King Day.
Classes do not meet.

January 19

Last Day for 100% tuition refund upon withdrawal (WD).

January 19

(Jan 16 Sat/Sun Classes)
First Day of Class.

February 2

Last Day to Add or Drop without a WD grade.

March 13–19

Spring Break.
Classes do not meet.

April 3–April 4

Spring Holiday.
Classes do not meet.

April 8

Last Day to Withdraw (WD) from a course.

May 3–10

Final Critique and Exams.

May 10

Last Day of Class.

SUMMER I 2010

May 17

Last Day for 100% tuition refund upon withdrawal (WD).

May 17

First Day of Class.

May 24

Last Day to Add or Drop without a WD grade.

May 31

Memorial Day.
Classes do not meet.

June 15

Last Day to Withdraw (WD) from a course.

June 26

Last Day of Class.

SUMMER II 2010

June 28

Last Day for 100% tuition refund upon withdrawal (WD).

June 28

First Day of Class.

July 4–5

Independence Day.
Classes do not meet.

July 6

Last Day to Add or Drop without a WD grade.

July 27

Last Day to Withdraw (WD) from a course.

August 7

Last Day of Class.

FALL 2009

Registration

**Monday,
September 14**

Last day to add a class.

Last day to drop a class without a WD grade recorded. No new registrations accepted after this date.

Friday, November 13

Last day for course withdrawal.

New Student Orientation

**Wednesday,
August 19–
Friday, August 21**

New international student orientation held.

**Saturday,
August 22–
Friday, August 28**

New student orientation held; loan entrance interviews.

Payment/ Financial

Monday, August 31

Last day for 100% tuition refund upon withdrawal.

Housing

**Wednesday,
August 19**

New international students' check-in to residence halls, 9 AM to 5 PM.

Saturday, August 22

Entering freshman, transfer, and graduate students check-in to residence halls, 9 AM to 5 PM.

Saturday, August 29

Continuing students' check-in to residence halls, 9 AM to 5 PM.

**Saturday,
December 19**

Noon check-out deadline for graduating students and those who cancelled spring Residence Hall License.

Academic

**Wednesday,
August 12**

Graduate Design Management classes begin.

**Fridays, July 17, 24, 31,
August 7, 14**

English proficiency exam given for international students at 10 AM.

**Monday, August 17–
Saturday, August 22**

English proficiency exam given for international students at 10 AM.

Saturday, August 22

Arts and Cultural Management classes begin.

Monday, August 31

Classes begin.

**Monday,
September 7**

*Labor Day.
No classes.*

**Monday,
September 14**

Last day to add a class or drop without a WD grade recorded.

**Friday, October 9–
Sunday, October 11**

Tentative dates for Family Weekend.

Monday, October 12

Columbus Day. Classes meet. Offices closed.

Tuesday, October 27

Midterm Break. No classes. Institute offices open.

Friday, November 13

Last day for course withdrawal.

**Wednesday,
November 25–
Sunday,
November 28**

*Thanksgiving.
No classes.*

Offices open on 11/25 only.

**Monday,
December 14–
Sunday,
December 20**

Final critique and exam week.

Fall semester ends.

**Monday,
December 14**

Last day to change grades from previous spring/summer semesters.

**Tuesday,
December 15**

Last day for students to submit graduation applications to the Registrar's Office for May graduation. Review for graduation begins January 4.

Tuesday, December 22

All final grades due online by 3 PM.

**Thursday,
December 24–
Sunday, January 3**

Winter vacation.

SPRING 2010

Registration

**Wednesday,
August 26**

PMC spring schedule due to Registrar's Office.

**Tuesday,
September 15**

Brooklyn spring schedule due to Registrar's Office.

**Monday,
September 28**

Spring schedule goes live on Web.

Monday, October 5

Academic advisement begins.

**Monday,
November 2**

Continuing students' online registration for spring begins.

Tuesday, February 2

Last day to add a class.

Last day to drop a class without a WD grade recorded.

No new registrations accepted after this date.

Thursday, April 8

Last day for course withdrawal.

New Student Orientation

**Wednesday,
January 13–**

Friday, January 15

New international student orientation held.

**Thursday,
January 14–**

Friday, January 15

New student orientation held.

Payment/ Financial

Monday, October 5

Recommended date to file spring financial aid and student loan applications for students who did not file for fall term.

Friday, December 18

Continuing students' tuition payment deadline for spring.

Saturday, January 2

All continuing students should begin to file financial aid forms for summer 2010, fall 2010, and spring 2011 financial aid award packages.

Friday, January 15

New students' tuition payment deadline.

Tuesday, January 19

Last day for 100% tuition refund upon withdrawal.

Thursday, January 21

Recommended filing deadline for financial aid applications for the next academic year.

Wednesday, April 7

Recommended filing deadline for 2010-11 student loan applications.

Housing

Tuesday, January 12

New international students' residence hall check-in, 9 AM to 5 PM.

Wednesday, January 13

Entering freshman, transfer, and graduate students' check-in to residence hall, 9 AM to 5 PM.

Tuesday, May 11

Noon check-out deadline for non-graduating students and those students without a summer session I Residence Hall License.

Saturday, May 15

Noon check-out deadline for graduating students.

Academic

Monday, October 26

All international students' applications and documents due.

Saturday, January 9

Graduate Design Management and Arts and Cultural Management classes begin.

Friday, January 8–

**Wednesday,
January 13**

English proficiency exam for international students.

Saturday, January 16

Sat/Sun classes begin.

Monday, January 18

Martin Luther King Day. Classes do not meet.

Tuesday, January 19

Weekday classes begin.

Tuesday, February 2

Last day to add or drop a class without a WD grade recorded.

Monday, February 15

President's Day. Classes meet.

**Saturday,
March 13–**

Friday, March 19

Spring break.

Monday, March 22

Weekday classes resume.

Thursday, March 25

Last day to submit a graduation application for October and February graduation.

Friday, April 2

All Institute Day. Classes meet. Offices closed.

**Saturday, April 3–
Sunday, April 4**

Spring Holiday. Classes do not meet. Institute closed.

Thursday, April 8

Last day for course withdrawal.

**Tuesday, May 4–
Monday, May 10**

Final critique and exam week. Classes end. Graduate Design Management and Arts and Cultural Management classes end.

Monday, May 10

Last day to change grades from previous fall semester.

Wednesday, May 12

All final grades due online.

**Monday, May 10–
Thursday, May 13**

*(Tentative)
Pratt Show*

SUMMER 2010 SESSIONS I AND II

Registration

Monday, March 22

Registration for all summer sessions begins.

Monday, May 24

Last day to add a class.

Last day to drop summer I classes without a WD grade recorded.

No new summer session I registrations accepted after this date.

Tuesday, June 15

Last day for withdrawal (WD) from a summer session I class.

Tuesday, July 6

Last day to add a class.

Last day to drop summer II classes without a WD grade recorded.

No new summer session II registrations accepted after this date.

Tuesday, July 27

Last day for withdrawal (WD) from a summer II class.

Payment/ Financial

Friday, April 23

Summer session I tuition payment deadline for continuing students.

Thereafter, an \$80 late payment fee charged to continuing students for summer session I.

Friday, June 11

Summer session II tuition payment deadline for continuing students. Thereafter, an \$80 late payment fee charged.

Housing

Sunday, May 16

Summer session I residence hall check-in, 9 AM–5 PM.

Saturday, June 26

Noon check-out deadline for students without summer session II Residence Hall License.

Sunday, June 27

Summer session II residence hall check-in, 9 AM to 5 PM.

Saturday, August 7

Noon check-out deadline for students without fall residence hall license.

Academic

Saturday, May 15

Graduate Design Management and Arts and Cultural Management classes begin.

Monday, May 17

Summer session I classes begin.

Monday, May 24

Last day to add a class.

Last day to drop a class without a WD grade recorded.

No new summer session I registrations accepted after this date.

Monday, May 31

Memorial Day. Classes do not meet.

Tuesday, June 15

Last day for course withdrawal from summer session I.

Saturday, June 26

Summer session I classes end.

Monday, June 28

Summer session II begins.

Tuesday, June 29

Summer session I grades due online by 3 PM.

Tuesday, July 6

Last day to add a class.

Last day to drop without a WD grade recorded.

No new summer session II registrations accepted after this date.

Sunday, July 4–

Monday, July 5

Independence Day. Classes do not meet.

Tuesday, July 27

Last day for WD from a summer II class.

Monday, August 9

Summer session II classes end.

Wednesday, August 11

Summer session II grades due online by 3 PM.

CAREER SERVICES

**Director of
Career Services**

Judy Nylen

Associate Director

Hera Marashian

**Associate Director/
Internship Coordinator**

Brynna Tucker

Assistant Director

Deborah Yanagisawa

Information Coordinator

Mark Belkin

Receptionist

Alex Fisher

Location

East Hall

Phone: 718-636-3506

(press 2 to speak to
someone directly)
career@pratt.edu

We feel that Pratt offers career services unequalled by our competitors. We hope you'll come to see us soon and see what we have to offer.

Career Services at Pratt is one of the many unique opportunities offered to develop your skills beyond your Pratt education. Through our office, you can begin developing your professional life and work with counselors who have many years of specialized experience.

The Office of Career Services' toolbox offers:

- Career counseling and academic advisement
- Résumé and portfolio development
- Screened job referrals and internships through PrattPro
- On-campus recruiting
- Interactive "How to" help on:
 - Developing Your Portfolio*
 - Developing Your Résumé*
 - Information Interviewing*
 - Protecting Your Work*
 - Fine Arts Careers*
 - Successful Interviewing*
 - Creating Cover Letters*
- Alumni mentors, available for advice and networking (Make a PrattPro account.)
- Virtual and physical career libraries and company database
- Field-related workshops
- Resource lists and publications written especially for creative fields (This will have a link eventually.)

These are some services available from the first day you arrive at Pratt and for life.

- An appointment with your counselor to discuss your interests and career aspirations and how these affect your academic choices.
- Job-hunting strategies or résumé/portfolio development.
- Use of the career libraries for research.
- Access to job listings once you've met with your counselor. You can meet with your counselor frequently over your time at Pratt. Counselors can assist with the development of professional portfolios and job search materials.
- Peer counselors for quick résumé and cover letter reviews, help with successful use of PrattPro and special workshops year-round

The services offered by our office are often in high demand. During our peak periods there is often a four to six-week wait for an appointment with a counselor. While we encourage you to take advantage of this special part of Pratt, we also encourage you to plan well ahead.

International students must have appropriate work authorization when seeking paid employment or paid internships. Please check with the Office of International Affairs or Career Services to see what steps you need to take and when.

Pratt's Internship Program

An internship is a form of experiential learning. It is the practical application of skills gained through your academic training put to use in a professional environment. In addition to using the skills you have already learned, an internship will provide you with supervised training and guidance from professionals in your field of interest. It should be a combination of practicing skills you already have and learning new ones. In some cases, internships can lead to further professional opportunities, but in every case it is a great way to gain experience, learn about your field, and build your career network. Because internships are considered learning experiences, it is also a good way to assess your strengths and weaknesses. As an intern, you are able to test your career goals and explore your options before entering as a professional.

If you are interested in finding out more about internships, you can come by our office or visit the Internships section of our website.

What Is Involved in an Internship?

The usual length of an internship is 15 weeks, unless otherwise arranged in advance. The internship program is an academic experience, with students receiving credit based on department policy and the number of contact hours at the internship site. Your credit bearing internship experience is accompanied by a seminar. Internships taken for academic credit can be paid or unpaid.

Getting Started

- Visit the Internships section on the Career Services site to find detailed information about the internship programs by major, pertinent information for students, and the forms needed to proceed.
- Get access to the internship listings by meeting with a career counselor to present your résumé and by creating your Pratt Pro account as well as beginning the process of preparing for interviews with

prospective employers. You will receive help with a cover letter, résumé, portfolio, and making your final decision when necessary.

- Schedule an individual appointment with your department's Internship Faculty Coordinator to learn how the internship program works for your major.

Applying to Internship Sites

- Review internship listings after meeting with your Internship Faculty Coordinator.
- Apply to internship sites from the database or others of your own choosing. You will probably be asked to provide prospective employers with a cover letter and résumé as your initial application step.
- Interview with site supervisors. The supervisor will notify you of his/her decision.
- Complete a Learning Contract form with the supervisor for your chosen internship. This form outlines the work environment, specific duties, and learning components that comprise your internship and is signed by the site supervisor.
- Obtain approval from your Internship Faculty Coordinator and register for the corresponding internship course for your department. (This can happen before you get an internship.)

During the Internship you will:

- Participate in the seminar or meetings with your Internship Faculty Coordinator.
- Keep a written record of attendance at the job, including the date, number of hours worked that day, cumulative number of hours worked, and a brief description of activities completed for that date, as specified by your course syllabus.
- Keep a journal of your experiences.
- Work with your site supervisor during the internship, based on parameters laid out in the Learning Contract. This can also serve as a tool to initiate conversations about your performance with your supervisor periodically during your internship.
- Supervisors will fill out a final evaluation. This evaluation will inform your instructor when they calculate your grade.

- It is important to immediately notify your coordinator of any difficulties you encounter at your internship site.

Internship Withdrawal Policy

Withdrawal from an internship will be treated the same way as withdrawal from a regular course. Students wishing to withdraw must meet with their Internship Faculty Coordinator before initiating the withdrawal.

Grading

Grading is governed by the Institute's grading policies and grades are given by the internship instructor, based on the site supervisor's evaluation and other materials.

If you are interested in finding out more about internships, contact Career Services at 718-636-3506. You will be directed to your Internship Faculty Coordinator.

CAMPUS MINISTRY

Chaplain

Reverend Stephen P. Lynch
chapel@pratt.edu

Rabbi

Simcha Weinstein
rabbi@pratt.edu

Office

Chapel Hall
Phone: 718-636-3498

Through presence, service, instruction, example, and respect for an individual's tradition, the campus ministers accompany students and other members of the campus community in pursuit of spiritual exploration. Campus ministers who are approved for service on campus by the Religious Affairs Committee are supervised by the director of Student Activities.

The Religious Affairs Committee is an advisory board and includes the president of each religious club registered with the Office of Student Activities, the chaplain, the director of International Affairs and the director of Student Activities and Orientation.

The Chapel in Chapel Hall (next to East Building) is open every class day for private reflection and prayer. There are no permanent religious symbols in the Chapel so that it can take its meaning by the use of a particular group. Any Student Activities-registered group that wishes to use the Chapel must arrange a time and date with the chaplain. The only requirement for its use is respect for the space and its purpose.

The chaplain's office is located in Chapel Hall. He has regular office hours and can be reached by phone at 718-636-3498. Services held in the Chapel are listed on the notice board outside the Chapel. Everyone should always feel free to attend any of them.

The following religious clubs are also at Pratt:

- Pratt Transform Christian Fellowship
- Jewish Student Union
- Korean Christian Fellowship
- Newman Club (Catholic)

DISABILITY SERVICES

Director for Disability Services and Parent/Family Programs

Mai L. McDonald

If you have a physical or learning disability, ADD/ADHD, chronic disease, or physical condition that we should know about, please contact Mai McDonald at 718-636-3711, to discuss your needs and how we can best serve you. In order to receive classroom accommodations and other services, you must have documentation of your disability on file in our office. Your records will be kept completely confidential.

For more information, please see the Pratt Institute Accommodations for Students with Disabilities brochure.

In light of Pratt's commitment to its disabled student population, every attempt is made to enable students with physical or learning disabilities to receive the full educational benefits of their classes. If you have a documented disability, you may be eligible to receive a range of services and classroom accommodations.

Some of these services include:

- **Test Taking**
Depending on your disability, you may be able to obtain time extensions; request certain modification of test formats; or request a makeup exam.
- **Assignments**
You may be able to obtain an extension of a deadline for out-of-class assignments and projects.
- **Tutors**
Peer tutors may be available, as are the services of the Writing and Tutorial Center.
- **Learning Strategies**
A learning specialist is available to help you improve learning and study skills.
- **Note Taking**
Peer note takers are available to help students who have difficulty taking adequate notes.
- **Assistive Learning Technology**
We provide assistive learning technologies, including texts on tape and CD, text-to-speech software, and interpreting and CART services for deaf and hard-of-hearing students.
- **Time Management Assistance**
We provide sessions with a time management coach to help students develop planning, prioritizing, and organizing skills.
- **Advisement**
We are available to advise students regarding issues related to their disabilities and to assist students to negotiate classroom accommodations.
- **Referral**
We will direct you to the appropriate department to answer questions we cannot. We will also refer you to the appropriate outside agency, when necessary.
- **Advocacy**
When justified, we will advocate for you if you encounter what you perceive to be an injustice in light of your circumstances.

HEALTH AND COUNSELING SERVICES

Director of Health and Counseling Services

Martha Cedarholm,
APRN-BC, FNP

Associate Director for Counseling

Vince Kiefner, PhD

Associate Director for Health

Erin Perkins, APRN-BC, ANP

Registered Nurse

Meeo B. Ward, BSN, RN

Staff Counselors

Jernee Montoya,
LCSW

Ariela Reder, PsyD
Jessica Miller, LCSW
Benjamin Seaman,
LCSW

Sarika Seth, PsyD

Assistant to the Director

Nicole Bernard

Administrative Clerk

Eve Grandt

Consultant Physician

Andras Fenyves, MD

Consultant Psychiatrist

Jane Zirin, MD

Office

Willoughby, Room 117
Phone: 718-399-4542
Fax: 718-399-4544
health@pratt.edu

Web

www.pratt.edu/
health

Please Note

Hours are subject to change; see website or bulletin board outside Willoughby, Room 117. Direct any questions regarding your immunization status to Health and Counseling Services. Check the Pratt website for information regarding hours, staff, and services available.

The Office of Health and Counseling Services is available for all students, both resident and non-resident. The office is staffed during the fall and spring semesters by the Director (who is a nurse practitioner), the Associate Director for Health (also a nurse practitioner), a full-time registered nurse, the Associate Director for Counseling (who is a psychologist), two psychotherapists, a consultant physician, and a consultant psychiatrist. The office also provides assistance with health insurance questions. Check the Health and Counseling section of Pratt's website for more detailed information about the department's services, forms, self-help resources, campus programming, and issues related to health and wellness.

The Health Service provides:

- Free treatment for any student, regardless of insurance coverage, for injuries, accidents, and minor illnesses
- Various tests available either in-office or via off-campus laboratory (laboratory fees are the responsibility of the student)
- Pregnancy testing in the office at no charge
- All insurance forms
- Referrals to local medical resources for specialized care, when needed

The nurse practitioners and doctor are available by appointment during the fall and spring semesters. In order to see the doctor, a student must first be assessed by the nurse, prior to the doctor's clinic. Appointments may be made directly with the nurse practitioner by scheduling with our receptionist. Nursing services are available during walk-in hours, which are subject to change.

The schedule is kept current and hours are posted outside the Health and Counseling office. Walk-in hours to see the nurse are from 9 AM to 6 PM (last appointment at 5:30 PM), fall and spring semesters. Summer hours are 9 AM to 4 PM (last appointment at 3:45 PM).

Mandatory Immunization Policy

The New York State law requires immunizations for college students. In order to attend Pratt, all students must provide proof of immunity against measles, mumps, and rubella. Students born prior to January 1, 1957 are exempt from these requirements but need to submit proof of age with the completed immunization form. Under NYS law students must also submit documentation of meningitis vaccination or a completed response form refusing vaccination.

Mandatory Health and Accident Insurance

All full- and part-time students are required to carry health and accident insurance. Students are assessed a fee for the college-sponsored program, but may waive the fee if they are already covered by either their own or the parents/guardians' insurance plan. This is done online through the Aetna Student Health link on the Health and Counseling page of the Pratt website. Details are explained in mailed and emailed correspondence students receive from the Director of Health and Counseling Services.

The Counseling Service Provides:

- Short-term psychotherapy, case management, and crisis intervention to undergraduate and graduate students
- Referrals to mental health providers in the community
- Wellness programs for students about stress and coping, mental health issues, and creativity
- Psychological consultations to students, staff, faculty, and parents
- Walk-in Crisis hour, Monday through Friday, 1–2 PM

Our short-term counseling is:

- Free for all registered students.
- Often used to help students manage stress, anxiety, depression, family issues, relationship difficulties, drug/alcohol problems, eating and body image issues, identity concerns, and other areas.
- Confidential, except in rare, emergency situations as required by law.

HEALTH AND COUNSELING RESOURCES:

For Urgent Medical Care

Prominis Medical Offices

21 St James Place
(enter from DeKalb Ave.)
Brooklyn, NY 11205
718-852-5252
866-PROMINIS

Clinton Walk-in Clinic

Cobble Hill, Brooklyn
200 Clinton Street
at Atlantic Ave.
718-797-5100

Long Island College Hospital

in Cobble Hill, Brooklyn
718-780-1000
339 Hicks St. at Atlantic Ave.

New York Methodist Hospital

Park Slope, Brooklyn
263 7th Ave.
between 6th and 7th Streets.
718-780-3000

Brooklyn Hospital

421 DeKalb Ave.
718-250-8000

For Mental Health Emergencies

Long Island College Hospital

Cobble Hill, Brooklyn
(See above.)

St. Vincent's Hospital,

Manhattan
888-689-1684

SVH Walk-in Clinic

Weekdays 9 AM–3:30 PM
144 W. 12 St.
between 6th and 7th Avenues
Emergency Room,
Evenings/Weekends
212-604-7000
170 W. 12th St.

Emergency Dental Care

(Seven days a week)

Albee Family Dental Center

304 DeKalb Ave.
718-237-0222

Metropolitan Dental Associates

447 Fulton St.
718-875-3200

New York State Department of Health

Brooklyn

Free immunizations, STD services and HIV testing

Crown Heights

1218 Prospect Place,
Second Floor (Troy Ave.)
Brooklyn, NY 11213
718-735-0580
Call before visiting.

Fort Greene

295 Flatbush Ave. Ext.
Fifth Floor Brooklyn, NY 11201
718-643-4133
Call before visiting.

Online Resources

Please visit pratt.edu/health for comprehensive resources.

Suicide/Depression

Ulifeline Support System for
Depression and Suicide
www.ulifeline.org

The Jed Foundation for Suicide Prevention
www.jedfoundation.org/index.php

National Suicide Hotlines
<http://suicidehotlines.com>

New York Helpline Telephone Services
www.helpline.org

OFFICE OF INTERNATIONAL AFFAIRS

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L. Jane Bush

Associate Director

Saundra D. Hampton

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oia@pratt.edu

The primary mission of the Office of International Affairs (OIA) is to centralize resources for all international concerns for the Pratt community at large.

The OIA presently serves a population of over 900 students and scholars from 67 countries who consider this office to be their vehicle for guiding them successfully through Pratt's system.

The Office of International Affairs (OIA) coordinates services for international students, exchange students, professors, scholars, and their dependents. The OIA assists members of the Pratt international community with all matters of special concern to them and serves as a referral source to other institute offices and academic departments. OIA staff members provide direct support with immigration issues, employment authorization, cross-cultural, and personal matters.

Referrals are given to ensure that students receive appropriate assistance at Pratt as well as outside agencies. Immigration advisement, such as maintaining status, extension of stay and reinstatement, as well as interpreting the Federal Regulations with regard to SEVIS, employment requests, and requirements for entering the United States are important functions of this office.

One of the goals is to further develop a social structure that will foster a broad cross-cultural exchange between the various international student groups, the American population, and the community at large. The OIA invites all international students to join the Pratt International Student Association (PISA).

The Office sponsors two annual events: International Education Fair and The International Food Fair.

The OIA monitors student progress and advises when issues arise. The OIA spearheads the campus' effort to mainstream international students whose cultural backgrounds are different than their American classmates.

Another important function of the office is administering the international semester exchange program. Exchange programs exist in 11 schools in the following 10 countries: Australia, England, Germany, Israel, Italy, Japan, Korea, Netherlands, Scotland, and Sweden for undergraduate students in their junior year. Eligible students apply in February for all programs for the following academic year. The OIA coordinates new initiatives for new exchange programs which take about two years to set up.

OIA assists all international professors and research scholars from abroad, as well as inbound exchange students, by way of The Exchange Visitor Program authorized by The Department of State.

In conclusion, the OIA fosters internationalization by providing services for and the education of international students, professors, research scholars, and semester exchange programs.

RECREATION, INTRAMURALS, AND ATHLETICS

Director of Athletics and Recreation

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Assistant Director of Athletics for Intramurals

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Assistant Director of Athletics for Facility and Event Management

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ARC Front Desk

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The Activity Resource Center, built in 1975, is home to the recreation, wellness, and intramural programs, as well as the varsity athletic teams at Pratt Institute. Currently, there are five varsity team sports for men, and five varsity sports for women.

There are six multi-purpose athletic courts with synthetic floor surfaces that can be used interchangeably for tennis, basketball, and volleyball. There are also locker room facilities, an indoor track, weight room, dance studio, and men's and women's saunas.

Recreation

Current recreational programs and events include basketball, tennis, volleyball, weightlifting, and track. Additionally, beginning in the fall of 2009, students, as well as faculty/staff, may utilize the swimming pool at the Wellness, Recreation, and Athletic Center on the Brooklyn Campus of Long Island University.

Intramurals

Listed below are the intramural programs and events offered in order of popularity:

- Yoga
- 3-on-3 Basketball
- Weight Watchers
- Martial Arts
- Dodge Ball
- Indoor Soccer
- Fitness Club.

Also, on occasion, intramural championship contests are held with other local colleges for additional excitement and pleasure.

Varsity Athletics

Pratt offers a competitive and successful Division III intercollegiate program. This complements the students' overall success at Pratt Institute.

We have five varsity team sports for men and five varsity sports for women:

Varsity Teams

- Men's and Women's Cross Country
- Men's and Women's Indoor/Outdoor Track
- Men's and Women's Tennis
- Men's and Women's Club Soccer
- Women's Volleyball
- Men's Basketball

Pratt is a member of the NCAA, CTC, ECAC, and Hudson Valley Conference

RESIDENTIAL LIFE AND HOUSING

Director

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Associate Director for Residential Life

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Associate Director for Housing Services and Operations

Tuan Vu

Assistant Director—Housing

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Assistant Director for Residential Life—South Campus

Grace Kendall

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Phone: 718-399-4557

Assistant Director for Residential Life—North Campus

Christopher Ruggieri

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Hall, Room 105

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MISSION AND PURPOSE

The mission of the Office of Residential Life and Housing is to efficiently and effectively administer a housing program in a learning-centered environment that challenges and supports students to:

- Enhance self-understanding
- Value community responsibility
- Learn from their experiences

To that end, the Office of Residential Life and Housing holds the belief that student development and learning goes on outside the classroom, as well as inside the classroom. To foster a learning-centered environment, it is critical that the department ensure efficient and effective administrative and operational functionality. The policies, procedures, and programs established and encouraged by the Office of Residential Life and Housing are those that enhance student learning and involvement outside the classroom. This means the department takes very seriously its role as guarantor of a residence hall atmosphere conducive to work and study.

We also strive to provide an atmosphere in which students are encouraged to make informed decisions on their own, take responsibility for their actions, and learn from their experiences. We offer leadership development opportunities to students in the residence halls through participation in Residence Hall Councils, the Residence Hall Advisory Committee (a student advisory committee to the Office of Residential Life and Housing) Residence Hall Environment Committee, Dining Services Committee and Connections leadership class.

Participation in these activities exposes students to other departments at the Institute while gaining leadership skills. The Residential Life staff wants to provide a memorable, enjoyable, and successful academic year, but remember that the success of this experience lies with all of us. Through participation, cooperation, understanding, and communication, all can enjoy the time spent in the residence halls at Pratt Institute.

The Office of Residential Life and Housing at Pratt Institute holds a specific set of values to be true. These values guide the expectations the department has for itself and for the students who reside on campus and extend to the residence halls in many direct ways. These values are:

- Personal Rights and Responsibilities
- Integrity
- Respect
- Fairness and Justice
- Open Communication
- Involvement

The educational mission of Pratt Institute is actively pursued in the residence halls. An expected outcome of the on-campus experience is to have students learn to solve problems that arise with the support of the residential life and housing staff.

Though this is not always an easy task, if a student is able to learn from an adverse situation, the goal has been achieved. Along with this comes the ability for students to take responsibility for their choices and behaviors. If students make an inappropriate choice, they should expect to be held accountable, the hope being that a different choice is made the next time, more in keeping with the community expectations set forth.

At Pratt, each floor in each residence hall forms its own small community, each residence hall forms a larger community, and together we are all a part of the Pratt community. Finally, we are also a part of the Clinton Hill community in Brooklyn.

Within each room/suite or apartment, students develop a sense of community. To facilitate this, all students complete roommate agreements. These agreements are designed to enable the students within each living space to develop into a community with as little conflict as possible. In order to build strong communities and help students learn about their differences and similarities, students develop community standards for their floor in the fall of each year. Finally, each residence hall develops its own identity and sense of community. This is supported through the establishment of Hall Councils that encourage the development of community through policy review, hall improvement suggestions and programming. Being a member of a community means sharing certain rights and responsibilities with one another. Members of a residence hall community are expected to confront those who do damage to their community, report adverse conditions that may exist in the hall, and maintain a sensitivity to the study and work needs of their neighbors (for example, by abiding by courtesy and quiet hours policies). In return, members of a community get back a sense of ownership and belonging, frequent positive interaction with neighbors, and a physical space of which the members can be proud.

THE RESIDENCE HALLS

Pratt Institute maintains six residence halls accommodating approximately 1,500 students. The focus of our residential life program is on providing a comfortable yet challenging environment for students to become integral members of the campus community.

Pratt residence halls offer a variety of housing options, including rooms with and without kitchens, doubles, triples, and singles. All rooms on campus have cable tv, phone service, and Internet access included in the rent fee (except Grand Avenue, which has only cable tv and internet connectivity). Each student is provided a bed, desk or drafting table, dresser, and desk chair. In apartments with kitchens, the apartment is furnished with a dining table. Pratt also offers campus meal plans for students who like the convenience of eating on-campus. Those students who live on-campus in rooms without kitchens are automatically enrolled in a mandatory meal plan. In addition, all first-year students are assigned a mandatory meal plan regardless of hall assignment.

In compliance with New York state law, all residence halls (including balconies and fire escapes) are smoke free.

South Campus

The South Campus residence halls house all new first-year students and some continuing upper-class students. All halls in this area are mandatory meal plan halls—students residing there must be on a mandatory meal plan. All rooms in South Campus are equipped with a microwave oven and refrigerator/freezer unit.

Cannoneer Court

Cannoneer Court accommodates 100 men and women on traditional corridors in double rooms. These fully furnished rooms are carpeted and air-conditioned. The building houses two common lounges and its own laundry facility. Bathrooms are located at the end of each corridor.

Esther Lloyd-Jones Hall (ELJ)

Named for a renowned college educator and respected Pratt trustee emerita, ELJ houses 80 students. ELJ offers three options for men and women, triple, double, and single rooms with shared baths.

Leo J. Pantas Hall

Pantas Hall, opened in the fall of 1987, is a freshman residence hall that accommodates 224 students in four-person suites. Suites consist of two double rooms and a shared bathroom, but no kitchens. The building is

air-conditioned. The building houses student workspace, a laundry room, and a large TV/game room/lounge with a kitchenette. In addition, Pantas Hall is home to Healthy Choices, Global Learning, and Quiet communities.

Vincent A. Stabile Hall

Stabile Hall opened in the Fall of 1999. It houses 224 students in four-person suites. Each suite consists of two air-conditioned double rooms and a private bathroom. Each floor has its own kitchenette, but kitchens are not located in suites and the building is classified as a mandatory meal plan building. This freshman community has a large lounge, vending machine area, and laundry located on the first level. Work and study areas are located on each residence floor. Stabile is home to Healthy Choices and Global Learning communities

North Campus

North Campus is apartment-like living for continuing graduate and upper-class students and new graduate and transfer students. Students may sign up for a meal plan but it is not required. All North Campus apartments have kitchens in the apartment with a stove and refrigerator.

Willoughby Hall

Willoughby Hall accommodates 800 undergraduate and graduate students in a 17-story building of single, double, and triple rooms within apartments. All apartments have kitchens and consist of at least one double room and one single room. In addition to the normal complement of furniture, kitchens are equipped with a stove, refrigerator, and a dining table. The building houses large lounge spaces with a piano and pool table, a convenience store, a classroom, workspace as well as the Offices of Residential Life and Housing and Health and Counseling Services. Some floors have their own floor lounge. Additionally, Willoughby Hall is home to Quiet Floors, as well as Gender Blind, Global Learning and Healthy Choice communities.

Grand Avenue Hall

Most new graduate students are assigned to Grand Avenue Residence Hall. This joint venture between Pratt Institute and a local developer has resulted in a true apartment-style graduate facility. The building can house 45 students in efficiency apartments (double and single occupancy) and private single rooms within two- and three-bedroom apartments. The building is located one block from campus. All bedrooms are furnished with the standard complement of furniture, the kitchen/dining area has a dining table, and

each living room is furnished with a sofa, club chair, coffee table and end table. To accommodate the needs of graduate students, Grand Avenue is a 12-month contract building (check in at new student check-in and check-out at the subsequent Summer Session II check-out). The 12-month contract does allow for subletting in the summer months to other Pratt-affiliated individuals and does allow a student to remain in their assignment during the summer without being registered for summer classes.

Residence Hall Office Phones

Esther Lloyd-Jones Hall (ELJ)

718-399-4554

Leo J. Pantas Hall

718-399-4554

Willoughby Hall

718-399-4553

Cannoneer Court

718-687-5845

Vincent A. Stabile Hall

718-399-4568

Grand Avenue Hall

718-399-4553

RESIDENCE HALL STAFF AND COMMUNITY

Resident Advisor (RA)

The Resident Advisor is a student employee of the Office of Residential Life whose primary responsibility is to provide assistance, guidance and direction to the residents on a floor. When students have questions, concerns or problems, the RA is the person the student should seek out. Each floor has its own RA (in most halls). RAs are selected after a careful selection process, which takes place each spring semester for the following year. RAs serve "on-duty" in every hall, so that every night an RA is available for emergencies and assistance. Your RA's job consists of the following major components: to be a community builder, an informal counselor/helper, a programmer/activities planner, a disciplinarian/limit setter, and, finally, an administrator of the floor.

Resident Director (RD)

The Resident Director is a student employee (usually a graduate student) of the Office of Residential Life that is considered the primary administrator of the residence hall (in Willoughby Hall there are three sections, WRH I and II, each with their own RD, with WRH III,

under direct supervision of the Assistant Director). RDs set the tone and the agenda for their residence hall by working closely with RAs in the hall and the Hall Council. RDs participate in an extensive training in the fall semester. The RD is the RA's direct supervisor and provide an additional level of support in assisting student in need.

Assistant Directors for Residential Life

Assistant Directors for Residential Life are full-time professionals who direct the activity and administration of a group of residence halls. They support and coordinate the work that the student staff undertake and augment the student experience by providing a consistent and supportive presence. In the case of ELJ and Willoughby III, this person also serves as the supervisor of the RAs. They are the Pratt administrators that students will deal with on a day-to-day basis in regard to their residential experience.

Roommates

Roommates can be a source of enjoyment and fun times, but also can be the cause of anxiety and frustration. Living in close proximity with another person and sharing space, appliances and a bathroom are exciting and challenging parts of the college experience. Because of this, it is necessary to take steps to resolve conflicts that can and do occur. All roommates/apartment-mates will have the opportunity to get things off to a good start by completing a Roommate Contract. The contract process allows each member of the room/apartment to put forth their expectations. Negotiating a compromise will, in itself, be a rewarding experience. A room change will be granted to a student experiencing difficulty with his/her roommate only after attempts have been made to bring about positive resolution to the problem and if space permits. This may involve a re-negotiation of the contract or mediation by a resident advisor. Making a relationship work involves effort from all involved. A positive living situation consisting of trust, respect and compromise can make living on campus a rewarding experience.

Hall Councils

The government for each residence hall is called the Hall Council. Hall Councils are made up of students, and are advised by the RD of the building. Hall Councils have an executive board (chair, events coordinator, concerns coordinator, Environmental Rep, Residence Hall Advisory Council representative and dining service representative), as

well as representatives from the various floors in the hall. Elections for the Hall Councils take place each fall, early in the semester. Hall Councils sponsor functions and represent the views of residents to Office of Residential Life and Housing. This is an excellent opportunity to participate in decision-making and learn leadership skills as part of a democratic community.

POLICIES AND PROCEDURES: AN OVERVIEW

The following lists important policies and procedures that apply to on-campus living. Not all policies are listed. The Pratt Community Standards, the Residence Hall License, and the On Campus Living Guide, all list various policies and procedures that are applicable to resident students. It is crucial that all students read and understand them.

Residence Hall License

The Residence Hall License is the agreement each student signs in order to be assigned a room in Pratt residence halls. This critical document outlines specific rules, policies, and procedures which all resident students are expected to understand and abide by, including the refund schedule for housing cancellation.

Cancellation of the Residence Hall License

To cancel your Residence Hall License (either at the end of the fall semester or at any other time during the year) you will need to complete a Housing Adjustment Form. Please make special note of the refund schedule on your housing license. This schedule determines how much (if any) of a refund to which you are entitled. Residence Hall License agreements are in effect for the full academic year, unless a Housing Adjustment Form is received and approved.

Emergencies

In case of emergency, call Security at 718-636-3540 or from an on-campus phone, x3333. In an extreme emergency, call 9-911 first, but then immediately call Security to let them know you've just called 911. Security will direct the emergency personnel to your location. When experiencing a problem that does not necessarily require Security or the police, you should contact either your RA or the RA on duty. In case of fire in your room, call Security immediately at 718-636-3540 and give your name, location, and type of fire. If you cannot put the fire out safely by yourself, leave

immediately and pull the closest fire pull box as you exit the building. Each room or apartment is equipped with a smoke detector and most rooms/apartments are equipped with a sprinkler system. Students who tamper in any way with any other fire safety equipment, jeopardize their continued residency in Pratt residence halls. Students who falsely activate a fire alarm will be removed from Pratt residence halls immediately.

- A fire evacuation instruction sheet is posted on the back of all student room doors (apartment doors in ELJ and WRH). If this sheet is not on the back of your door, please inform your RA. This important instruction sheet will indicate evacuation ways of egress in case of fire emergency.
- As you leave the room, be sure to close the doors behind you! This will help prevent the fire from spreading.
- Do not use the elevators! Proceed down the nearest stairwell.

Guests/Guest Policy

Student hosts are responsible for the behavior of their visitors and are required to be present during the period of the visit. Guests must be signed in with the security guard at each residence hall. To sign a guest in, the host must present a valid Pratt ID and the guest must present valid photo identification. It is required that roommates discuss with each other plans for overnight visitors. In addition, hosts need to inform their guests of the policies pertaining to guests. Hosts should keep in mind that they may be held accountable for their guest's violations of Residence Hall Policies and Rules or the Institute Code of Conduct, as well as for any financial charges which are the result of damages. Residents with overnight guests are able to obtain temporary IDs for their guests. This does not mean that hosts need not be with their guests at all times, but does eliminate the need for signing a guest in and out each time you enter and leave a building. A Guest Pass Request may be obtained from your building office at least 48 hours in advance of the guest's arrival.

Each resident may have no more than two overnight guests and four non-overnight guests at a time. Additionally, each resident may not have any overnight guests in excess of three nights within a two week period.

ID Cards

Students will not be permitted access into the residence halls without presenting a valid Pratt ID. Lost cards should be reported to the Office of Security in Engineering 111 immediately. The Pratt ID allows residents of Pantas, ELJ, and Stabile access to the building by swiping their valid ID at the door. This unlocks the door. Non-resident Pratt students with valid ID may leave their ID with the guard and be buzzed into these buildings. Visitors to the campus and non-Pratt friends of students will need to be signed in at the front door of the residence hall by a Pratt student with a valid ID. Maintaining safe halls is one of the major goals of the Office of Security. Students who fail to show a valid ID upon entrance to a residence hall will be faced with judicial action.

Insurance

Health Insurance is mandatory for all full- and part-time students. If you have questions, please contact the Health and Counseling office. (See Health and Counseling for more information about health insurance.) Renter's Insurance is also recommended for resident students who have valuable property they would like to protect. Be aware that if something happens to your possessions in your room/apartment, you are not covered unless you have your own insurance. Some students may be covered by their parents' policy—it's worth checking out.

Lottery/Housing Sign-up Process

Each spring, resident students have a choice to make about their housing arrangements for the following year. Two choices exist:

- Retain your current room, or
- Enter the Housing Lottery.

Detailed information about both processes is published by the Office of Residential Life and posted throughout the halls, in addition, information sessions are held in various campus locations detailing the processes. The Housing Lottery is based upon points. Points are accumulated each semester (excluding the summer) by resident students (one semester=one point). Students who live in the residence halls for consecutive semesters accumulate points which, when added together, raise their priority for choosing a space in the actual lottery.

Once a student moves off-campus, all past accumulated points are dissolved. The only exceptions to this are academically-related programs, which require that the student move away from the Pratt campus. Students

in this category should check with ORL to determine their specific status.

Students who take an official leave of absence and then choose to return to Pratt will not lose past accumulated points as long as an official Leave of Absence Form has been filed.

Students who study abroad in a Pratt program, who wish to reserve housing for when they arrive back at Pratt, should contact the Assistant Director for Housing to determine their specific status. Students who go abroad for the spring semester and wish to reserve a space for the following summer or fall need to complete a Housing Request Form and Residence Hall License and submit them along with a housing deposit prior to December 1.

Mail

Mail is delivered to student mailboxes located in Steuben Hall Monday through Friday. To receive mail, please have it addressed using the format listed to the left. Do not use “#,” “Box,” “PO Box” or “Pratt Institute” in the address you must use “Unit.” If you receive a package, a package slip will be placed in your mailbox. You may pick up packages at the Steuben Hall Mailroom, located on the first floor of Steuben Hall. Be sure to bring your package slip and your Pratt ID with you. The hours for student package pick-up are Monday through Friday, 11 AM–12 PM and 1–5 PM. Your unit or box number remains the same for the duration of your residency on campus. If you move off-campus, you will need to officially notify the Steuben Hall Mailroom. If mail appears tampered with or is missing, report this to the Steuben Hall Mailroom immediately. Any other problems/complaints having to do with mail should be directed to the Steuben Hall Mailroom as well.

Mail Format for Grand Avenue Residence Hall only

Letters and packages

Student's Name
100 Grand Avenue apt #
Brooklyn, NY 11205

Mail Format for all other residence halls

Letters and packages

Student's Name
200 Willoughby Ave
Unit xxxxx
Brooklyn, NY 11205 (+ zip plus 4)

Meal Plan

CulinArt provides full-service campus dining for the Pratt community. Students use their Pratt ID cards to purchase meals and can use their cards in the main dining hall, the Convenience Store, the Higgins Hall Café and the Gallery Café/Pizza Shop.

All students who reside in residence halls without kitchens are required to be on one of two meal plans—either the M4 Plan or the M3 Plan. These are full academic-year plans, billed at the start of each semester. The M3 plan is generally suggested for students who eat three meals a day, and have weekend meals on campus. For students who have two meals a day, and may have weekend meals off-campus, the M4 plan may be a better choice.

Students not in residence halls without kitchens or off-campus may select a meal plan. In addition to the M3 and M4 academic year plans, the M5 academic year plan and the M6 and M7 semester only plans are available. The M5 is designed for students who eat a meal daily in the dining halls and wish to have spending power in the Convenience Store. The M6 and M7 are designed for occasional dining hall and/or Convenience Store purchases. Full details on costs are available from the Office of Residential Life and Housing, Willoughby Hall, Room 105.

Meal Plan Cancellation

Students who wish to cancel their meal plan may do so unless they continue to reside in a mandatory meal plan residence hall. However, first-year freshmen living on campus may not cancel a mandatory meal plan. If you move from a mandatory meal plan area to a non-mandatory meal plan area, you must cancel your meal plan service by submitting a Dining Services Adjustment Form to the Office of Residential Life. Depending on the date of your cancellation, you may be entitled to a refund, but there is a penalty. Please refer to the refund schedule contained in the Board Plan Contract for further information regarding refunds.

Summer Housing

Pratt Institute does provide summer housing for its students who are enrolled in summer classes or have summer work study jobs. Typically, all summer housing is in Willoughby Hall. Rules governing summer housing include the following terms listed to the left. Be sure to read the complete Summer Housing Information distributed in April each year.

Regulations

- Summer housing costs can be calculated easily by taking the semester rate for the room (for the academic year immediately preceding the summer months) and dividing that rate by 16. This will give you the weekly rate. Then simply multiply the weekly rate times the number of weeks in the summer session (typically six weeks).
- The total cost for the summer will approximately equal the weekly rate times 12 weeks (there are two summer sessions, each 6 weeks long)
- To reserve summer housing, a \$50 deposit is required at the time application is made.
- Summer housing is typically not offered in all halls and is restricted to certain floors.
- Additional details are published early in the spring semester of each year.

Pratt Security

Main Booth

Phone: 718-636-3540 or 636-3541

From an on-campus phone, dial 3333.

IN THE EVENT OF AN EXTREME EMERGENCY, CONTACT SECURITY FIRST.

If you should be involved in a security-related incident, or hear about such, please notify either the Security Office 718-636-3540 or your RA as soon as possible. If you need to call 911, call 911 first, and then call Security immediately following to inform them that you called 911.

Residence Hall Security and Safety

Pratt Institute is located in an urban environment. Therefore, all students must be keenly aware of their own personal safety and security and must contribute to the overall safety and security of all members of the community.

Pratt's Office of Security is located in Engineering 111. Security's office hours are limited, but if you experience a security-related problem or need to report an incident, you may do so by contacting the Main Security Booth, located at the main entrance of the campus next to North Hall on Willoughby Avenue. Pratt's Office of Security has a very strong and effective working relationship with the 88th Police Precinct, which is located across from the campus on DeKalb Avenue.

Although 24-hour coverage is provided by Security, each individual student must make conscious decisions that involve personal safety each day. For example, it is clearly not advisable to do the following:

- Walk around the neighborhood/campus alone after dark.
- Leave the door to your room/apartment unlocked, whether you are home or not.
- Carry large amounts of cash with you.
- Leave personal property unattended in public areas.

STUDENT ACTIVITIES AND ORGANIZATIONS

Director of Student Activities and Orientation

Emma Legge

Assistant Director of Student Activities and Orientation

Meredith Crain

Graduate Assistants

Michelle Ajemian

Vic Alonzo

Daniel Esquivel

Secretary/

Office Manager

Karen Smith

Office

Main Building,

Lower Level

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studentactivities@

pratt.edu

The Department of Student Activities and Orientation serves many vital co-curricular functions at Pratt Institute. The Department of Student Activities is a central informational resource for student organizations, their officers and members, and other interested persons. Included among these organizations are departmental organizations, planning organizations, cultural organizations, service groups, student governance organizations, mass-media productions and publications, and a programming board. Student Activities is responsible for providing opportunities for student involvement and co-curricular education in the areas of social and cultural programming, service to the Pratt Community, and leadership and para-professional development. Other functions performed by the Department of Student Activities include:

- Coordination of programs and activities sponsored by student organizations.
- Assistance and advisement to individuals and groups in such areas as program planning, leadership development, and other organizational concerns. Assistance with fundraising projects planned by student groups.
- Providing opportunities for professional and student co-curricular development through retreats and conferences.
- Maintenance, scheduling, and programming of the Student Union, the Student Activities van, the Student Government Office and all related facilities and services.
- Providing means for student expression across the campus and in the local community.
- Providing guidance to all students interested in forming new clubs or establishing chapters of national organizations.

Faculty, staff, and students also receive free admission to the Museum of Modern Art (MOMA), Brooklyn Botanic Gardens, the Whitney Museum of American Art, the Museum of Arts and Design, Cooper-Hewitt National Design Museum, and the Brooklyn Museum of Art with a valid ID. Free passes to the Brooklyn Botanic Gardens are available in Student Activities for those who do not have a valid ID. During the beginning of each semester, the Brooklyn Academy of Music offers “student rush” tickets. These tickets are sold at a discounted rate for students and may be purchased at the Academy. Information is available in Student Activities regarding these programs.

The Department of Student Activities is responsible for the planning and coordination of fall and spring New Student Orientation. Both are planned in collaboration with student leaders who want to make a difference in a new student’s first weeks at Pratt. By providing diverse social activities, campus and community awareness programs, and an opportunity to become friends with a motivated group of student volunteers, the New Student Orientation programs help new first-year students, transfers, Munson Williams Proctor Institute and graduate students acclimate to their new home and their new environment.

The Orientation staff is made up of a student coordinator and orientation leaders, who have participated in Connections, a 5 week leadership course. These upper-class and graduate students play a role in advising

and assisting the new student and his/her family.

Staff members also get personal benefit from the training they receive, interactions they make with fellow students, and a good feeling they receive from helping out a new student. Each Orientation has a theme that is developed by students. The students incorporate this theme into activities that reflect the many facets of the Institute. The Orientation Staff takes time to show new students how they can take advantage of the opportunities provided to them in their time at Pratt.

For more information about Student Activities and Orientation programs, please contact the Student Activities and Orientation office in Main Building, Lower Level. The office welcomes your questions or comments on how it might best assist you.

STUDENT CLUBS AND ORGANIZATIONS

Student Government

Maintains primary responsibility for all student interests and involvement at Pratt. Student Government has an Executive Committee and any undergraduate or graduate student can and is encouraged to become involved. The main function of the group is to represent the student viewpoint. The Government can be reached by calling (718) 399-4468 or email at sga@pratt.edu.

Student Government Office

Main Building, Lower Level
Phone: 718-399-4468

Student Government Positions

- Student Government President
- Academic Life Chair
- Administrative Concerns Chair
- Campus and Community Development Chair
- Facilities Chair
- Finance Chair
- Graduate Student Liaison
- Pratt Manhattan Representative
- Student Life Chair
- Sustainability Chair

Program Board

Provides weekly events for students by students in the following areas:

- Encore Comedy Club
- Cultural Events
- Concerts
- Pratt Filmz
- Promotions
- Travel and Arts

Pratt Student Organizations

All clubs and organizations are open to currently enrolled undergraduate and graduate students at both the Brooklyn and Manhattan campuses. The majority of our groups are based on the Brooklyn campus, groups in BOLD are based on the Manhattan campus. For more detailed club information and meeting times visit the Student Activities website.

Cultural

- Angela Davis Anti-Racism Initiative (Anti-Racism Group)
- Nexus (Multicultural Student Organization)
- P.I.S.A (Pratt International Student Association)
- Queer Pratt (Gay, Bisexual, Lesbian, Transgender, Questioning, and Allies)

Special Interest

- Bastet Belly Dancing Club
- Ceramics Club
- Pratt Comic Club
- Community Engagement Board
- Pratt Dance Club
- Fashion Society
- Jewelry Club
- Jugglers Anonymous
- Moby Dick Book Club
- Poetry Club
- Sculpture Club
- Shred the Gnar (Ski and Snowboard)
- Yoga Circle
- Student Media (7)
- Film Club
- Pratt TV
- *Prattler* (Student Newspaper)

- *Prattonia* Yearbook
- *Static Fish* (Comic Book)
- *Ubiquitous* (Art and Literary Magazine)
- WPIR Pratt Radio

Professional and Academic

- ACM People – Arts and Cultural Management
- AIAS (American Institute of Architecture Students – National Chapter)
- Pratt Artist League (PAL)
- ComD Agency (Undergraduate ComD)
- Communications Committee (Graduate ComD)
- CMAA (Construction Management)
- DIGIT
- Pressure (Print Making Student Group)
- History of Art and Design Student Association
- Pratt Historic Preservation Organization
- IDSA (Industrial Design Student Association)
- PIPSA (Pratt Institute Planning Student Association)
- Pratt Historic Preservation Organization
- SILSSA (School of Information & Library Science Student Association)
- SLA (National Chapter)

Greek Letter Organizations

- Inter-Greek Council (Fraternity/Sorority Governing Body)
- Kappa Sigma Fraternity
- Pi Sigma Chi Fraternity
- Sigma Sigma Sigma Sorority Colony (formerly Delta Alpha Pi Sorority)
- Theta Phi Alpha Sorority

Religious and Spiritual

- Jewish Student Union
- Korean Christian Fellowship
- Newman Club
- Transform Christian Fellowship

ADMISSIONS

Vice President for Enrollment Management

Judith Aaron
jaaron@pratt.edu

Director of Undergraduate Admissions

William W. Swan
wswan@pratt.edu

Office

DeKalb Hall,
Second Floor
Phone: 718-636-3514
Fax: 718-636-3670
www.pratt.edu/
admiss

The Office of Admissions recruits highly-motivated, talented students from a variety of backgrounds. After a student is accepted, the Admissions office continues to provide the student with support services through their tenure at Pratt.

Undergraduate Admissions Services

Intra- or Inter-Institute Transfer

Students who wish to transfer from one school to another within the Institute or from one major to another within the same school should complete an application for an Intra- or Inter- Institute transfer and return it to the Office of Admissions no later than August 15 for the fall term and January 1 for the spring term. A \$50 application fee must accompany this application.

Applicants for Intra- or Inter-Institute transfer will be notified if any additional material, such as a portfolio, is required. Notification regarding the student's admission to the new program is sent to the student by the director of Admissions.

FINANCIAL AID

Acting Director of Financial Aid

Fiona Approo

Assitant Director of Financial Aid

Savior Wright

Office

DeKalb Hall,
Room 104

Phone: 718-636-3599

Fax: 718-636-3739

Note

*Deadline: Complete
FAFSA and Pratt appli-
cation by **February 1.***

Financial Aid Counseling

Financial Aid Counselors are committed to providing information, assistance, and counseling to all students throughout the financial aid process. They distribute information, explain federal, state, and local programs, as well as college policies and procedures, including financial aid options. Ask them for a copy of the brochure “Financing Your Education at Pratt Institute.” It answers basic questions about financial aid at Pratt, and compares the many types of aid available to our students.

In addition to the full range of aid programs available to Pratt students from external sources such as federal and state/local governments, the school also commits more than \$32 million of its own resources to assist students in meeting the costs of their college education. Aid is awarded on the basis of financial need and/or merit. For detailed information on Pratt’s financial aid policies, programs, and procedures, please refer to the “Financing Your Education at Pratt Institute” brochure.

The staff is available for assistance and counseling to students and parents throughout all of the stages of the financial aid process. Documents, with the exception of Free Application for Federal Student Aid (FAFSA), may be dropped off in the mail slot located on the door of Room 104 in DeKalb Hall.

Application Procedures

To be considered for financial assistance, there is one application which you must submit to the U.S. Department of Education; failure to do so in a timely manner will result in processing delays and may reduce your financial aid award.

The Free Application for Federal Student Aid (FAFSA) is required for all aid, available at the Pratt website. This form may also be completed on the federal website: www.fafsa.ed.gov. Deadline: February 1.

Federal income tax returns

- If required by the federal government and/or requested by us, signed photocopies of both your return and those of your parents. Deadline: Send these items to the Office of Financial Aid by June 15 of each year.

Other required documents may include (but are not limited to):

- A photocopy of your Green Card or other citizenship documentation (permanent resident aliens or other non-U.S. citizens, and first-time applicants only)
- Proof of non-taxable income or benefits such as Social Security, public assistance, child support, etc.
- Copy of your Social Security Card and driver’s license
- The need for documents listed above will be determined by the Financial Aid Office upon review of your application. If we send you a letter requesting additional documentation; you should respond to such requests promptly.

Award Notifications

After the Office of Financial Aid has received all necessary information, we will email an award letter notice to your Pratt email address. Students who are eligible for any aid based on financial need or merit will receive a Fast Award notice stating the exact amount of each type of award, broken down by semester. Please see Fast Awards at www.pratt.edu/aid.

If you wish or have the need to borrow a Stafford Loan or a PLUS loan, a separate application is form is required for first time borrowers. These forms are the actual promissory notes and they must be returned electronically to the Guarantee Agency, Great Lakes Higher Education Services Corporation. They can be completed and signed electronically via our website: www.pratt.edu/aid then choose FASTAward and FASTLoan.

Due to the limited amount of funds available, no grant assistance from Pratt is available for any of the summer terms, with the exception of summer work awards for continuing students. To be eligible for work awards during the summer you must be registered for the fall semester and have completed at least one semester.

To get a Stafford or PLUS loan you must be enrolled for a minimum of six (6) credits. It is very important to note that the total amount of your loans will not be increased for summer sessions.

The available loans or Pell Grant for the academic year will be distributed over all of your semesters. For example, a student whose Pell Grant for the year is \$4,731 may receive \$2,365 for summer study, but will only have \$2,366 left to split between the fall (\$1,183) and spring (\$1,183) semesters.

Reevaluations/Adjustments/Appeals

It should be noted that your award can change after the initial decision. This can happen for a number of reasons. The most common change in awards is determined by outside grants or scholarships. The Financial Aid Office would make adjustments according to federal/state regulations surrounding the award.

This includes (but is not limited to) TAP, Pell, departmental scholarships or assistantships, and awards from private outside sources. Your award may also be revised if your enrollment status changes (for example, if you drop below full-time) or if there is a change in your housing status (becoming an RA or RD, for example). We may also adjust your award if we find any discrepancies between your original application information and the documentation collected to verify that data.

The conditions listed above generally result in a decrease in your aid, but conditions do exist which can increase your award. If there is a change in your or your family's financial status caused by death, separation, change in employment, etc., you should notify the Financial Aid Office immediately. Changes in your family's financial status may change your financial package.

Also, if there are other conditions or unusual circumstances about which the Financial Aid Office may not be aware, you may request that your aid be reevaluated. Please remember, however, that Pratt funds are limited and must be distributed to as many needy and worthy students as possible. We do not have enough funds available to meet the full need of every student.

Standards of Degree Progress and Pursuit program:

PROGRAM	BA <i>4 years or 8 semesters</i>		BA <i>4 year writing major</i>		BA <i>5 year or 10 semester HEOP program only</i>		BA <i>5 year or 10 semester architecture</i>		AA <i>and certificate programs</i>		MASTERS DEGREE <i>past masters certificate</i>	
	GPA	Credits	GPA	Credits	GPA	Credits	GPA	Credits	GPA	Credits	GPA	Credits
Term 1	N/A	0	N/A	0	1.40	9	N/A	0	N/A	0	N/A	0
Term 2	2.00	24	1.50	16	1.50	21	1.50	24	2.00	12	3.00	6
Term 3	2.00	38	2.00	32	1.50	33	1.50	36	2.00	24	3.00	12
Term 4	2.00	58	2.00	49	1.50	48	1.70	53	2.00	38	3.00	21
Term 5	2.00	77	2.00	66	1.70	63	2.00	75	2.00	52	3.00	30
Term 6	2.00	97	2.00	82	1.70	78	2.00	92	2.00	66	3.00	45
Term 7	2.00	116	2.00	98	2.00	93	2.00	114			3.00	60
Term 8	2.00	134	2.00	115	2.00	108	2.00	131			3.00	75
Term 9					2.00	123	2.00	153				
Term 10					2.00	138	2.00	170				
Term 11					2.00*	153						
Term 12					2.00*	170						

*HEOP Architecture majors only

Academic Progress

As per federal regulations, all financial aid recipients must maintain satisfactory academic progress. Pratt's standards for financial aid are identical to those required for program continuation or degree completion and are detailed in the Institute's financial aid brochure. If your GPA falls below the required 2.0 standard, or you have not completed the minimum credits required per semester, you will be placed on Financial Aid Probation for one semester. If the following semester's grades pull your GPA and credits completed up to the required minimum, the probation is lifted and you may continue to receive aid. If not, your aid will be cancelled for the subsequent semester and you will remain ineligible until the required level is met.

Student Employment, Placement and Payroll

Students who receive a work-study award must use the Institute's electronic job listing at <https://pratt.studentemployment.ngweb-solutions.com> to search for openings on campus. Students are paid at an hourly rate for hours worked (up to 20 hrs. weekly maximum) every other week. Work-study awards cannot be deducted from your tuition bill. Timesheets, approved by your supervisor, must be submitted electronically prior to the posted deadlines. Late timesheet submittal will result in a delay in issuing your paycheck(s).

Change of Address

You are responsible for making certain that your mail from the Institute, including bills, is going to the correct address. You may change your address on the registration data form you submit at registration. All other address changes must be submitted, in writing, to the Registrar's office in Thrift Hall.

BURSAR

Bursar

Yvette Mack
bursar@pratt.edu

Associate Bursar

Loretta Edwards
bursar@pratt.edu

Assistant Bursar

Madeline Vega-Mourad
bursar@pratt.edu

Associate Bursar-

Manhattan
William Carrero
wcarrero@pratt.edu

Office hours:

Wednesdays: Walk-in
from 10 AM-4:30 PM
Located in the Student
Affairs Office,
Second Floor

Office:

DeKalb Hall
First Floor
Phone: 718-636-3539
Fax: 718-636-3740

Money Saving Tip

*Pay your bill before the
deadline. You avoid
fines and late payment
penalties.*

Money Saving Tip

*Be aware of the pay-
ment deadlines listed
in the Institute Bul-
letin, the Pratt website
and Pratt Academic
Calendar. Late pay-
ment penalties are
avoidable! Information
regarding tuition and
fees is available online
at [www.pratt.edu/
bursar](http://www.pratt.edu/bursar)*

Admission to Class

Pratt's faculty is asked to allow only registered and paid students to attend class. Those students are listed on the course rosters provided to faculty by the registrar. If you complete registration and payment after classes begin, you will need a copy of your class schedule bill from the Office of the Bursar to enter the class.

Adjustments to Your Records

Please call the Office of the Bursar at 718-636-3539 for referral to the staff member who can best help you solve your problem. Problems fall primarily into two categories:

- **Problems paying your balance after financial aid.**
Students may discuss payment options with representatives from the office.
- **Perkins and Pratt Loan Repayment Problems.**
If you need to defer Perkins or Pratt loan repayments, call 718-636-3692.

Terms of Payment

We accept cash, checks, MasterCard, Visa, American Express, Discover and Wire Transfers.

Once you have officially registered, you may view your bill and make secure payments online. Go to my.pratt.edu and click Advisement, Registration, and Billing. After logging in you can: View your Tuition Bill and Make a Payment. MasterCard, Visa, American Express, and Discover and Electronic checks are accepted. There is a non-refundable \$25 per transaction convenience fee for credit /debit cards and a \$3 non-refundable convenience fee for E-Checks.

Payments must include the student's name or ID number. Bills are due in advance of each term. Checks and money orders should be made payable to Pratt Institute in U.S. dollars and drawn on a U.S. bank. Checks drawn on an international bank may delay credit to the student's account and may be subject to a collection fee imposed by Pratt's bank. Loan checks payable to the student or parent must be endorsed.

Students may pay in person and receive a receipt by presenting the invoice and payment to the Bursar's Office, DeKalb, First Floor, between 9:30 AM and 4 PM. Evening hours are scheduled during peak seasons. Payment online or by mail circumvents waiting in line. Please allow five working days for mail delivery and a minimum of two weeks for processing.

Returned Checks

The Institute charges a processing fee of up to \$25 when a check is returned by your bank for any reason. Any check in payment of an Institute charge which is returned by the bank may result in a late payment charge as well as a returned check charge.

Adjustments

We strongly recommend that you keep each bill so that you will have an itemized record of charges and credits. If you contest a portion of the bill, you should pay the uncontested portion by the due date and immediately contact the appropriate office to request an adjustment. Adjustments should be pursued and resolved immediately to avoid a hold on your registration or grades.

Refunds of Credit Balances

Refunds of credit balances are processed automatically in accordance with New York State and federal government regulations. You may request a refund after the deadline for adding classes, because at that time your liability to the Institute will not increase. Check the Pratt calendar for that date. Request your refund from the Office of the Bursar's cashier window in DeKalb Hall. The request takes approximately 10 business days and the checks will be mailed. Checks cannot be picked up.

Tuition Installment Plan

The Tuition Installment Plan is managed by Tuition Management Systems (TMS) of Warwick, Rhode Island, and provides a way to pay educational expenses through manageable monthly installments instead of paying one lump sum. TMS is not a loan, therefore no interest is charged. The cost is an annual non-refundable participation fee of \$105 is payable when you return the Participation Form or when you sign up at www.afford.com/pratt. If you wish, the monthly installments may be automatically drafted from your bank checking account, thereby eliminating the inconvenience of writing a check each month. TMS will provide you with an easy-to-use worksheet to assist you in budgeting your educational expenses for the year (fall and spring).

Tuition Refunds

No reduction in liability is available to students who withdraw from the Institute except when approval is given by the proper authorities. Students who wish to withdraw must fill out the official withdrawal form (available in the student's academic department), have the form signed by the Office of the Bursar and all other offices listed on the form and submit it immediately to the Office of the Registrar. Refunds are determined by the date the add/drop or complete withdrawal form is signed by the Office of the Registrar.

Return of the Title IV Funds (Federal Funds)

Students receiving Title IV funds and who withdraw from the college may have to return a portion of their financial aid. This includes students who receive financial aid for personal expenses and who withdraw during the semester.

Calculation of Title IV assistance earned: To calculate the amount of Title IV assistance earned by a student, the school must first determine the percentage of Title IV the student earned. Up through the 60 percent point in the term, the percentage of assistance earned is equal to the percentage of the payment period of enrollment for which it was awarded that was completed as of the day the student withdrew. If the student's withdrawal occurs after the 60 percent point, then the percentage is 100 percent. That earned percentage is applied to the total amount of Title IV grant and loan assistance that was disbursed (and that could be disbursed) to the student, or on the student's behalf, for the payment period of period of enrollment for which it was awarded as of the day the student withdrew.

Financial Appeals Committee

In rare cases financial relief may be obtained for tuition and fee charges after consideration of a written appeal by the Financial Appeals Committee. The appeal and relevant documentation must be sent to the committee c/o the Vice President for Student Affairs. Financial relief (not necessarily cash reimbursement) is granted only in extreme cases, such as when a student suffers the sudden onset of a serious illness or is involved in a serious accident that prevents class attendance.

Excess funds returned by the school or student are credited to the outstanding Title IV loan balances for the student or made on the student's behalf for which a return of funds is required. Excess funds must be credited to the outstanding balances in the following order:

- Unsubsidized FFEL loans
- Subsidized FFEL loans
- Federal Perkins loans
- FFEL PLUS loans
- Federal Pell Grants
- Federal SEOG
- Other Title IV assistance for which a return of funds may be required. Individual fees are not refundable after the first day of the term.

Refunds for withdrawals are not automatic

and must be requested from the Office of the Bursar. Once your request is received, processing takes approximately 10 working days.

If you want to use the Tuition Installment Plan please notify the Bursar's Office. For more information on TMS, call or write:

TMS Tuition Management Systems
171 Service Avenue, Second Floor
Warwick, RI 02886

Phone: 800-722-4867

www.afford.com/pratt

For all students the following course withdrawal penalty schedules apply:

- **Full Refund**
 Withdrawal prior to and including the opening day of term.
- **85% Tuition Refund**
 Withdrawal from the second through eighth day of the term.
- **70% Tuition Refund**
 Withdrawal from the ninth through fifteenth day of the term.
- **55% Tuition Refund**
 Withdrawal from the sixteenth through twenty-second day of the term.
- **No Refund**
 Withdrawal after the twenty-second day of the term.

Withdrawals may not be made by telephone.

Check registration schedules and the Institute Academic Calendar for exact liability deadline dates each semester.

Withdrawal from courses does not automatically cancel housing or meal plans. Penalties for housing and meal plans are calculated based on the date you submit a completed Adjustment Form to the Office of Residential Life.

Banking Facilities

Arrangements have been made with a bank on campus for students to open accounts, making it possible to cash personal checks with the Pratt ID (providing the student's available bank account balance covers the amount of the check to be cashed) and another form of government issued picture ID. An ATM is also available on campus.

Billing

Bills are mailed to one address. One copy of each bill will be mailed to the address the student lists as his or her "billing" address on registration records. A "billing" address may be established, changed, or deleted at any time by writing or visiting the Office of the Registrar. Due dates cannot be extended because bills have not been received. Bills are not mailed for summer session and after the fall semester, bills will be mailed upon request only. You can still pick up a bill at the Bursar's Office. Late fees and 1.25% interest per month is assessed on all delinquent accounts one month or older.

REGISTRATION

Student Health Insurance

All students are charged the Student Health Insurance Fee every semester. Waiver Forms are available in the Health Office. A waiver should be completed each year. Waivers are processed by the Bursar's Office each term after the add/drop period. Contact the Health office for information concerning deadlines to submit waiver forms, or check the Pratt website at www.Pratt.edu/health.

Money Saving Tip

Check with the Bursar's Office if you do not receive a notice that your loan checks are in, because unsigned checks must be returned to the issuing bank. Your funds may be disbursed either through an actual loan check or by electronic means. You are responsible for follow-up on your loan disbursements. If your monthly account statements from Pratt after the semester begins continue to show any of your aid as estimated, go see Financial Aid. You can lose aid when questions aren't resolved during the semester aid is awarded.

Registration processing for each spring term begins at approximately the end of October/beginning of November. Registration processing for the summer and fall terms begins at approximately the end of March/beginning of April. My.pratt, the Pratt portal that allows students to review and maintain certain aspects of their college records, is updated each semester. This is available by navigating to <http://my.pratt.edu>, logging on with your OneKey user ID and password, then clicking the Academic Tools tab, click on Students, and the Student Menu appears. Students and applicants may also search the database of course sections available for registration at any time using the My.Pratt.edu portal, click Search for Classes from the Student Menu. The help document on this page has lots of tips for making your search more useful.

All students are required to meet with an academic advisor prior to submitting a registration form for processing. Academic departments may start the advisement process earlier than the first day of registration processing. This is done to make sure that large departments will have enough time to meet with all of their students and to help them make good decisions tailored to their needs. Watch for announcements and notifications regarding the procedures and deadlines particular to individual departments. Following their procedures (and getting good grades) will ensure a timely graduation.

Check the Institute Bulletin, the Pratt Academic Calendar, and the on-line Registration Guide for registration and payment deadlines. Careful attention to these dates will prevent late charges and cancellation of your schedule.

Drop/Add Processing

The Institute Bulletin, the Pratt Academic Calendar, and the Academic Guide all contain information about specific drop/add deadlines for the academic year. It is important to note that any course that exists on a student's schedule on the first day of class has the potential to affect the student's bill. Permission to drop a class without academic penalty does not relieve fiscal responsibility. Generally, in fall and spring semesters, voluntary course additions or section changes are allowed in the first two weeks of the semester. During summer sessions, this period of time is generally one week. Courses dropped during this period will not show on the academic transcript. Courses may not be added after the last day to add/drop. Courses dropped after the last day to add/drop and before the last day to withdraw (WD) result in a notation of WD (withdrawn) on the transcript. No course withdrawals are accepted after the published deadline. Failure to officially withdraw from a class will result in an "F" grade on the transcript.

The steps for dropping and adding are basically the same as registering:

1. Meet with an academic advisor to let them know what you are doing and to get their permission to add the new course.
2. Check with the Office of the Bursar to review how the add or drop will affect billing and make appropriate plans for additional payments or refunds.
3. Drop and Add the class online or submit the form to the Registrar's office

Money Saving Tips

Dropping courses will cost money starting with the first day of class. Make sure that you drop courses before the semester starts or you may end up owing extra money.

Time Saving Tips

Print a copy of the revised schedule and bill. It is important for each student to review the statement received to make sure that the changes that were made were correct and to review any charges that resulted.

Change of Major

Students wanting to change their major to a major in another school (i.e. from Art to Architecture) must apply for this change in the Admissions office. If you are changing your major within the same school (i.e. from Photography to Communications Design) this process can be done in the Registrar's Office. Changing academic programs can have an affect on how many credits will be required for graduation. It can also have an affect on the amount of time spent at Pratt. Part of the application process involves meeting with the Offices of the Bursar and Financial Aid to ensure that all the business aspects of this change are considered to give students the best opportunity for success.

The steps for applying for a change of major are:

1. Meet with an academic advisor to review the affect that a change of major will have. Students may wish to prepare for this meeting by using a special feature of My.Pratt that shows the effects of a change of major. The steps to use this feature are:
Navigate to <http://My.Pratt.edu>, click on Academic Tools, click on Academic Tools in the new window, wait for it to log you in and click on Students, and then click on Degree Audit.
Instead of clicking on the current academic program at the top of the page, use the drop-down list of majors next to the question "What if I changed my program of study?" to select a potential major to review.
2. Pick up the application for a change of major in the Office of the Registrar.
3. Take a look at the options and check the box that is appropriate for the type of change desired.
4. Follow the directions to get the appropriate signatures.
5. Return the form to Admissions for a final decision and recording of the change if it's approved.

Grades and Transcripts

A student's academic records reflect all grades for all registered courses as submitted by instructors. If there is any question about a grade that was received, a student should contact the instructor immediately. Only grade changes properly filled out, approved, and submitted directly to the Office of the Registrar will be accepted for changes.

There are limits on the time allotted to resolve grade problems. Spring and summer grades cannot be changed after the last day of the following fall term. Fall grades cannot be changed after the last day of the following spring term. INC (incomplete) and NR (no record) grades are converted to "Fs" at the end of the semester after they are received, or following the INC expiration date agreed to in the INC application.

Students can check their grades on the Web at any time using My.Pratt.

The steps for checking grades are:

1. Navigate to <http://my.pratt.edu>, click on Academic Tools, click on Academic Tools in the new window, wait for it to log you in and click on Students, and then click on Current Term Grades under My Grades and Transcripts.
2. Choose one term from the list and the grades for that term will be displayed.
3. Alternately, students can choose Unofficial Transcripts, which will display all grades received at Pratt. This screen shows the unofficial cumulative GPA for all coursework taken at Pratt.

Students who wish to estimate the effect that a change of grade will have on their GPA or who wish to calculate a GPA for a range of courses may do so using the guidelines in the Bulletin. See the Academic Policies section of the Bulletin for directions. That section also discusses Pratt's Standards of Academic Progress. Read it to learn about the Institute's rules on academic probation and dismissal.

Internet Transcript Requests

Students and alumni may order transcripts on the Internet at <http://www.getmytranscript.com>. From this secure website, select Pratt Institute from the list of schools. To use this service, you will need access to a fax machine.

Some general policies on transcripts

- Only you can authorize release of your transcript. We must have your written request or authorization to issue your transcript. Parents, even those who pay for your education, cannot authorize us to mail your transcript.
- Partial transcripts are not issued. Each transcript we issue must be a complete record of your work at Pratt.
- Allow 5 working-mail days from your transcript request for receipt. At certain peak times such as registration and commencement preparation, a little more time may be needed.
- Transcripts are not released until your Institute accounts have been paid in full.
- Only official transcripts bear the Institute seal. The unofficial copies mailed to you at the end of each term do not bear the seal.
- Copies of transcripts from other schools you attended must be requested directly from those schools. We cannot release or copy our file copies of such transcripts. You must have the following information available:
 - Name while attending Pratt Institute
 - 9-digit Social Security or 7-digit student ID number
 - Date of birth
 - Telephone number
 - Dates of attendance and/or graduation
 - Destination information for the transcript
 - Valid major credit card

Records containing financial holds will not be processed until the hold is cleared. Payment is by credit card only. Regular service (leaves Pratt in 3-5 business days) is \$5 per copy and Express service (leaves Pratt in 1 business day) is \$10 per copy.

U.S. Mail Transcript Requests

To order your transcript by mail, please send your request to:

Pratt Institute
Office of the Registrar
200 Willoughby Avenue
Brooklyn, NY 11205

Your request must have the following information to be processed:

- Name while attending Pratt Institute
- 9-digit Social Security or 7-digit student ID number
- Date of birth
- Telephone number
- Dates of attendance and/or graduation
- Destination information for the transcript

Payment is by check or money order only. Only regular service (leaves Pratt in 3-5 business days) is available using the mail service and the charge is \$15 per copy for mailed requests.

Withdrawal from the Institute

Students that are leaving Pratt without graduating are strongly advised to fill out a Complete Withdrawal Form. This form enables a student to drop or withdraw from all registered classes. It also serves to advise several departments on campus that a student is no longer enrolled. Students that withdraw need to be advised about any financial obligations and any academic repercussions of their actions. Students may pick up a Complete Withdrawal Form in the Office of the Registrar in Thrift Hall. It is important to note that the date Pratt is officially advised of a withdrawal is the date that is used for determining eligibility for WD grades. It is also the date used for calculating a student's charges for the term being withdrawn.

Only the submission of a Complete Withdrawal Form will wholly deactivate your student status. None of the following actions causes an official withdrawal, or reduces financial liability for a semester:

- Advising a faculty member or chair (unless a Complete Withdrawal Form is filled out the registration stays in effect and grades of "F" will be issued and the bill will remain in effect).
- Failure to pay the student account (unless a Complete Withdrawal Form is filled out the bill remains in effect and the account will eventually be sent to a collection agency).

Money Saving Tip

Complete the Withdrawal Form immediately when you know you need to withdraw. Just a few days can make a big difference in the penalty you will pay for withdrawing from classes. Penalty dates and amounts are listed in the Institute Bulletin and Pratt Calendar.

Money Saving Tip

Withdrawing from the Institute does not cancel your campus housing or meal plan contracts. Resident students who withdraw should go to the Residential Life Office in Willoughby Hall to do an adjustment form before leaving campus.

Money Saving Tips

Plan ahead for official transcript requests. The \$5 for transcripts mailed increases to \$15 if you need an immediate copy, mailed the same day.

Money Saving Tips

When you return from a leave of absence, continuing student deadlines apply to you. Call early for a calendar or check the web at <http://www.pratt.edu/calendar/> to avoid late registration and late payment fees. And remember to reapply early if you want to return to campus housing!

- Failure to attend classes (unless a Complete Withdrawal Form is filled out, the registration stays in effect and grades of “F” will be issued and the bill will remain in effect).

Students are not able to withdraw from all their classes online. If you try you will remain registered for the last class. Only the Registrar’s Office can remove the last class from your schedule. You will be charged if this does not occur.

Readmission

Students who take a semester or more off without taking an official leave of absence must apply for readmission. Applications for re-admission are available from the Registrar’s office in Thrift Hall or on the web at <http://www.pratt.edu/registrar>. Readmission applications require a fee of \$55. You need to check for the deadlines to reapply for the semester you would like to return. Also, you should allow two to three weeks for processing, so apply early to avoid late registration and late payment fees. Check the Web form for the application deadlines for each term or call 718-636-3663.

Leave of Absence

Students in good academic standing who have paid their Institute account in full, may request a leave of absence by completing a Leave of Absence Form. Leaves are granted for a period of up to one academic year. Extensions beyond one year require a new application. Students that return after a leave of absence are not required to apply for re-admission. Students that do not return and fail to request an extension will be required to readmit. See the procedures listed above. The leave of absence application fee is \$15. Students must obtain all required signatures on the application form and return it to the registrar for processing.

Degree Audits

Degree Audits are computerized checklists of graduation requirements. These reports are similar to transcripts because they list all academic activity. They are different from transcripts, however, because they organize the coursework attempted into logical blocks that represent what is required. They also clearly flag what’s been taken and what has yet to be taken.

There are several parts to an audit. They are:**1. Student Information**

Student’s name, the academic program being evaluated, the catalog year that the requirements are being checked against, and the student’s anticipated graduation date (which is based on the date of admission). This section may also contain one or many text messages specific to the student, depending on his or her status at Pratt.

2. Credit and GPA Information

This area lists the total credits required for graduation, the number required to be taken at Pratt (residency) and the GPA required for graduation. It also notes how the student’s record compares to the requirements in each area.

3. Required Course Information

This section is usually the longest. It lists the entire range of requirements and electives specific to the academic program being evaluated. Where requirements are already filled, the courses that are satisfying them will show the grades earned (or CR for transfer). Missing requirements are noted with a long line next to the description of what’s required.

4. Other Courses

Sometimes a course won't count towards graduation because it was dropped, or carries a grade that makes it ineligible for consideration (an F or an INC, for example). Also, students choose to take an extra class for additional knowledge even though it doesn't fulfill any particular requirement. Courses that do not count towards any requirement (except total credits and GPA) are listed in this bottom section.

How to Get a Copy of a Degree Audit

Students may view or print an audit at any time using the Pratt Web Portal. The steps for this are:

1. Navigate to <http://my.pratt.edu>, log in, click on the Academic Tools tab, click on the red Academic Tools link, once the system logs you into Academic Tools click on Student, and then click on Degree Audit under Course Planning.
2. In order to review an audit for the current academic program (major) click OK.
3. In order to see what the results would look like in a different program, use the drop down list of majors next to "Evaluate New Program" to select a potential major to review.
4. Students may go online and receive a degree audit at any time. If you do not have a computer or access to a computer lab come to the Office of the Registrar. Students that have questions about how to read the audit should visit their academic advisor's office or stop by the Office of the Registrar any time for an explanation.

3. Meet or exceed the minimum 2.0 GPA for graduation from the academic program to which you were admitted (check your degree audit for requirements specific to your program).
4. Complete a graduation application online or in the Office of the Registrar. Application filing deadlines are March 27 for Summer Term/October graduation and Fall Term/February graduation, and December 15 for Spring Term/May graduation

The steps to complete an application online are:

- a. Navigate to <http://my.pratt.edu>, log in, click on the Academic Tools tab, click on red Academic Tools link, after the system logs you in click on Students, and then click on Apply for Graduation under Graduation.
- b. Check the box next to the academic program and click submit.
- c. Complete all data in the form and click Submit.

NOTE: The data that is entered on this screen or on the paper application will affect the graduation date and what information appears on the diploma and in the Commencement Ceremony Program. Applications for graduation will only be accepted online until the application deadline. Late applications must be made in writing and are subject to the approval of the Associate Registrar.

Graduation

Pratt awards degrees at the end of Summer Term/October, Fall Term/February, and Spring Term/May. Summer Term/October and Fall Term/February graduates are eligible to take part in the Commencement Ceremony held the May following their graduation.

In order to graduate from Pratt you must:

1. Complete the total number of credits required for the academic program to which you were admitted.
2. Complete all required courses for the academic program to which you were admitted.

My.Pratt Portal

Pratt Institute's Portal, introduced in November of 2002, is a service that allows students to access information via the Web 24 hours a day (the system will shut down weekly for back up procedures and occasionally during the day for upgrades). Students currently have the ability to view/print current and future class schedules, grades, GPA information, and degree audits. Although this is still in the future, students will ultimately be able to register for classes and pay their bills through this service.

What do I need to do to get access to My.Pratt?

Because students' personal class schedules and transcripts are confidential, log in names and PINs are required to access the system. All students are issued a log in name and PIN when they are admitted. Students will be notified of their log in name and PIN through a letter sent to their home address. The first time a student accesses the system; he or she will be advised that the PASSWORD is expired. All users will be required to create a private password. There are guidelines on the website about how to create a secure and private password. It is also strongly recommended that users create a password hint so they don't risk not being able to log in.

What if I have trouble or forget my password?

Contact Pratt's Help Desk. The Help Desk is available by phone at 718-636-3765 between 9 AM and 5 PM, Monday-Friday (9 AM-4 PM in the summer). The help desk is also available by email at helpdesk@pratt.edu.

What are the computer requirements for My.Pratt?

In order to use My.Pratt, you will need to have a PC or a Mac running the latest version of either Internet Explorer or Netscape Navigator. All computers in Pratt's open computer labs in the Engineering Building and the Pratt Manhattan campus will be able to provide access to My.Pratt for those students without a home computer.

How do I find Pratt Institute's My.Pratt?

Simply type the following Web address into your browser: <http://my.pratt.edu> and follow the links from there.

SECURITY AND SAFETY

Director of Security

William Schmitz

Tour Supervisors

Kenneth Pompe

John Talbot

Dwayne Whitaker

Office

Engineering 111

Phone: 718-636-3542

Main Gate

Security Booth

Phone: 718-636-3540

or 718-636-3541

The Security department is a service unit dedicated to the protection of life and property and to providing a safe campus environment. The Security department is staffed 365 days per year and 24 hours per day. Under the supervision of a director, assistant director, two tour supervisors, assistant to the director, and an access control manager, the department operates with the following coverage 24 hours a day:

- Officer on duty at Willoughby Residence Hall.
- Officer on duty at Pantas/Esther Lloyd Jones Residence Hall.
- Officer on duty at Stabile Residence Hall.
- Officer on foot patrol (front campus).
- Officer on foot patrol (rear campus).
- Officer on duty at Higgins Hall.
- Officer on duty at Cannoneer Court Residence Hall.
- Officer on duty in motorized patrol vehicle.
- Officer on duty (nighttime hours) Thrift Hall Gate.
- Officer on duty at The Design Center.
- Officer on duty at 144 W. 14th Street between 7th and 8th Avenues. *This is a newly modernized seven story building. Security coverage is 24 hours daily. The building hours are Monday–Friday 7:30 AM–10 PM and Saturday 7:30 AM–6 PM.*

The department has several vehicles that patrol the Brooklyn campus, parking lots, and the campus perimeter. In addition to the above, the Security department uses a full network of closed-circuit television cameras strategically located throughout the campus.

The following is an overview of services provided by the Department of Security for the Pratt Campus:

Fire Drills

Fire drills are conducted throughout the year in all campus buildings (residence halls, academic buildings, and administrative buildings). All students, faculty, and staff are required to participate. Notices will be posted concerning fire drill schedules.

Follow the instructions given by security personnel.

To Operate an Exterior Emergency Phones (Blue Light phone)

Open box, push talk button, give message.

Campus Gate Closings

All gates close at 6 PM, with the exception of Willoughby Avenue main gate and Thrift Hall walk-in gate which remain open 24 hours a day.

Emergency Phones

The Security department maintains an emergency telephone network on the Pratt campus. These phones are directly tied into the Security Control Booth and are strategically located at the following locations:

- Ryerson Street, on Thrift Hall, to the left on entrance
- DeKalb Hall, on west side of building
- Ryerson Street, in front of the ISC Building
- North side of Willoughby Residence Hall (Myrtle Ave. side)
- Rear of Engineering Building
- South side of Engineering Building
- Courtyard of East Building
- Stabile hall Breezeway
- Cannoneer Court south side facing parking lot
- Two located in rear parking lot behind Stabile Hall and Cannoneer Court
- Pratt Studios—all floors near elevators, hallway, second and fifth floors
- Steuben Hall—third and fourth floors in vicinity of elevators
- North Hall—Room 230 as well as the center corridor of all floors (including the cafeteria)
- Main Building—Room 601
- Library—fourth floor
- ELJ—Basement Laundry Room
- Lower-level front door
- Lower-level rear door

Operating Instructions: Exterior Phone

The Security Control Booth officer will immediately respond to your call. Give the location and type of emergency you are reporting. Be advised that telephones are designed for emergencies only and their wrongful use may result in the delayed security response to an actual emergency. Security officers are directed to divert all other calls through normal channels. You also may dial 3333 from any campus telephone; this too will get you an immediate response from security.

Public Transportation/Subway Tips

- Always try to travel with friends.
- Wait for trains in designated waiting areas (indicated by a yellow and black-striped marker).
- Never stand near the edge of the platform or ride in the last car of the train. Try to use the car in which the conductor operates (usually the middle car). Never ride in an empty or near-empty car. En route, if the car you are in starts to empty out, move to another car (but do not walk through empty cars). If necessary, exit and move quickly to a passenger-filled car. Avoid being left alone on the platform.
- When entering a station, and when standing on a platform, stay with the crowds. If that is not possible, stay near the station agent. Know when the booth is open. If it is closed, consider going out of your way to a busier station. Likewise, in a lonely station where only one platform has a manned booth, take the train on that platform, even if it is going in the opposite direction. Go one or more stops to a busy platform and switch stops there.

- Don't hesitate when exiting the subway, always walk with the flow of traffic and with purpose (don't sight-see). Look before you leave the train. If only one or two other people are exiting (and certainly if no one else is) take the train to the next busy stop. Avoid darkened, lonely areas.
- Do not stop to answer questions from strangers. • Do not display your jewelry openly. Tuck necklaces into your clothing, remove bracelets, watches, and earrings, and turn your rings around. Do not sit or stand near the doors, this makes an easy get-away for a purse, chain or iPod snatcher.
- Know the stations you use regularly, and that you might use often. Know the quickest and busiest ways in and out. If there is only one exit, ride in the car that stops nearest to that exit, but, again, only if that car has numerous passengers.
- If you hear or see something suspicious, alert the station agent, conductor, or motorman, who will call the police. Try to get a full description of the person you suspect.
- Never ride between subway cars or horseplay on the platform. The Pratt Department of Security recommends that students, faculty, and staff try to use the DeKalb Avenue station, located at the intersection of Flatbush Avenue and DeKalb Avenue, where you will find at least four different subway lines with service to just about anywhere in New York City. This station is well lit, heavily traveled, and has adequate police coverage.
- When returning to campus late at night, try to split the cost of a taxi or car service between friends. They will let you off at the front gate so that you will not have to walk through the streets at night.

Subway Entrance Light Indicators

- **Red Light:** Subway has no access. (This entrance is closed.)
- **Orange Light:** Station has limited access. (Usually means that you must have a valid metro card to enter.)
- **Green Light:** Station is open and station agent is on duty.
BE SAFE—USE STATIONS WITH A GREEN LIGHT INDICATOR.

Bicycles

Bicycles have become a very popular mode of transportation on campus. They are environmentally friendly and the Institute encourages their use.

In an attempt to help safeguard your bicycle, the Security department strongly recommends that you participate in a police department-sponsored program called "Operation ID." This means that the Security department will etch a unique serial number on the frame of your bicycle. This registration will remain on file at the 88th Police Precinct and a copy retained at the Security office. Should your bicycle be lost or stolen, this information will help the police and/or Security to identify it. This service is provided free of charge and will be done in the Security office, Room 111, Engineering Building.

Bicycle parking is permitted only on the designated racks available throughout the campus. Bicycles should not be parked or secured on railings, doorways, stairways, scaffolding, or ramps. They should not block pedestrian walkways or campus streets. Improperly parked bicycles will be removed and confiscated by the Security or Facilities department. Bicycles may also be removed or confiscated from bike racks due to construction conditions or if they are deemed to be abandoned. Any bicycle that is observed parked in the same location for more than a two-week period will be considered abandoned. Bicycles removed or

confiscated may be claimed by the owner at the Security Office, Room 111, Engineering Building. Please be prepared to produce proof of ownership. After 90 days, unclaimed bicycles will be disposed of at the sole discretion of the Institute.

Pratt Institute is not responsible or liable in any manner for lost, stolen, or damaged bicycles, as well as the replacement cost of locks, chains, or other security devices.

Building Closing Times

Due to the variance in times which different buildings must be closed, it is requested that all inquiries be made to the Security department. With some exceptions, all buildings are closed on official school holidays.

Security Concerns Committee

The Security Concerns Committee is composed of student, staff, and faculty representatives. The role of the committee is to provide an ongoing review of security procedures and campus-wide areas of security and safety concerns. Meetings are generally held once per semester. All students are encouraged to participate by:

- Joining the Security Concerns Committee. Contact the Vice President for Student Affairs.
- Expressing your concerns to a member of the committee. To find out who is on the committee, contact the Director of Security, Director of Student Activities and Orientation, or the Student Affairs chair of the Student Council.

Crime Prevention Tips

- When shopping, carry only the amount of cash and credit cards that you need. Do not display large sums of money.
- Do not carry all your money/credit cards in the same pocket or bag. Divide it and hide it as best you can.
- Avoid evening withdrawals from cash machines. It makes more sense to bank on the campus during the day.
- Avoid short cuts not well lit or frequently traveled.
- Avoid all sidewalk games of chance (like three-card monte)—you cannot win!
- Shoulder bags and pocketbooks should be carried close to the body, tucked into the bend of your elbow. Bags that dangle from the shoulder are an easy target for purse snatchers. Always keep wallets in your front pocket.
- If you become the victim of a purse snatcher, pick pocket, or robbery, do not resist, especially if weapons are used. Observe as much as you can (height, weight, age, clothing, scars, etc.). If a vehicle is used, try to remember the type of car, license plate number, and state, and also keep in mind the direction in which the vehicle was heading.
- Students leaving the ISC Building during the evening hours (until 10 PM) should walk through North Hall to exit the campus. Report any suspicious looking and/or acting persons to the Security Control Booth or any campus security officer as soon as possible (give description and location). Keep in mind: It is your campus too. Security is everyone's responsibility.

Remember

Nothing that is in your possession is worth jeopardizing your safety. If you become the victim of a crime off-campus, call the police at 911 immediately. Upon return to campus, notify the Security department immediately. All incidents, however slight, should be reported to the Security department. Reports will be kept confidential so never feel embarrassed to talk with us. It is necessary for us to use this information so that we may request police assistance and additional patrols in our area.

Crime

For information on crime statistics at Pratt, see the brochure Safety Awareness Guide or visit the Pratt web site: pratt.edu/security/index.html You may also view this information on the Office of Postsecondary Education website at ope.ed.gov/security/index.asp

- During evening hours use Grand Walk (the paved area between the Chapel and the Engineering Building) to travel around the campus. It is easily observed by the Main Security Booth and the Pantas Booth.

Campus Insurance and Liability Policy

While every effort is made to ensure the safety and security of individuals and their property, Pratt Institute will not be liable for damage to or theft of personal property since individual's personal property is not covered by Pratt Institute's insurance policies. Pratt Institute strongly recommends that you purchase your own comprehensive insurance (including theft, accident, and personal liability) to protect both you and your personal property.

Following damage to or theft of your personal property, we recommend that you check your home or renters insurance policies or, if a student, your parents home or renters insurance policies, to see whether your particular loss is covered. If damage to or theft of personal property is deemed to be Pratt Institute's responsibility, individuals making a claim must produce documented evidence of actual monetary loss and cost of replacement to the Office of the Vice President of Finance and Administration. Questions regarding this policy should be directed to the Office of Finance and Administration.

Campus Parking Policy

The Pratt Campus is designated as private property and the use of the roadways and parking areas are a privilege restricted to persons who have a direct and legitimate relationship with the college. The object of these regulations is to provide more effective and convenient use for all. Parking is permitted only in designated areas. Regulations are enforced throughout the year, including vacation periods. Any questions pertaining to the regulations must be directed to the Security department, as we are not responsible for information given out by others.

All motor vehicles to be parked on-campus must be registered with the Security department and must properly display a current permit. Parking permits cost \$175. Permits must be hung on the rear view mirror. The expiration date is located on the permit. It is the responsibility of the person who registers a vehicle to ensure that the permit is displayed at all times while parked on-campus and is clearly visible. All updates of vehicle registrations must be reported to Security.

Motorcycles are subject to the same regulations as other vehicles. They are restricted from "revving-up" in the areas of classrooms due to the noise generated. Parking areas designated for parking, as established by the regulations of this college, are the only legal parking areas on campus. All other areas, whether marked or not, are illegal. Lock your vehicle and conceal all valuables. The college assumes no responsibility for vehicles or their contents on campus property. Any incident must be reported to the Security department immediately.

Parking violations are issued, when necessary. Repeated violations may result in the loss of parking privileges and/or the vehicle may be towed by a commercial towing service at the owner's expense. Student transcripts, diplomas, and reregistration will be held until all financial obligations have been resolved by the Security department. Vehicles without permits displayed so they can be easily viewed by officers may be towed without notice. Permits found to be reproduced will result in immediate towing of vehicle and loss of parking privileges.

Fire Hydrants, Fire Lanes, Handi- capped Zones, Obstruction of Gates

First Offense: Warning

*Second Offense: \$50
(Failure to pay this
fine within 30 days will
result in suspension of
parking privileges for
one month.)*

*Third Offense: Towing
of vehicle with the loss
of parking privileges.*

Yellow Zones, Loading Zones, Sidewalks, Grass Areas, and Any Other Unauthorized Parking

First Offense: Warning

*Second Offense: \$15
(Failure to pay this
fine within 30 days
will result in suspen-
sion of parking for one
month.)*

*Third Offense: Towing
of vehicle with loss of
parking privileges.*

*Vehicles without
proper parking permit
are subject to being
towed.*

Motor Vehicles

*It is the responsibility
of the driver to obtain
a copy of the parking
rules and regulations,
which may be picked
up at the Security
Administrative Office,
Engineering, Room 111.*

Identification Cards (IDs)

*Any further information regarding your identification card may be obtained from the Security Administrative Office, Engineering, Room 111
Phone: 718-636-3542*

You are expected to make arrangements to have your picture taken for an identification (ID) card. You must carry it with you whenever you are on the Pratt campus or using Pratt facilities. Further, you are required to produce this card when requested by an authorized person, such as Security personnel or an administrator/faculty person responsible for a facility.

The card will enable you to utilize all campus facilities and services and will identify you as a part of the campus community. It will also entitle you to discounts at student-sponsored events and is required for resident and non-resident students to gain access to residence halls. The card serves as your identification if you are on the meal plan and must be presented to use your account. Lost/stolen ID cards should be cancelled through food services as soon as possible, so as not to lose value on cards. You will need the card to borrow books from the library, utilize the ARC Activities Center/Gymnasium and equipment, and benefit from other campus services.

ID cards must be validated for each semester. ID cards without a current validation will be considered to have expired and cannot be used for campus services and privileges. Validations can be obtained in-person during registration or in the Office of Security (Engineering, Room 111). Students must be cleared by the Office of the Bursar prior to being given a validation sticker. An ID card that has been lost or stolen may be replaced for a \$25 replacement fee (payable at the Bursar's Office). Please bring the receipt to Security where we will process your new card. Verification of college status is always required prior to the issuance of an ID card.

Students who provide false information or misrepresent other persons for the purpose of obtaining a falsified ID card will be subject to disciplinary action. The Security department no longer issues temporary ID cards.

ACADEMIC ADVISEMENT

Undergraduate Academic Advisors, Architecture

Joanne Briscoe
718-399-4333
Juliet Medel
718-399-4341

Undergraduate Academic Advisors, Art and Design

*Freshmen (exception,
Fashion Design):*
Sandy Benjamin,
Asst. to the Chair
718-636-3617

Upperclassman and Transfer Students

Mike Farnham,
Coordinator
718-636-3611

New Students

*Please check your
orientation packet for
more information on
academic advisement.*

Academic advisors help you to plan your schedules, define educational objectives, and make sure you are properly satisfying departmental requirements. This is your chance to receive individual attention in resolving academic problems. Consulting with an academic advisor assures you of getting the most reliable advice when deciding on a major and/or long-range educational objective, or planning substitutions for required courses. Oftentimes, advisors may suggest easier, more efficient ways of progressing in your academic career of which you may be unaware. In order to help the advisor best assist you, we suggest outlining your problem in advance and having a working knowledge of the catalog, schedule of courses, and departmental requirements.

Remember, that you are your own best advisor and the ultimate decision is yours when it comes to your education. Seek the necessary help whenever in doubt, but be prepared to take charge after getting sound advice.

LIBRARIES AND MULTI-MEDIA SERVICES

Director of Libraries

Patricia Cutright

Assistant to the Director

Dina Buttner

Director of Public Services

TBA

Head, Technical Services

John Maier

Coordinator of Information Services, Pratt Manhattan Campus

Jean Hines

Public Services Coordinator

Alycia Sellie

Art and Architecture Librarian

Cheryl Costello

Reference Librarians

Paul Schlotthauer
Holly Wilson

Electronic Resources/ Systems Librarian

Stephen Klein

Academic Technology Librarian

TBA

Images Cataloger/ Reference Librarian

Laena McCarthy

Visual Resource Curator

Lorraine Smith

Circulation Supervisor

Christopher Bussmann

Access Support Services Coordinator

Jason Rogers

The Libraries and its Multi-Media Services division are dedicated to an active partnership in the academic process. The Libraries' primary mission is to support the Institute's academic programs by providing materials and information services to students, faculty, staff, alumni, and visiting scholars. An integrated library system interfaces with a website providing broad access to electronic materials as well as information about the Libraries. Connect to the Libraries' website and catalog by visiting <http://www.pratt.edu/libraries>.

The collections at the Brooklyn and Manhattan campus libraries provide broad-based coverage of the history, theory, criticism, and practice of architecture, fine arts, and design, while also supporting the liberal arts and sciences, and library science. The collection encompasses more than 190,000 monographs, 700 current periodical subscriptions and with 15,000 bound periodical volumes, and access to 250,000 slides and digital images. In addition, the Brooklyn campus library houses microfilm, multimedia, rare books, and the college archives. Multi-Media Services, located on the lower level of the Brooklyn campus library, has collections of films, videos, DVDs and audiovisual equipment. Comfortable reading and study spaces are available in the New York City landmark building on the Brooklyn campus.

The Pratt Manhattan Center library holds over 14,000 monographs, over 170 current periodicals and maintains a small fiction collection. The book and periodical collection provide support for the following programs: Graduate Communications Design, Information and Library Science, Creative Arts Therapy, Facilities/Construction Management, Historic Preservation, Arts and Cultural Management, Continuing and Professional Studies.

Librarians at both libraries offer instructional programs to help patrons use information resources more effectively. Other services offered throughout the year include orientation, individualized instruction, for-credit courses in research skills and information literacy, research assistance, and referrals to other libraries in the metropolitan area.

All of the Library units are dedicated not only to providing access to information but to assisting information seekers in developing successful strategies to locate, evaluate, and employ information to meet a full range of needs. Please remember—much of the library's materials are unique and fragile. They must be handled with care.

Loan

Current valid Pratt identification must be presented for use of the Libraries. To borrow materials, students must present their Pratt ID in the Libraries and Multi-Media Services locations.

Loan Period

Books and images generally circulate for four weeks. Some high-use titles circulate for one day only. For better, more equitable service, the library limits the number of items on loan to each patron to a maximum of 10 at any one time. If you need access to material already checked out, make your request at the circulation/reserve desk for items currently on loan so that they may be held for you on their return. Up to

Information**Reference Archives****Special Collections**

Brooklyn Campus:
718-636-3704

Manhattan Campus:
212-647-7539

Circulation Desk

Brooklyn Campus:
718-636-3420

Manhattan Campus:
212-647-7546

Library Hours**Brooklyn Campus
Library**

Monday–Thursday:

7:30 AM–11PM

Friday: 8:30 AM–6 PM

Saturday: 1 PM–6PM

Sunday: 1 PM–11 PM

**Manhattan Campus
Library**

Monday–Thursday:

10 AM–10 PM

Friday–Sunday:

10 AM–6 PM

two DVDs & VHS titles may be borrowed for a loan period of one day.

Up to three items of audiovisual equipment may be borrowed for a loan period of one day. All Multi-Media Services items checked out on Fridays are due back on the following Monday.

Renewals and Returns

Materials may be renewed twice if no other borrower has requested them. Renewals may be made in person, online in PrattCat, or by phone, 718-636-3420, with a limit of three items for telephone renewal. When the library is closed, please use the book drop to return materials. Multi-Media Services materials may only be renewed and returned in person and may not be returned to the book drop.

Fines and Lost Materials Charges

The fine for most overdue materials is 20 cents per day, per item. One-day loans have a fine of \$5 per day. Audio-Visual materials and equipment carry a \$12 per item/per day late fee. Please see the Libraries' Web page at <http://library.pratt.edu/borrow.html> for further explanation of borrowing guidelines.

Director

Chris Arabadjis

Assistant Director

TBA

Special Events**Coordinator**

Rae McIntyre

Coordinator of Equipment and Loan Services

Aline Fader

Multimedia/Audio**Visual Technicians**

Bryan Herzig

Michael Nemire

Special Events**Technician**

Hillary Frisbie

Multi-Media Services**Main Office**

Lower Level Library,

Brooklyn Campus

Main Office:

718-399-4356

Equipment Loan

Office: 718-636-3626

Hours of Operation

Monday–Thursday:

9 AM–11 PM

Friday: 9 AM–6 PM

Saturday: 1 PM–6 PM

Sunday: 1 PM–9 PM

Campus Audio-Visual**Services Office**

3rd Floor Engineering,

Brooklyn Campus

718-230-6853

Multi-Media Services at**Higgins Hall**

Lower Level Higgins

Hall, Center Section,

Brooklyn Campus

718-399-4311

Multi-Media Services (MMS)

Multi-Media Services seeks to facilitate and enhance the educational experience by providing materials and equipment in a variety of media formats to support and enrich the Institute's curriculum. Patrons may borrow DVDs and VHS tapes from the extensive collection, or view 16mm films in the library facility. Patrons may borrow audiovisual equipment including projectors, video cameras, still digital cameras, light kits, digital audio recorders, etc. from the Equipment Loan Office located in the Library Lower Level.

For questions regarding equipment loans and to make equipment reservations, please call 718-636-3626. MMS also oversees specially equipped viewing facilities located in the Library, the Engineering Building and in Higgins Hall. Facilities are equipped to accommodate DVD, VHS, 16mm film and 35mm slides as well as additional analog and digital tools. Individuals, as well as classes, are encouraged to use these resources.

Audio-Visual Equipment for Classes

- **Campus Audio-visual Services (CAVS)**

MMS' Campus Audio-visual Services (CAVS) office, located in Room 31E on the third floor of the Engineering building, circulates audio-visual equipment and supplies for use, by classes and events in the Chemistry/ Machinery/ Engineering Building Complex.

- **Higgins Hall Center**

MMS' Higgins Hall Office, located in Higgins Hall Center 034 circulates audio-visual equipment and supplies for use, by classes, in the Higgins Hall complex.

Audio-Visual Support of Special Events

MMS Events provides audio-visual support to sponsored Pratt groups in various MMS locations, including Memorial Hall, Engineering 371, and Higgins Hall 035. The major focus is the support of academic and ceremonial activities, which may include live music and stage performances. For more information, please email mmsevent@pratt.edu.

Information

- Video/Film Collection: mmsvideo@pratt.edu
- Equipment Collection: mmsequip@pratt.edu
- Special Events: mmsevent@pratt.edu
- MMS Room Reservations: mmsroom@pratt.edu

For current hours of service at all locations please access <http://library.pratt.edu/media.html>

Hours may vary during summer and the holidays. Changes will be posted.

HEOP

Director

Warren T. White

**Assistant Director
Counselor**

Shawneece M. Bailey

**Tutorial Coordinator
Counselor**

Melanie L. Jones

**Administrative
Secretary**

Kinya L. Sanders

Office

ISC Building,
Room 104

Phone: 718-636-3524

HEOP@pratt.edu

The Arthur O. Eve Higher Education Opportunity Program (HEOP) provides an opportunity for admission and support to talented New York State students who have not reached their full academic potential due to barriers in their educational, economic, or personal background.

HEOP provides supportive services designed to assist students with academic, financial, social, and personal matters. This includes tutoring, counseling, and financial aid. Entering students are mandated to take part in the six-week Pre-Freshman Summer Enrichment Program. The summer program is designed to orient the student to college life, build necessary art and academic skills, and acquaint the student with the services available through HEOP and Pratt. Applicants and their families must meet economic eligibility guidelines, set by the New York State Education Department. Transfer students are accepted into HEOP if they have been in an approved opportunity program, SEEK, College Discovery, EOP, or HEOP at their previous institution.

WRITING AND TUTORIAL CENTER

Director

Randy Donowitz

Assistant to the Director

Diane Cohen

Office

North Hall 101

Phone: 718-636-3459

The Writing and Tutorial Center offers free tutoring in English, math, art history, history, and science. Students can sign up for regularly scheduled individual appointments at the beginning of each semester. Drop-in tutoring is also available. Tutors in the Center consist of faculty participants, professional tutors, and student peer tutors. Students seeking help should come by the Center, North Hall 101 (opposite the bank), or call 718-636-3459 to schedule an appointment.

ACADEMIC COMPUTING

Main Office

Engineering,
Room 103
Monday–Friday,
9 AM–5 PM
Phone: 718-636-3603
Fax: 718-636-3416

Director of Academic Computing

Ellery Matthews

Asst. to the Director of Academic Computing

Alison Frazer

Service Desk

For technical support
Engineering, LL,
Room E6
Monday–Friday:
9 AM–5 PM
Phone: 718-636-3765

Associate Director of Technology Services

Charles Mattiello

Service Desk Coordinator

Violette Starowic

Network Administrator

Paul Keo

Senior Network Administrator

Jason Watts

System Administrator

Greg Vassie

Windows System Administrator

Dinesh Murgai

PC Specialist, Hardware

Toby Howard

Educational Technologist

Johel Brown-Grant

Assoc. Director,
Computing Facilities
Coordinator, Laptop
Programs

Hope Garlick

There are various computer labs available to our students on the Brooklyn and Manhattan campuses. Please see below for further information concerning computer lab hours and usage. Also, please refer to the Department of Digital Arts section for more lab information. All classrooms are equipped with projectors, scanners and Internet access. Various rooms have slide scanners, film scanners, and Wacom tablets. All labs are equipped with servers for file sharing and user accounts for classroom use.

Brooklyn Computing Facilities

EDS Lab:

Engineering Building, 2nd Floor
Hours: Sunday–Saturday
9 AM–12 AM (open to 4 AM three
weeks prior to finals)

Manager: Robert Falotico,
rfalotic@pratt.edu

PC Specialist: Sean Willemstein,
swillems@pratt.edu

Digital Output Center (DOC):

Engineering Building, 2nd Floor
Hours: Sunday–Saturday
9 AM–12 AM

Manager: Paul Petruccielli, ppetruc@pratt.edu

Micro-Computer Center:

Machinery Building, 1st Floor
Hours: Sunday–Saturday
9 AM–12 AM

Manager: Juan Sandoval
jsandova@pratt.edu

Mac Specialist: Andrew McPherson,
amcphers@pratt.edu

Foundation Media Lab:

Main Building 3rd Floor
Hours: Sunday–Saturday
9 AM–5 PM

Manager: Yorke Flynn
yflynn@pratt.edu

Higgins Hall North

3rd Floor-Room 306A
Hours: Sunday–Saturday
9 AM–12 AM (Open until 4 AM
three weeks prior to finals)

Manager: Juan De La Hoz jdelahoz@pratt.edu

Pratt Manhattan Center

144 West 14th Street, Room 502
New York, NY 10011
Phone: 212-647-7197
Fax: 212-367-2494
w14labs@pratt.edu

Lab Hours: Monday–Friday
8 AM–10 PM
Friday–Sunday: 9 AM–6 PM

Assoc. Director Computing Services Pratt Manhattan

David Marcinkowski

Academic Assitance Evening Lab Manager Pratt Manhattan

Luis Fraguas

Art and Design Manager Pratt Manhattan

Matt Martin

PC Lab Manager Pratt Manhattan

Robert Carrillo

User Services Coordinator Pratt Manhattan

Dror Friedman

SILS Lab Manager Pratt Manhattan

Minta Royster

Audio Visual Manager

TBA

ART AND DESIGN EDUCATION

Chair

Amy Brook Snider
absnider@pratt.edu

Departmental Administrative Assistants

Anna Alfredson
718-636-3681

Ayana Bartholomew
718-399-4208

Office

Main 227
Phone: 718-636-3637
Fax: 718-230-6817

Director, Saturday Art School

Aileen Wilson
awilson2@pratt.edu

Office

South Hall, Room 203
Phone: 718-636-3654

Coordinator, Internship Program

Lisha Bai
lbai@pratt.edu

Office

Main 223
Phone: 718-636-3644
Fax: 718-636-3613

Discover yourself in the Art and Design Education Department at Pratt Institute! The department offers many possibilities for the undergraduate or graduate student seeking a career in education or looking for a profession related to a particular major and education. There are also elective and introductory courses that are open to students in all departments including architecture. Our classes are small and stimulating; our students are motivated and involved.

Pratt Institute has been preparing teachers since it first opened in 1887. Ten years later, Saturday classes were introduced—a forerunner of our Saturday Art School—one of the first teaching laboratories in the United States. Those interested in undergraduate Art and Design Education may apply for the BFA degree, and later, in the second semester of the junior year, the BFA/MS (combined degree). Both programs lead to New York State Initial Certification in the Visual Arts, Grades Pre-K-12. This certification is reciprocated in more than 40 states. In addition, an art, design, or architecture student may minor in Art and Design Education and complete the credits for certification after graduation. Undergraduates with a minor will still be prepared and eligible to teach in a variety of educational settings—i.e., private and parochial schools, museums, nursing homes, senior and community centers, after-school and artist-in-the-schools programs.

In 2008, after several summers in Lucca, Italy, we offered an international program in Port Elizabeth, South Africa. Next summer, we are planning a similar program in Amsterdam. It will be open to undergraduates and graduates from all majors, both from the Pratt community and students in other colleges and universities as well as practicing art teachers.

And finally, any undergraduate student in the schools of Art and Design and Architecture may take an internship related to his/her interests, skills, and goals. Students select from thousands of art- and design-related positions in New York City or participate in our Community Matters Internship Program. After a series of interviews, the actual field experience begins. In many cases, what begins “for credit” leads to a salaried position. Awards up to \$2,500 are available each year for undergraduate students who have completed an internship during their junior year or the first semester of their senior year. The criteria for selection are announced each year, although eligibility for financial aid is always one of the prerequisites for consideration.

ASSOCIATE DEGREES

**Chair, Associate
Degree Programs**

Mark O'Grady

Assistant to the Chair

Chandra Pati Singh

Office

144 West 14th Street,
Third Floor

Phone: 212-647-7375

Fax: 212-367-2480

AOS@pratt.edu

The many career opportunities in the art and design fields are as exciting and diverse as the educational path a student may choose to prepare for the profession upon graduation. The Associate Degree programs offer a unique opportunity for both traditional and non-traditional students to immerse themselves in an intensive two-year career (AOS) or transfer (AAS) track. Located in Manhattan, the programs give students immediate access to the world's leading design studios and museums, providing excellent opportunities for field trips, guest speakers, and internship placement.

Associate of Occupational Studies (AOS) with degrees in Graphic Design, Illustration and Digital Design & Interactive Media. This professional degree program is designed for high school graduates and adults with or without previous college experience. This is an all art and design based curriculum, very intensive, offering students a strong foundation in design along with capstone courses, internship opportunities, and a professional portfolio upon graduation. The program attracts highly motivated students who, upon completion, move quickly into the fields of advertising, illustration, Web and CD-ROM design, digital video, package design, and publishing.

Associate of Applied Science (AAS) with degrees in Graphic Design/ Illustration and Painting/Drawing. This is a pre-professional degree program providing the student with the first two years of a four-year course of study for a BFA degree. Upon completion, students graduate with an Associate of Applied Science and have the option of entering an arts profession, or applying for transfer into the BFA program at Pratt or another school of choice. The program offers a strong foundation, advanced level art and design courses, as well as a liberal studies component, all combined to create a comprehensive transfer degree.

CCPS

Director

Dr. Charles Münster

Assistant to the Director

Joanne James

Associate Director

Karen Miletsky

Academic Director

Joelle Danant

**Director, Enrollment
Management for
Non-credit Programs**

Perry Han

**Account/Customer
Service Specialist**

Alana Smith

Pre-College Coordinator

Elizabeth Kisseleff

Brooklyn Staff

Administrative Assistant

John dell Wilson

Liberty Partnership

Director

Fredrick Watson

Administrative Assistant

Veronica Darby

STEP Director

Dr. Georgianna Glose, OP

Phone: 718-636-3453

Fax: 718-399-4410

pratt.edu/prostudies

Community Outreach (Brooklyn)

CCPS is host to The S.T.E.P (Science Technology Entry Program) and The Liberty Partnership Program that provide opportunities for area youth from grades 5 through 12 to participate in enrichment activities that foster their academic success

Pratt Institute's Center for Continuing and Professional Studies (CCPS), is committed to serving the learning needs of non-traditional students, such as adults, youth, and alumni, by providing quality, career-focused, educational and training opportunities in artistic, technical and management fields; in ways that

- Complement Pratt's regular program offerings
- Enhance students' creativity, professional expertise, as well as networking opportunities in their chosen fields
- Are relevant to today's and tomorrow's world
- Meet special scheduling needs such as through accelerated degrees (graduate and undergraduate), as well as evening- and weekend courses and certificates

CCPS programs offer a wide variety of educational opportunities outside of the traditional degree offered by other schools of the Institute. These opportunities are designed for:

- People seeking to enter the professions
- Professionals wishing to update and upgrade their knowledge and skills as well as maintain or obtain professional licensure
- Young people wishing to explore their talents and prepare for successful admission into the college of their choice while earning college credits
- College students desiring to combine studying abroad with earning credits
- Non-Pratt, non-majors seeking to explore a new art, design or architecture major at Pratt in the summer while earning elective credits
- Non-majors who wish to prepare for admission into Pratt's graduate programs in industrial design and interior design
- And individuals seeking self-development and personal enrichment

Professional Studies and Continuing Education

Certificate programs are offered on a non-credit basis in Fine and Decorative Art Appraisal; Photography and Digital Imaging; Audio Engineering and Production; Sustainable Building, Infrastructure Design, and Management; and Computer Graphics in the following areas: interactive media, electronic imaging and illustration, electronic publishing, computer animation and video, CAD and visualization. CCPS is an authorized training center for AutoDesk.

Also offered are stand-alone, continuing education (non-credit) courses. Subjects include: book arts; career development; computer graphics and technology; construction management; creativity, musical and artistic expression; decorative arts; design; facilities and environmental compliance; fashion design; fine arts; illustration; industrial design; interior design; career development; jewelry making; media arts/photography; professional development for architects and engineers; publishing; business courses for the design professional; and creative writing. Because of the nature of continuing education, the curriculum is constantly being changed and updated.

More than 3,000 adults a year enroll in CCPS's 250 courses and special programs. Programs, lectures, seminars, and studios are conveniently offered at both Pratt Manhattan and the main campus in Brooklyn.

SPECIAL PROGRAMS

Pre-College Programs

CCPS offers Pre-College programs for high school students in the spring and fall (Manhattan only) and in the summer (Brooklyn and Manhattan). Classes carry college credit. Areas of concentration include: architecture, art and design discovery

(Brooklyn only), art history, creative writing, comic book and sequential art (Brooklyn only), cultural studies, fashion design (Brooklyn only), fine arts, graphic design, illustration (digital), illustration (traditional), industrial design (Brooklyn only), interactive digital arts (Brooklyn only), interior design (Brooklyn only), media arts/video (Brooklyn only), photography, and sculpture (Brooklyn only).

Study Abroad Programs

The Institute offers Study Abroad programs open to undergraduate and graduate students from other schools, as well as non-matriculated students, throughout over the summer and winter sessions. These programs feature world renowned design professionals, who combine lectures with intensive hands-on studio or lab work. The International Study Abroad programs include Rome (architecture) in the Spring (undergraduate level) and Summer (graduate level); Fashion in Europe (London, Milan, Paris) in Spring; Copenhagen Semester (interior design) in Fall and Spring; and in the Summer: Copenhagen (architecture, landscape architecture, furniture design); Tuscany (fine arts/painting, drawing, video and art critiquing); Venice (art history/fine arts); Pratt in South Africa (Art and Design Education).

Summer Credit Intensive Electives

College Students who are neither affiliated with Pratt nor majoring in art, design, nor architecture, can now take summer intensive elective classes for up to nine credits, to jumpstart their Fall semester, satisfy their art and elective requirements quickly, or explore a possible new major. Our distinguished faculty is composed of noted experts in the fields. Classes are held in our conveniently located Manhattan campus at 144 West 14th Street.

Pratt has purchased a permanent home for its Manhattan campus at 144 West 14th Street. The seven-story property offers state-of-the-art facilities within a turn-of-the-century Romanesque revival building.

The Manhattan campus occupies a prime location near Union Square, Chelsea's art district, and several other vibrant educational institutions, and prides itself in offering cutting-edge technology.

The Manhattan campus houses the School of Information and Library Science, a library and exhibition space, the Center for Continuing and Professional Studies, the Associate Degree Programs, the departments of Creative Arts Therapy, Graduate Communications/ Packaging Design, computer labs, and the School of Architecture's Construction and Facilities Management programs. Additionally, Pratt Manhattan takes part in applied research and design partnerships with practicing professionals, associations, and community organizations.

Manhattan Staff

Director of Enrollment Management for Non-credit Programs

Perry Han

Special Programs Coordinator

Karen D'Angelo

Administrative Secretary

Shirley McClean

Technician

Federico Savini

Academic Computing Associate Director Technology and Program Development

David Marcinkowski

For up-to-date information about programs at CCPS, call 718-636-3453 (Brooklyn) or 212-647-7199 (Manhattan), or email us prostudy@pratt.edu or visit our website at pratt.edu/prostudies.

PRATT GALLERIES

In addition to many student exhibition spaces in various departments and around campus, the Pratt Manhattan Gallery and the Rubelle & Norman Schafler Gallery offer a well-rounded program of exhibitions to the campus community and the New York art world at large. Located at 144 West 14th Street, on the second floor, the Pratt Manhattan Gallery presents temporary solo and group exhibitions that explore important topics in fine arts, design, and architecture. Leading international artists and renowned practitioners in these fields whose exhibitions take place at the Pratt Manhattan Gallery will offer seminars, workshops, and critique sessions to interested Pratt students.

The Schafler Gallery in the Chemistry Building on the Brooklyn campus is a showcase for student and faculty work. Annual student exhibitions such as the juried Senior Fine Arts Show, Senior Sculpture, and Summer Invitational take place in this space alongside exhibitions of faculty work from various departments.

Please note that the use of alcohol or smoking is not permitted at any show or reception.

COMMUNITY STANDARDS

Pratt Institute's mission is to educate men and women to become creative, responsible professionals who will contribute fully to society. The Institute upholds values and standards that support that mission and holds high expectations regarding the conduct of students, faculty, staff, and administrators. Above all, we respect one another and behave in ways that advance the free association of people and ideas. We cherish the diversity represented by our people, their disparate values and ideas. At the same time, we expect each student to value and uphold the community standards essential to the pursuit of academic excellence and social responsibility. The Board of Trustees reinforced these ideals by passing a resolution on freedom of expression in 1992:

"It is resolved that: Pratt Institute supports and upholds freedom of speech and other forms of expression because these freedoms are essential to an educational mission and to ideas, values, and opinion. At the same time, Pratt recognizes that such freedoms exist in the context of law and responsibility by one's actions and, therefore, the exercise of these rights must not deny the same rights of others."

Such is the spirit in which our social and academic standards have been articulated and herein promulgated. While every effort has been made to make the material presented in the Student Handbook timely and accurate, the Institute reserves the right to periodically update and otherwise change any material, including policies and procedures, without reprinting or amending this handbook.

I. SOCIAL CONDUCT CODE

A. Policy on Human Rights

Pratt Institute's community is one of diversity, which is a hallmark of an urban academic environment.

The Institute is committed to the recognition and preservation of each individual's human rights and does not discriminate or tolerate harassment on the basis of gender, race, color, religion or creed, marital status, age, sexual orientation, status as a Vietnam era veteran, political beliefs, disability, citizenship, genetic information, and national or ethnic origin with respect to the rights, privileges, programs, and activities generally accorded or made available to all members of its academic community.

Such rights, privileges, programs, and activities include, but are not limited to, employment at the Institute, admissions, financial aid, scholarships, access to housing, educational programs, co-curricular activities, and participation in athletic programs.

The Institute upholds the values and standards that support this human rights policy, and, as such, maintains high expectations regarding the conduct of its students, faculty, staff, and administration. This policy applies uniformly to all members of the Institute's community, who are encouraged to promptly report problems or matters that could be in violation of this policy. Persons found in violation of this policy shall be subject to appropriate disciplinary action up to and including the suspension or termination of employment of employees, and suspension or expulsion of students.

1. Harassment

Members of the Institute's community should be aware that harassment is a form of discrimination. The Institute's policy prohibiting harassment is consistent with and fully supported by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the New York State Human Rights Law and the New York City Administrative Code.

2. Discrimination

The Institute's policy prohibiting discrimination is consistent with and fully supported by

Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the New York State Human Rights Law and the New York City Administrative Code.

Specific forms of discrimination, as identified in Section 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act, prohibits discrimination against qualified persons with disabilities solely on the basis of their disabilities and provide for accessibility to programs, goods, accommodations, and services.

The Institute's programs, privileges, employment opportunities, and other activities are made accessible to individuals with disabilities. The Institute's policies and programs regarding individuals with disabilities are extended to the Institute's students, staff, faculty, and administrators.

For further information regarding the definition of accommodation, examples of auxiliary aids, and other information, please refer to the Institute's brochure titled Accommodations for Students With Disabilities.

a. Complaint Resolution Procedure

Pratt Institute has an established procedure to receive, investigate, and resolve human rights complaints.

A person with a grievance should take the following actions:

1. Promptly report the alleged discriminatory conduct or situation to the appropriate Institute official. The Institute official will assist the complainant in recording his/her recollection of the event or events that comprise the grievance. Employees should report to either the Director of Human Resources (Thrift, Second Floor, 718-636-3787), or the Title IX/Section 504 coordinator (North Hall, Room 121, 718-636 3546). Students should report to either the Vice President for Student Affairs (Main Building level, 718-636-3639) or the Title IX/Section 504 coordinator. In all reported instances, a thorough and fair investigation will take place, protecting the rights and dignity of all parties involved.

2. The individual(s) named by the complainant will be interviewed by the appropriate Institute official (i.e. the director of Human Resources or the Title IX/Section 504 coordinator, if the offending individual is an employee; the Vice President for Student Affairs or the Title IX/Section 504 coordinator, if the offending individual is a student). The individual(s) named by the complainant will be informed that a complaint has been filed, and given the opportunity to respond to the allegations raised by the complainant.

The Institute may conduct a further investigation as circumstances require.

3. Once the interviews of the complainant and individual(s) named by the complainant have occurred, and any additional investigation concluded, the appropriate Institute official(s) will consult with the parties in an effort to reach a satisfactory resolution of the complaint. The Institute will then render its decision.

4. If either party is dissatisfied with the Institute's decision, he/she may file an appeal of the decision of the Director of Human Resources, the Vice President for Student Affairs or the Title IX/Section 504 coordinator.

The appeal must be filed in writing with one of the appropriate Institute officials (enumerated in section two above), within twenty (20) working days after the date the decision is rendered. The Institute's Human Rights Committee will be convened. If the complaint involves sexual harassment, it may be referred to the Institute's Advisory Subcommittee on Sexual Harassment. If the complaint involves an individual with disabilities, it may be referred to the Institute's Advisory Subcommittee on Individuals with Disabilities. After a review of the record, the respective subcommittee shall issue a recommendation to the referring Institute official(s). The officials will issue a statement to the committee that will include the final decision and the action to be taken by the Institute.

b. Confidentiality

All complaints and grievances will be kept as confidential as possible, provided doing so will not interfere with the Institute's ability to investigate or take corrective action.

c. Retaliation

The Institute expressly prohibits any form of retaliatory action against anyone availing him/herself of this procedure. Such retaliation, or encouraging others to retaliate, shall be considered a serious violation of this policy. As such, persons found in violation of this paragraph are subject to appropriate disciplinary action, up to and including discharge (for employees) and expulsion (for students).

d. Knowingly False Complaints

Knowingly false complaints can have serious effects on the person or persons accused. Accordingly, if, after investigating any complaint of discrimination or harassment, the Institute determines that an individual has knowingly provided false information regarding the complaint, or knowingly has filed a false complaint, appropriate disciplinary action will be taken against the individual up to and

including discharge (for employees) and expulsion (for students).

3. Sexual Assault

Sexual assault can happen to anyone, male or female, at anytime and anywhere. Rape is the most prevalent sexual assault crime that occurs on college campuses. Rape is a crime of violence, anger, and power. Date/acquaintance rape occurs when you are forced or manipulated into having sex against your will. There are other forms of sexual assault. The New York State Penal Code describes five types of sexual assault with up to three degrees of seriousness for each. The penal code changes from time to time and updated copies are available in several offices, including the Security Office and Counseling and Health Services.

An important distinction between sexual assault and sexual harassment should be borne in mind. Sexual harassment is a form of discrimination based on one's gender or sexual orientation.

This type of harassment may be blatant or subtle, physical or verbal. Unwelcome sexual advances, requests for sexual favors, and other verbal or written communications or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment is an abuse of power employing coercion, threat, bribery, or unwanted attention.

Getting Immediate Support

Being raped or assaulted is not the victim's fault. No matter what, no one deserves to be raped. If you were a victim of sexual assault, and did not resist, don't second guess yourself!

Any action you took to save your life was the appropriate response.

Reporting a Sexual Assault

If you are a victim of sexual assault:

- Tell someone immediately—a friend, a resident advisor, a security officer. The advantage of telling an R.A. or security officer is twofold: they can offer immediate support and advice and assist individuals as to where and how to get medical treatment, as well as assisting in the process of reporting the crime.
- While victims are not obligated to report a sexual assault to the police, they are strongly encouraged to do so. Reporting a sexual assault does not necessarily mean that a court appearance will be required.
- Extreme care is taken to protect the privacy and confidentiality of the victim.
- Whether or not a victim chooses to notify campus security or the police, she or he is strongly urged to obtain a medical ex-

amination as soon as possible. This action is important not only in case injury or disease is involved but, also because medical exams provide evidence needed should the victim decide to report the crime at a later date.

- Whether or not victims report the crime and whether or not they receive medical assistance, they should take advantage of on-campus or off-campus counseling services.

If you choose to report an assault:

- Do not bathe, wash, shower, douche, brush your teeth, comb your hair, change clothes or clean up, as these actions will destroy evidence of the attack.
- Do not touch, move, or destroy any article that may be evidence.

What to do and expect at the hospital:

1. Inform the doctor of the exact acts committed upon you.
2. The doctor will examine you in a private examination room. No police personnel will be present during the examination.
3. The doctor will note any bruises, injuries, bleeding, lacerations, internal and external.
4. With your permission, the doctor will use a sex crimes evidence collection kit, during the examination, to document the attack. The tests in this kit were designed to be as non-invasive as possible.

Note: You are not obligated to press charges just because you consent to this procedure.

However, the use of this kit is very important as evidence should you decide to prosecute later.

Inform the police department investigator of ALL details of the attack, no matter how intimate.

Where Do I Go For Help?

The following is a list of local hospitals and medical facilities where you can go if you have been sexually assaulted.

Brooklyn Hospital
121 DeKalb Ave
Telephone: 718-250-8075

Long Island College Hospital
340 Henry Street
Telephone: 718-780-1550

Lutheran Medical Center
150 55th Street
Telephone: 718-630-7185

Woodhull Medical Center
760 Broadway
Telephone: 718-963-8000

Getting Support

Counselors are available for short-term counseling in Pratt Institute's Counseling and Health Services. Pratt's campus minister is also available to offer support to victims of sexual assault. These individuals and offices maintain an extensive off-campus referral system—from psychiatrists and psychologists to support groups and advocates.

A variety of off-campus resource centers and programs are available throughout New York City and Brooklyn, many of which are low cost and some of which are free. Speak with Health and Counseling staff for specific options.

On-Going Support Services

Individuals who have been sexually assaulted experience a variety of feelings with which they have difficulty coping. Feelings such as shame, hurt, guilt, powerlessness, anger and eventually, rage, tend to affect interpersonal relationships as well as the victim's self esteem.

Sometimes the victims are numb immediately following the sexual assault and/or treatment and do not feel that they need further assistance. Many believe that ignoring their feelings or not thinking about it will make it go away. This is not the case.

Sexual assault is a traumatic event for the victim and significant others. It is in your best interest to seek professional help both on and off campus and in the community, for yourself and the important people in your life.

Remember:

- Being raped or sexually assaulted is not your fault.
- You are the only one who has a right to your body.
- Trust your feelings and your instincts.
- If you don't want to, say so, and don't let anyone push you further.

There are many reactions and feelings after a sexual assault. All of them are okay.

B. Pratt Institute's Alcohol and Substance Use Policy

Pratt Institute is committed to creating an environment for its students and employees free of drug and alcohol abuse. We provide a program of education about drug and alcohol use and counseling support or referral for those with drug- and alcohol-related issues. The Institute's concern for the individual, however, must be balanced with its need to provide for the safety and well-being of the community as a whole.

Therefore, Pratt Institute has adopted standards of conduct concerning the use and abuse of illicit drugs and alcohol. These standards, as well as Institute and criminal sanctions, are included as a part of the Institute's Alcohol and Substance Abuse Policy. Also included in the policy are health risks associated with alcohol abuse and illicit drug use, and counseling and support programs available to students, faculty, and staff.

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989, enacted by the federal government, the policies and procedures detailed in Pratt's Alcohol and Substance Use Policy apply to all members of the Institute and to all Institute-sponsored events and activities that occur on and off campus.

In addition, employees and students are reminded that the Institute considers it the responsibility of the members of this community, both individually and collectively, to comply with the applicable local, state, and federal laws controlling drug and alcohol possession, use, or distribution.

Pratt Institute has zero tolerance for illegal use of alcohol and other drugs.

As a result, students found in violation of the alcohol and other substances policy for the first time will face sanctions 1) no less than some form of social probation, 2) must participate in some form of community service or educational exercise, and 3) will have parents or guardians notified of judicial action.

Policies and Procedures Regarding the Use of Alcohol and other substances

Pratt Institute supports the observance of all laws and regulations governing the use of alcoholic beverages and other substances by all members of the community. Included in these laws are those that govern driving under the influence of alcohol, the purchase and use of alcohol by and for persons under the legal drinking age, the serving of alcohol to persons who are either under age or intoxicated, and the sale, possession, and use of other drugs.

Please note that research on the social norms at Pratt indicate that most students do not abuse alcohol or use illicit drugs. In addition, research indicates that a very small percentage of Pratt students "binge drink" on a regular basis. Therefore, the following policies and procedures are intended to ensure that the Pratt Institute community is free of the consequences of the behavior of a small percentage

of students and others who choose to misuse alcohol and other drugs.

1. The possession, sale, or use of any controlled substance is strictly prohibited. This includes prescription medications sold or used by anyone other than the person who was prescribed the medication originally.

2. The availability of alcohol is prohibited at openings and other receptions where students are present. Whenever alcoholic beverages are sold or dispersed in an authorized area, a faculty/staff or community event, the college's dining service must act as the distributor. See below for authorized areas.

3. The use of alcohol at on-campus events where students are present is only permitted at student sponsored events held in one of the following locations: the Student Union, Higgins Hall Room 131, and the second floor lobby, Room 213, on the Pratt Manhattan campus. The hosting group must notify the Department of Student Activities in writing at least 30 days in advance of the event. In addition they must adhere to the following procedures:

Whenever alcohol is served at a student sponsored campus event, the sponsoring individual/group must utilize an acceptable method of proofing for age for entry to the event. The only acceptable forms of identification that can serve as positive proof of age are:

A driver's license (if year of birth and picture are on license),

A New York State Photo Identification Card (obtained at the Department of Motor Vehicles), or

A passport

Alcohol may only be served and consumed in a designated area clearly separated from the area where alcohol may not be served or consumed.

Groups must use wristbands to indicate proof of age for entry into the area where alcohol is served and consumed.

Additionally, a Pratt Institute identification card is required for admission to the event. If students from other colleges or other guests are invited, they will be required to present their ID. Two guests are admitted per Pratt student host. Non-hosted guests may not gain entry to events.

New York State law requires the posting and/ or availability of appropriate signs stating the New York State legal drinking age of 21, at all events where alcohol is served.

When alcohol is present at an event the Dining Service must identify designated servers ahead of time. Servers must be 21 years of age or older and may not consume alcohol while serving or any time prior to serving alcohol. Appropriate arrangements must be made in advance for the designation of individuals who will serve as security staff. Servers are trained in the lawful distribution of alcohol and must sign a contract not to serve under-aged students or anyone who is suspected of being under the influence of alcohol or other drugs.

Student groups may arrange with Dining Services to serve beer and wine and beer may be served in kegs. The number of kegs permitted cannot exceed four. Bottled or canned beer and hard liquor of any kind are not permitted. The number of drinks per person is restricted to four. Wine is permitted if approval is given by Student Activities.

Individuals who appear to be intoxicated may not be served alcoholic beverages under any circumstances.

Persons under the age of 21 are not permitted to hold alcohol with intent to consume.

Alcohol is not permitted in common areas. This includes outdoors, residence hall yards, front steps, and elevators.

Any exceptions to these procedures must be approved by the Vice President for Student Affairs.

4. Alcohol is not permitted in common areas. This includes outdoors, residence hall yards, front steps, and elevators.

5. Alcohol use in the residence halls:

Residents of Willoughby Residence Hall, Esther Lloyd-Jones or Grand Avenue who are 21 years old or older may consume alcohol in the privacy of their residence hall room. Bulk alcohol (such as kegs and beer balls) is not permitted in residence hall student rooms. Additional information about the use of alcohol in the Residence Halls can be found in the Resident Student Guide.

6. Off-campus use of alcohol and other drugs:

Students who violate local, state, and other laws regarding the possession, use, and distribution of alcohol and other drugs off-campus are subject to Pratt Institute sanctions in addition to any criminal penalties that may exist.

This applies to students who are on campus and under the influence of alcohol and other drugs resulting from off campus use.

Applicable Local, State and Federal Sanctions for the Unlawful Possession or Distribution of Illicit Drugs and/or Alcohol

1. State and Federal laws and sanctions relative to the use of alcohol and illicit drugs. The Federal laws regarding illegal use or possession of alcohol and drugs generally mirror the state's laws. However, the federal penalties are usually more severe. In addition to the criminal penalties regarding illegal alcohol and drug possession and use noted below, students should keep the following in mind:

a. Students who are convicted of any offense under federal or state laws involving the possession or sale of a controlled substance are not eligible for any grants, loans, or work assistance for the period beginning with the date of such conviction and lasting for 1 to 2 years (for first time offenders) or for an indefinite period (for repeat offenders). (20 U.S.C. ~1070 and 42 U.S.C. ~2751).

b. Under the amendments made to the Family Educational Rights and Privacy Act (FERPA), colleges and universities are now encouraged to inform parents and legal guardians of students under 21 who have violated laws on the use or possession of alcohol and/or other drugs. In most cases, Pratt Institute does utilize this option, not as punishment but rather to involve the student's family in harm reduction. ***Students are urged to notify their family prior to the Institute's notification.***

2. It is illegal to sell, deliver, or give away alcoholic beverages to persons actually or apparently under the age of 21. The penalty for doing so consists of a Class B misdemeanor and is punishable by up to 3 months in jail or a \$500 fine (NY Alc. Bev. Cont. Law ~65).

3. It is illegal for persons under 21 years of age to possess an alcoholic beverage with intent to consume. Penalties for unlawful possession include confiscation of the beverage, fines up to \$50, mandatory completion of an alcohol awareness program, and an appropriate amount of community service not to exceed 30 hours. (NY Alc. Bev. Cont. Law~65-c).

4. It is illegal for underage persons to purchase or attempt to purchase alcoholic beverages through fraudulent means, such as the use of false identification. Penalties for doing so include fines of up to \$750, up to 30 hours of community service, completion of an alcohol awareness program, and an evaluation to determine whether the individual suffers from alcoholism. (NY Alc. Bev. Cont. Law~65).

5. It is illegal to misrepresent the age of a person under 21 for purposes of inducing the sale of alcoholic beverages. Penalties include a fine

of up to \$200 and/or imprisonment for up to 5 days. (NY Alc. Bev. Cont. Law ~65-a).

6. It is unlawful to possess, manufacture, prescribe, distribute, control, transport or sell controlled substances. A lengthy list of controlled substances can be found in ~3306 of the New York Public Health Law. Criminal penalties for unlawful possession of a controlled substance vary according to the amount possessed and range from a Class A misdemeanor to a Class A-1 felony. (Prison sentences can range from 1 year for small amounts to life for possession of four ounces). (NY Penal Code ~220-200-31).

7. The penalties for the unlawful sale of controlled substances range from a Class D to a Class A felony, depending on the substance sold and the location where it is sold. (NY Penal Code ~220.310220.44).

8. It is a Class A misdemeanor (punishable by imprisonment for up to 1 year) to possess, use, or sell hypodermic needles and other drug paraphernalia. (NY Penal Code ~220.45-220.55).

9. It is illegal to use, possess, or sell marijuana (not considered a controlled substance in New York State, but it is considered a controlled substance under the federal law). Penalties range from 3 months to 15 years of imprisonment (NY Penal Code ~221).

C. Pratt Institute's Community Behavior Policy:

Upholding the values inherent in Pratt's Community Standards is essential to maintaining the integrity of our social fabric. With this in mind, our expectations for conduct exclude the following behaviors:

1. Any form of physical restriction, coercion, or altercation (fighting)
2. Any form of verbal intimidation, coercion, or altercation (fighting)
3. Any deliberate action that does or might cause injury to another person.
4. Acts of sexual violence or intimidation,
5. Behavior deemed dangerous to self or others.
6. Participation in or encouragement of any effort to disrupt a class or other Institute function.
7. Creating a public inconvenience, annoyance, or alarm.
8. Theft of property or services including stealing, sequestering or defacing of library materials.

9. Defacement, damage, destruction or other misuses of property not one's own.
10. Unauthorized use of keys or forcible entry to any Institute room or facility or restricted area including roofs.
11. Failure to comply with the instructions of Institute personnel, acting within the scope of their duties.
12. Failure to present valid Institute identification when requested to do so by Institute officials.
13. Commercial Activities or Soliciting including canvassing or doing business within Pratt facilities or on Pratt's property without the written authorization of the Director of Student Activities or the Director of Residential Life and Housing.
14. Illegal gambling anywhere on the premises or at any official affair sponsored or sanctioned by the Institute or any of its groups or organizations.
15. Hazing or in any way participating in or encouraging of any action or situation which endangers the mental or physical health of another person for the purpose of initiation into or affiliation with any organization. This includes forcing the consumption of alcohol and other drugs for the purpose of initiation into or affiliation with any organization.
16. NCAA rules and regulations non-compliance. Student athletes' conduct is subject to NCAA rules and regulations. Student athletes are expected to know these rules and regulations. See the Director of Recreation, Intramurals, and Athletics for more information.
17. Off-campus conduct that adversely affects the integrity and/or the safety and security of the Institute community and its members. The Institute reserves the right to regulate conduct which affects its particular interests as an academic community. Ordinarily, the Institute will not pursue off-campus violations unless such violations are deemed to adversely affect the safety and security of the campus, campus property or individual members of the Institute community, or if such violations occur at an Institute-sponsored activity or the offense calls into serious question the offender's membership in the educational community.
18. Violations of Federal, State and Local Laws committed by members of the Pratt community. The Institute cannot and does not condone violations of law, and clearly recognizes that the laws of the land operate in full force on its campuses. If a violation of law occurs on the Pratt campus, which is also a violation of Institute regulations, the Institute may initiate proceedings against the offenders. Such action

by the Institute is independent of, and may proceed in parallel with, civil or criminal action. Pratt's jurisdiction includes the Brooklyn and Manhattan campuses.

D. Policy on Computer Users' Rights and Responsibilities

All members of the Pratt community need to know that the use of computers, networks and/or software excludes:

1. Unauthorized and/or inappropriate use of computers and/or software.
2. Use of computing facilities contrary to local, state, federal laws or other Pratt policies.

Pratt's policy on computer and network resources is intended to:

- Protect the Institute against legal or other negative consequences
- Prevent the posting of illegal software and other copyrighted materials
- Secure the integrity of its computers, networks and data, and those with approved access to its network
- Ensure that the rules governing computer and network use comply with and support other Institute rules and codes of conduct

What Is the Policy and How Does It Affect Me?

All members of the Pratt community are expected to use Pratt's computer and network resources in a responsible manner. The Institute's policies are clear as to the consequences of misuse of these resources.

In the event of violations of institutional policies or codes, or of state or federal laws, the Institute reserves the right to limit or restrict computing privileges and access to its computer resources and stored data.

All users are expected to understand and abide by the regulations set forth in this pamphlet as a condition for receiving an authorized account with the Institute.

Who Is Affected by This Policy?

This policy applies to any member of the Pratt community who accesses computer or network resources through any Institute facility or through the network.

What Do You Mean by the Pratt Network?

Pratt provides network access through its data cabling plant to all residence hall rooms, administrative offices, and computer labs. In addition, network access is available in the offices and computer classrooms at Pratt Man-

hattan. All Pratt computer users connected to the network share equally in the benefits and responsibilities of our greater Internet connectivity.

Your Responsibilities as a Pratt System User

As a user of Pratt's computer resources you are responsible for the following:

- Creating, securing, and remembering individual passwords
- Adhering to quotas and file size restrictions on shared systems and processes
- Backing up and safekeeping of all data files
- Obeying Institute policies and state and federal laws
- Recognizing that user activity reflects on both the individual and the Institute
- Respecting and protecting other's privacy as well as your own

Your Responsibilities as a Pratt System Administrator

As a Pratt system administrator you are responsible for the following:

- Performing periodic security surveys to ensure that shared systems are protected to a reasonable degree
- Treating all users' files as private and confidential
- Obtaining written permission from a designated officer of the Institute prior to examining any user files
- Obtaining written permission from a designated officer of the Institute prior to restricting or disabling any user account
- Performing maintenance as necessary to help ensure uninterrupted service
- Executing the technical enforcement of this policy in cooperation with the appropriate authorities
- Ensuring that all user accounts meet Pratt eligibility requirements

Standard Procedures That Are Followed at All Times

Pratt Institute does not monitor the content or generally restrict access to its computers or networks, including privately owned computers in residence hall locations. However, Pratt reserves the right to monitor activity within its domain, and limit or deny access when:

- Network activity is reported that violates Institute policies, or state or federal laws
- A report is received that materials are posted on Pratt-owned computers, or computers

inside the Pratt domain, that violate Institute policies, or state or federal laws

- An incident is reported of the commercial use of Pratt-owned computers, or computers inside the Pratt domain, if the commercial activity uses Pratt's network services

Local, State Federal Laws and Pratt Policies that are affected by the Computer Users Rights and Responsibilities include:

- Harass, threaten, libel, slander, or otherwise cause harm to individuals or groups whether by direct or indirect means
- Destroy or damage hardware, software, or data belonging to the Institute or its members
- Disrupt the activities of others through the unauthorized monitoring of electronic communications
- Copy, download, or transmit across Pratt's network illegal, proprietary, or unauthorized copyright-protected material
- Use Pratt's trademarks, logos, or copyrights without prior approval
- Execute software programs that harass other users, infiltrate computers or computing systems, damage or alter software components of a computer or computing system, or introduce computer viruses
- Gain unauthorized access to other systems, facilities, or data either directly or via the network
- Tamper with others' files, storage media, passwords, and accounts
- In any way misrepresent yourself when sending messages or engaging in conferences
- Conduct any commercial activity over the Pratt network
- Use email to solicit sales or conduct business such as setting up a Web page to advertise or sell a service, or posting an advertisement to a news group
- Violate any state or federal law

Report Violations Immediately— It's for Your Own Protection

All reports of possible violations of this policy will be acted upon quickly and with confidentiality and discretion. Should you believe that a violation of this policy has occurred, immediately report the incident to the Director of Academic Computing. In addition, contact Pratt Security if you believe that an individual's health or safety may be in jeopardy.

How Your Complaint Will Be Handled

Once a complaint is received, the Director of

Academic Computing may request authorization to access information contained in the alleged offender's account and, if warranted, to suspend the account until the matter is resolved. Access to and suspension of accounts must be recorded and the alleged offender notified as soon as possible. If the complaint appears to have merit, the Judicial Affairs Coordinator or Vice President of Student Affairs will meet with the alleged offender and follow the Institute's judicial procedural guidelines.

Consequences of Violations

Pratt reserves the right to monitor, restrict or deny access to its computers and networks in the event of a violation of this or other Institute policies, or of state and federal law.

As stated above, penalties will be administered in accordance with established Institute guidelines. Pratt will cooperate with outside law enforcement agencies in the investigation of criminal activity occurring within the Pratt domain.

Additional Information Available for Staff and Faculty

Staff and faculty are referred to the appendix geared to employees that provides additional information on specific policies affecting them. In addition, staff members who oversee server accounts, other than regular accounts, are referred to the appendix on server accounts and Internet accessibility. Both these appendices are available in the offices of Human Resources, the provost, and the director of Academic Computing.

Glossary of Terms

Pratt Institute Computing and Network Resources

(All hardware, software and data that support the following systems and uses)

- Administrative information systems
- Desktop computers and servers
- Library automation
- Multimedia, data, video, and voice networks
- Electronic mail (email)
- Internet access
- Modems, scanners, telephone systems, voice mail, copy machines, fax machines
- Electronic publications including video

User

Any person authorized to use the Institute's computing and network resources.

Authorized Account

An Institute-issued username/password pair or similar codes or code devices such as copy cards that allow a person access to Institute servers and networks.

CERT

Computer Emergency Response Team: Initiated to provide 24-hour coverage in the event of a server or network emergency, specifically network intrusions.

E. Smoking Policy

Pratt Institute seeks to maintain a healthy, comfortable, and productive educational and work environment for all students, faculty, staff, and campus visitors as well as to preserve the aesthetic value of the campus. In order to provide a smoke-free environment for non-smokers we must restrict the areas on campus where smoking is permitted. This policy is also based on the "NYC Smoke Free Air Act", effective March 30, 2003, as modified by the "NYS Clean Indoor Act", effective July 24, 2003, and the 2008 NYS legislation banning smoking in private college residence halls, effective August 2008.

"Smoking" is defined as the burning of a cigar, cigarette, pipe or any other smoking material. Smoking is prohibited:

1. In all Institute buildings including all residence halls rooms, roof decks, balconies and terraces.
2. Within 25 feet of all Institute entrances, exit or building exterior walls containing windows or intake vents.

Enforcement is the shared responsibility of the entire Pratt community. The success of this policy depends upon the courtesy, respect and cooperation of both smokers and non-smokers within the Pratt community. Smoking on the Pratt campus is a privilege and smokers are expected to comply with this policy and to use the receptacles provided to dispose of cigarette butts or other smoking materials. It is important to note that Pratt has a zero tolerance for violations of the smoking policy. For students, this includes an automatic probationary period in addition to an educational sanction.

Any student, faculty member, staff member, or visitor may request individuals to comply with this policy. Failure to comply by students should be referred to the Director of Residential Life and by employees to the Director of Human Resources. Those who fail to comply with this policy will initially receive warnings but may be disciplined for repeated failure or refusal to comply.

F. Health and Safety Regulations

In order to maintain an environment conducive to learning, Pratt Health and Safety Standards exclude the following behaviors:

1. Tampering with or misusing fire alarms and/or other fire safety equipment.
2. Refusal to observe safety regulations or procedures.
3. Unreasonable noise.
4. Irresponsible use of bicycles
5. Skateboarding or use of any other similar wheeled device on campus.
6. Creating a condition, which unnecessarily endangers or threatens the safety or wellbeing of any person.
7. Possession or use of any firearm, explosive, firecracker, incendiary materials or other weapons.
8. Lighting or attempting to light a fire.
9. Reckless driving.

G. False Representation Policy

The education of creative and responsible professionals relies on honesty and integrity. To that end, the following behaviors are excluded:

1. Providing false testimony or furnishing information to the Institute with intent to deceive.
2. Misrepresenting oneself with the intent to obtain benefit including, but not limited to embezzlement or fraud.
3. Forging, alteration, misappropriation or other misuse of academic or non-academic documents, records or identification cards.

H. Alumni and Guest Policy

Hosts are responsible for the behavior of their visitors, and are required to be present during the period of the visit. The host will be held accountable for any guest's violation of Pratt Institute Code of Conduct and for any financial charges that are the result of damages. Violations to this policy include:

1. Guest usage of Pratt instructional facilities without explicit written approval or accompanied by a current Pratt student, staff member or faculty.
2. Alumni access to Pratt facilities without proper Alumni ID.
3. Violation of any Pratt policy by alumni or guests of Pratt students, faculty or staff.

Additional policies, particularly with respect to:

on-campus living/Residential Life and Housing detailed in the Residence Hall License and post-ing/event planning/Student Activities can be found at www.pratt.edu/policies

II. ACADEMIC INTEGRITY CODE

Absolute integrity is expected of every member of the Pratt Community in all academic matters, particularly with regard to academic honesty.

The latter includes plagiarism and cheating. In addition, the continued registration of any student is contingent upon regular attendance, the quality of work and proper conduct. Irregular class attendance, neglect of work, failure to comply with Institute rules and official notices or conduct not consistent with general good order is regarded as sufficient reasons for dismissal.

The faculty member and/or the Academic Integrity Board adjudicate cases of academic infractions. The Board does not hear grade disputes because these receive a final review at the level of the school dean. Students and faculty are expected to be familiar with and observe academic standards and policies as well as the procedures to address infractions or resolve disputes.

1. Academic Standards

A. Academic Integrity Code

When a student submits any work for academic credit, he/she makes an implicit claim that the work is wholly his/her own, done without the assistance of any person or source not explicitly noted, and that the work has not previously been submitted for academic credit in any area. Students are free to study and work together on homework assignments unless specifically asked not to by the instructor. In addition, students, especially international students, are encouraged to seek the editorial assistance they may need for writing assignments, term papers and theses. Our Writing and Tutorial Center staff is always available to clarify issues of academic standards and to provide writing and tutorial help for all Pratt students. In the case of examinations (tests, quizzes, etc.), the student also implicitly claims that he/she has obtained no prior unauthorized information about the examination, and neither gives nor obtains any assistance during the examination.

Moreover, a student shall not prevent others from completing their work.

Examples of violations include but are not limited to the following:

1. The supplying or receiving of completed

papers, outlines, or research for submission by any person other than the author.

2. The submission of the same, or essentially the same paper or report for credit on two different occasions.
3. The supplying or receiving of unauthorized information about the form or content of an examination prior to its first being given, specifically including unauthorized possession of exam material prior to the exam.
4. The supplying or receiving of partial or complete answers, or suggestions for answers, of assistance in interpretation of questions on any examination from any source not explicitly authorized. (This includes copying or reading of another student's work or consultation of notes or other sources during examinations.)
5. Plagiarism. (See statement following which defines plagiarism.)
6. Copying or allowing copying of assigned work or falsification of information.
7. Unauthorized removal or unnecessary "hoarding" of study or research materials or equipment intended for common use in assigned work, including the sequestering of library materials.
8. Alteration of any materials or apparatus which would interfere with another student's work.
9. Forging a signature to certify completion of a course assignment or a recommendation and the like.

B. Plagiarism

Plagiarism means presenting, as one's own, the words, the work, information, or the opinions of someone else. It is dishonest, since the plagiarist offers, as his/her own, for credit, the language or information, or thought for which he/she deserves no credit.

Plagiarism occurs when one uses the exact language of someone else without putting the quoted material in quotation marks and giving its source. (Exceptions are very well-known quotations, from the Bible or Shakespeare, for example.) In formal papers, the source is acknowledged in a footnote; in informal papers, it may be put in parentheses, or made a part of the text: "Robert Sherwood says..."

This first type of plagiarism, using without acknowledging the language of someone, is easy to understand and to avoid: When a writer uses the exact words of another writer, or speaker, he/she must put those words in quotation marks and give their source.

A second type of plagiarism is more complex.

It occurs when the writer presents, as his/her own, the sequence of ideas, the arrangement of material, or the pattern of thought of someone else, even though he/she expresses it in his/her own words. The language may be his/hers, but he/she is presenting as his/her work, and taking credit for, the work of another. He/she is, therefore, guilty of plagiarism if he/she fails to give credit to the original author of the pattern of ideas. Students writing informal theses, in which they are usually asked to draw on their own experience and information, can guard against plagiarism by a simple test.

They should be able to honestly answer "no" to the following questions:

1. Am I deliberately recalling any particular source of information as I write this paper?
2. Am I consulting any source as I write this paper? If the answer to these questions is no, the writer need have no fear of using sources dishonestly.

The material in his/her mind, which he/she will transfer to his/her written page, is genuinely digested and is his/her own. The writing of a research paper presents a somewhat different problem for here the student is expected to gather materials from books and articles read for the purpose of writing the paper. In the careful research paper, however (and this is true of term papers in all college courses), credit is given in footnotes for every idea, conclusion, or piece of information that is not the writer's own; and the writer is careful not to follow closely the wording of the sources they have read. If the writer wishes to quote, they must put the passage in quotation marks and give credit to the author in the footnote; but they write the bulk of the paper in their own words and their own style, using footnotes to acknowledge the facts and ideas they had taken from their reading.*

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C. Attendance and Conduct

The continued registration of any student is contingent upon regular attendance, the quality of work and proper conduct. Irregular attendance, neglect of work, failure to comply with Institute rules and official notices, or conduct not consistent with general good order is regarded as sufficient reasons for dismissal.

There are no unexcused absences or cuts.

Students are expected to attend all classes. Any unexcused absences may affect the final grade.

Three unexcused absences may result in course failure at the discretion of the instructor.

D. Attendance and Religious Beliefs

Pratt Institute recognizes and respects the diversity of its students and their respective religious obligations and practices. The Institute will therefore make every effort to afford all individuals appropriate opportunity to fulfill those religious obligations and practices. With the concurrence of the appropriate deans and academic administrators, students will have the opportunity to make up examinations that are missed because of religious obligations and practices.

E. Privacy and Confidentiality

The Family Educational Rights and Privacy Act of 1974, popularly known as the “Buckley Amendment,” guarantees certain rights of privacy for students and controls access to their records. Students may secure from the Registrar’s Office a full copy of the written policy of Pratt Institute on these matters that includes the location of all education records and more fully explains the other matters set forth below. With certain exceptions, students have the right to review information contained in their education records. Students also have the right to challenge the contents of their education records through informal and formal procedures.

In addition, students have the right to prevent disclosure, with certain exceptions, of personally identifiable information from their education records. In certain cases, the Institute is required to keep a record of disclosures that are made. A recent federal law provides that Institute officials have the right to notify parents or legal guardians of students under 21 who have been involved in illicit drug or alcohol-related incidents. Students may file complaints concerning any alleged failure of Pratt Institute to comply with the act with the Family Educational Rights and Privacy Act Office, Department of Health and Human Services, 330 Independence Avenue, S.W., Washington, DC 20201.

III. Procedures, Violations and Resolution Processes

A. Social Conduct Code

All members of the Pratt community have the responsibility to uphold the standards

set forth above. Each one of us has the right to file a complaint when he or she believes these standards have been violated. Whenever possible, however, it is recommended that conflicts between or among individuals be resolved informally (with the help of a mediator if necessary).

One should address an issue or attempt to resolve a conflict by dealing directly with the person(s) involved. When this is not possible, one may rely on the procedures that have been established such as those noted above in relation to the Human Rights Policy and the Union contracts or the Student Judicial Process (described below).

Appropriate sanctions, including a letter of warning, probation, restricted participation in activities and/or use of facilities, suspension, dismissal, restitution and outside legal action may be applied when violations of the Institute’s Social Code of Conduct have been determined.

Summary of the Student Judicial Process

The Judicial Process has been established to resolve alleged violations of Pratt’s Social Conduct Code not covered under the Human Rights Policy, and if a violation is demonstrated, to assess an appropriate sanction. The Judicial Process is not intended to be a formal legal process although fundamental fairness applies.

The Judicial Process is an educational process, the goal of which is to protect the rights of individuals while at the same time providing the student with an experience from which he or she can learn.

Copies of detailed judicial procedures are available in the Office of Residential Life, the Office of the Vice President for Student Affairs the Provost’s Office and the offices of the Deans.

B. Academic Integrity Adjudication

1. How are academic integrity cases handled?

Alleged Academic Integrity Code violations may be adjudicated directly by faculty members and/or they may be referred to the Academic Integrity Board. The Board is composed of faculty members, and a non-voting administrative chair.

For alleged Social Conduct Code violations, faculty and academic administrators are urged to send an incident report to the Judicial Coordinator who will follow appropriate procedures.

2. What are the penalties in integrity cases?

If the faculty member chooses the first alternative and determines that the student violated the Academic Integrity Code he or she may impose the following sanctions:

- Ask the student to repeat the assignment.
- Impose a lower or failing grade for the particular assignment.
- Assign a lower or failing grade for the course.

In addition to a sanction, the faculty member must report the incident to the Registrar. The incident will be recorded in the student's nonpermanent file. More than one reported incident to the Registrar during a student's program of study at Pratt will result in a hearing before the Academic Integrity Board. If the faculty member believes that the infraction warrants a more severe sanction, he or she should impose one of the above sanctions and refer the matter to the Academic Integrity Hearing Board for further review and determination.

Whether an allegation is brought before the Academic Integrity Board for repeated violations or is referred at once by the faculty member, if the student is found in violation, the Board may impose the following sanctions:

- Grade sanctions, including the assignment of a lower or failing grade in the course.
- Recommend suspension from the Institute to the Provost.
- Recommend dismissal from the Institute to the Provost.

3. The Appeals Process

Students have the right to appeal the decision of the faculty member and the Academic Integrity Board to the Academic Integrity Appeals Committee. Specific guidelines ensure that a timely and fair review take place when a decision of a faculty member or the Academic Integrity Board is appealed. In the latter case the Provost's decision is final. The appeal must touch upon one of the following key issues:

- Did the Academic Integrity Board conduct itself in such a way that both parties (faculty member and student) had an adequate opportunity to prepare their case?
- Was the evidence presented at the hearing "substantial" enough to justify a decision?
- Is there evidence that the board or the faculty member acted in a capricious or prejudicial manner?

The composition of the Academic Integrity Board and its procedures, including appeal procedures, are detailed in the document "Pratt Institute Community Standards: Judicial Procedures". This document is available in various offices, including the Provost, the School Deans, the Vice President for Student Affairs, the director of Human Resources and the director of Residential Life and Housing.

IV. Administrative Withdrawal Policy

A. Introduction

1. The procedures for involuntary administrative withdrawal of a student from the Institute are to be used only after reasonable attempts to secure voluntary cooperation for psychological or medical evaluation or withdrawal have been exhausted, and will be used only after thoughtful consideration by members of the Student Affairs staff.
2. Students subject to the Involuntary Administrative Withdrawal Policy are encouraged to involve family members whether an administrative withdrawal is voluntary or involuntary. Family members of students under 18 years of age will be informed without, but preferably with, the students' permission.
3. Students may become subject to this Policy through referral to the Vice President for Student Affairs. These referrals will primarily come through the Institute Behavioral Assessment Team, the Health and Counseling Department, Judicial Affairs, or Security. Community members observing disruptive or dangerous behavior should contact one of these departments.

B. Conditions for Involuntary Administrative Withdrawal

1. A student will be subject to involuntary administrative withdrawal from the Institute when, in the judgment of the Vice President for Student Affairs, there is a substantial and significant possibility that the student, as a result of a physical or psychological condition:
 - a. Will harm himself/herself or others
 - b. Will cause significant property damage
 - c. Will be substantially unable to meet his or her responsibilities as a student
 - d. Will be unable to care for his or her daily physical needs without assistance and has failed to secure such assistance
 - e. Will directly impede the lawful activities of others
 - f. Will directly and substantially interfere with the Institute's normal operations.

2. If the student has engaged in an activity which subjects him or her to Institute disciplinary action, the matter will be handled through the Institute's student disciplinary process unless the Vice President for Student Affairs determines that the student, as a result of psychological conditions:

- a. Lacks the capacity to respond to pending disciplinary charges against him or her, or
- b. Did not know the nature or wrongfulness of the conduct at the time of the offense.

C. Referral for Evaluation

In determining whether or not a student's behavior meets the criteria set forth in Section II.A., the Vice President for Student Affairs will consult with Health and Counseling Center staff members and may refer the student for evaluation by an independent licensed psychiatrist, psychologist or other medical provider approved by the Institute. If an evaluation is required, the student will be informed in writing, either by hand delivery or by certified or by overnight mail. The evaluation must be completed within five (5) business days from the date of the referral letter, unless an extension is granted in writing by the Vice President for Student Affairs.

D. Procedures

1. Meeting with the Vice President for Student Affairs

- a. A student may be requested in writing and/or orally (depending on the urgency of the situation) to attend an informal meeting with the Vice President for Student Affairs for the purpose of determining whether the student, as a result of a physical or psychological condition, falls within one of the four categories described in Section II.A. and, if so, the necessity for withdrawal. Such a request will include a statement of the reasons for the Institute's concern.
- b. If the student is determined to lack the capacity to participate in such a meeting, the student will be subject to immediate interim withdrawal as outlined in Section V below.
- c. Other appropriate personnel may be present and/or consulted. Parents, spouses, or any person who would be of support to the student may, with the consent of the Vice President for Student Affairs, and of the student, participate in the informal meeting. At the meeting, the reasons for the Institute's concern regarding the student will be stated and the student will be given an opportunity to respond to these concerns.

d. If, after the meeting, the student is found not to fall within one of the four categories described in Section II.A., he or she will be so informed in writing by the Vice President for Student Affairs and allowed to continue as a student.

2. Withdrawal Options

a. **Voluntary Administrative Withdrawal.** If after the informal meeting with the Vice President for Student Affairs the student agrees to withdraw voluntarily from the Institute, regular withdrawal procedures will be followed. The student may be permitted to withdraw voluntarily without grades if, in the judgment of the Vice President for Student Affairs (after consultation with and approval by the student's instructors), the circumstances warrant such action. For more information please refer to the Medical Withdrawal Procedures at http://www.pratt.edu/health_counseling_services

b. **Involuntary Administrative Withdrawal.** If, after the informal meeting, the Vice President for Student Affairs decides that the student should withdraw from the Institute and only be permitted to re-enter the Institute with her approval, the student shall be involuntarily withdrawn from the Institute. The student will be informed in writing of this decision within five (5) school days of the informal meeting. The notification will also include the basis for the decision, the period of time during which the student is not permitted to re-enroll and the conditions under which the student can re-enroll.

3. Appeal

- a. If the student fails to accept the involuntary administrative withdrawal the student shall notify the Vice President for Student Affairs of such refusal within five (5) school days of receipt of the written decision. If the student fails to notify the Vice President for Student Affairs of such refusal within five (5) school days of receipt of the written decision, the student will be deemed to have waived his or her right to appeal the withdrawal decision.
- b. The student may appeal the withdrawal decision to an Appeals Committee which will include the Director of Residential Life, the Director of Health and Counseling and the Institute's Section 504/ Title IX Coordinator. The Committee shall review the withdrawal decision using the following criteria:
 - i. Was the evidence reviewed by the Vice President for Student Affairs sufficient to justify a determination?
 - ii. Was the determination in keeping with the gravity of the behavior?

iii. Is there evidence that Vice President for Student Affairs acted in a capricious or prejudicial manner?

c. The Appeals Committee shall prepare a written decision containing findings and conclusions. Copies of the decision shall be furnished to the student and the Vice President for Student Affairs. The decision of the Appeals Committee shall be final and conclusive and not subject to further appeal.

E. Immediate Interim Withdrawal

1. An immediate interim withdrawal may be implemented if a student is found to be:

- a. Causing serious physical harm to self or others
- b. Causing significant property damage
- c. Directly impeding lawful activities of others
- d. Directly and substantially interfering with the Institute's normal operations
- e. Is currently unable to participate in academic activities due to the presence of delusions, hallucinations, grossly disorganized or catatonic behavior, or incoherent speech.
- f. Has neglected to complete a required psychological or medical evaluation.
- g. Has been determined to lack the capacity to participate in a meeting with the Vice President for Student Affairs to discuss an administrative withdrawal.

2. A student subject to immediate interim withdrawal will be notified in writing and/or orally (depending on the urgency of the situation) then be given an opportunity to appear personally before the Vice President for Student Affairs, or designee, within two (2) business days from the effective date of the immediate interim withdrawal, in order to review the following issues only:

- a. The reliability of the information concerning the student's behavior
- b. Whether or not the student's behavior poses a danger of causing imminent physical harm to the student or others or causing property damage, or directly impeding the lawful activities of others
- c. Whether or not the student has completed or submitted an evaluation, in accordance with these standards and procedures as described in Section III
- d. Whether or not the student has fulfilled the requirements for reinstatement outlined in the notification letter.

3. At the conclusion of this meeting, the Vice

President for Student Affairs will either uphold or cancel the immediate interim withdrawal. Regardless of whether the immediate interim withdrawal is upheld or cancelled, the involuntary administrative withdrawal process will proceed according to the steps that are outlined in this policy.

As this policy is intended to protect the student who is the subject of these proceedings and the Pratt community as a whole, the Vice President for Student Affairs may reasonably deviate from these guidelines to the extent indicated by the facts of the case or proceedings, unless significant prejudice to a student may result.

LOCAL RESOURCES

ACCOMMODATIONS

Best Western Gregory Hotel

8315 4th Ave. Brooklyn
718-238-3737
Visit www.bestwestern.com
or call (800)780-7234
for other locations.

Brooklyn Marriott

333 Adams St.
Downtown Brooklyn
Reservations Center
800-228-9290
www.marriott.com

Chelsea Hotel

222 W. 23rd St.
btw. 7th and 8th Ave.
212-243-3700
Daily \$150-400
www.hotelchelsea.com

Howard Johnson's

599 Utica Ave.
Brooklyn
800-446-4656
www.hojo.com

Hyatt Hotels & Resorts Worldwide Reservations

212-883-1234
109 East 42nd and Grand
Central
www.hyatt.com

International Student Center

38 W. 88th St.
at Central Park West
212-787-7706
Daily \$30
www.nystudentcenter.org

Nu Hotel

85 Smith St.
Tel: 718-854-8585
Fax: 718-852-8558
Starting \$199

NY International House AYH Hostel

891 Amsterdam Ave.
at 103rd St.
212-932-2300
www.hinewyork.org

Penington Friends House

215 E. 15th St.
near 3rd Ave.
212-673-1730
Single: \$85
www.penington.org

ART AND DESIGN SERVICES

Brooklyn

Brooklyn Progress

Large Xeroxes.
193 Joralemon St.
btw. Court and Clinton St.
718-875-0696
A, C, F trains to Jay St.
Borough Hall
M-F: 8 AM-5 PM

Kinko's

16 Court St.
Tel: 718-852-5631
Fax: 718-852-6190
www.fedex.kinkos.com
M: 7 AM-Midnight
Tu-Th: 24 hrs
F: Midnight-11 PM
Sat-Sun: 8 AM-11 PM

Manhattan

East Side Copy Center

15 E. 13th St.
btw. 5th Ave.
and University Place
212-807-0465
www.eastsidecopy.com
4, 5, 6, L trains to Union Sq.
M-F: 8 AM-10 PM
Sat: 10 AM-8 PM
Sun: 12 PM-8 PM
10% discount for B&W copies
with a valid student ID.

Eveready Blueprinting

Laser, blueprinting,
large Xeroxes.
200 Park Ave. So., Ste. 1316
corner of 17th St.
212-228-3131
4, 5, 6, L trains to Union Sq.
M-F: 8 AM-6:30 PM
Sat: 10 AM-5 PM
10% discount with a valid
student ID.

Kinko's

250 E. Houston St.
btw. 1st and 2nd Ave.
Tel: 212-253-9020
Fax: 212-253-9029
Open weekdays from
7 AM-11 PM
weekends 8 AM-8 PM
Also at: 21 Astor Place
btw. Broadway and Lafayette
Tel: 212-228-9511
Fax: 212-228-9281
www.fedex.kinkos.com
M-F: 7 AM-Midnight
Sat-Sun: 8 AM-Midnight

New York Copy and Printing Company

Specializes in producing
high quality presentation
brochures.
204 E. 11th St.
Tel: 212-673-5628
Fax: 212-673-5718
www.nycc.com
M-F: 8 AM-9 PM
Sat-Sun: 10 AM-8 PM
Also at: 34 E. 7th St.
Tel: 212-473-8234
Fax: 212-473-8268
www.nycc.com
M-F: 8 AM-9 PM
Sat-Sun: 10 AM-8 PM

Village Copier

20 E. 13th St.
btw. University Pl.
and 5th Ave.
212-924-3456
www.villagecopier.com
4, 5, 6, L trains to Union Sq.
M-F: 8 AM-Midnight
Sat-Sun: 10 AM-6 PM
No tax with student ID.

**ART AND DESIGN
SUPPLIES**The PrattStore

550 Myrtle Ave.
718-789-1105
M-Th: 8:30 AM-7 PM
F: 8:30 AM-7 PM
Sat: 10 AM-6 PM
Sun: 12 PM-5 PM

Apple Art Supplies

321 DeKalb Ave.
across from Pratt Grocery
718-399-2800

New York Central Art Supply

62 3rd Ave.
btw. 10th and 11th St.
212-473-7705
www.nyccentralart.com
M-Sat: 8:30 AM-6:15 PM
10% discount with a valid
student ID.
L train to 14th Street

Pearl Paint

308 Canal St.
btw. Church and Broadway
212-431-7932
www.pearlpaint.com
A, C, E, J, M, N, R, 1, 9, 6
trains to Canal St.
M-F: 9 AM-7 PM
Sat: 10 AM-7 PM
Sun: 10 AM-6 PM
10% discount with a valid
student ID.

Blick Art Materials

1-5 Bond St.
btw. Broadway and Lafayette
212-533-2444
www.dickblick.com
6 train to Bleeker St.
or the B, D, F, V trains to
Broadway-Lafayette
M-F: 9 AM-8 PM
Sat: 10 AM-7 PM
Sun: 11 AM-6 PM
10% discount with a valid
student ID.

Utrecht

111 4th Ave.
btw. 11th and 12th St.
212-777-5353
www.utrechtart.com
4, 5, 6, L trains to Union Sq.
or 6 train to Astor Place
M-Sat: 9 AM-7 PM
Sun: 11 AM-6 PM
Also at: 237 W. 23rd St.
btw. 7th Ave. and 8th Ave.
212-675-8699
C train to 23rd Street
M-F: 9 AM-8 PM
Sat: 10 AM-7 PM
Sun: 11 AM-6 PM

PAPER STORESJam Envelope & Paper

Wholesale outlet for
all kinds of paper
135 3rd Ave.
btw. 14th and 15th Streets
212-473-6666
www.jampaper.com
L, Q, R, 4, 5, 6 Trains to 14th
St./Union Square
M-Th: 8:30 AM-8 PM
F: 8:30 AM-7 PM
Sat-Sun: 10 AM-6 PM

Kate's Paperie

8 W. 13th St.
btw. 5th and 6th Ave.
212-633-0570
www.katespaperie.com
M-F: 10 AM-7:30 PM
Sat: 10 AM-6 PM
Sun: 12-6 PM
Also at: 561 Broadway
btw. Prince and Spring St.
212-941-9816
M-Sat: 10 AM-8 PM
Sun: 11 AM-7 PM
10% discount with a valid
student ID.

Talás

20 W. 20th St., 5th Fl.
btw. 5th and 6th Ave
212-219-0770
www.talasonline.com
B, D, F, V trains to Broadway-
Lafayette
M-F: 9 AM-5:30 PM

PHOTOGRAPHIC NEEDSBaboo Color Lab

37 W. 20th St.
btw. 5th and 6th Ave.
212-807-1574
M-F: 9 AM-9 PM
Sat: 11 AM-6 PM
20% discount with
advance payment.

Manhattan Color Lab

4 West 20th St.
btw. 5th and 6th Aves.
212-807-7373
L train to Union Square
M-F: 8 AM-11 PM
Sat-Sun: 9 AM-6 PM

B&H Photo/Video

420 9th Ave.
btw. 33rd and 34th St.
Tel: 212-444-6615
Fax: 212-239-7770
www.bhphotovideo.com
B, D, F, V, Q, N, R, W trains to
34th St. and 6th Ave.
1, 2, 3, 9 trains to 34th St.
and 7th Ave.
A, C, E trains to 34th St. and
8th Ave.
M-Th: 9 AM-7 PM
F: 9 AM-1 PM
Sun: 10 AM-5 PM

Duggal Photo Lab

29 W. 23rd St.
btw. 5th and 6th Ave.
212-242-7000
www.duggal.com
1, 9, 6, N, R trains to 23rd St.
M-F: 7 AM-Midnight
Sat-Sun: 9 AM-6 PM
20% discount with a valid
student ID.

Forum Photo

Cheap film processing
27 Waverly Pl.
Diagonally across from
Washington Sq. Park
212-777-3098
A, C, E, F trains to West 4th
St., Exit toward back of plat-
form at 8th St.
M-F: 9 AM-7 PM
Sat: 11:30 AM-5:30 PM

K&M Camera Inc.

3385 Broadway
 P: 212-523-0954
 F: 646-365-8640
 M-F: 9 AM-7 PM
 Sat: 10 AM-6 PM

Becker-Parkin Dental Supply Company

Specialized mold compounds.
 450 W. 33rd St.
 btw. 9th and 10th Ave.
 A, C, E, 1, 9 trains
 212-216-0700
 www.beckerparkin.com
 M-F: 9 AM-5 PM

Canal Plastics

345 Canal St.
 btw. Green and Wooster
 212-925-1032
 A, C, E trains to Canal St.
 M-F: 9:30 AM-6 PM
 Sat: 10 AM-6 PM

Canal Rubber

329 Canal St.
 Corner of Green St.
 212-226-7339
 www.canalrubber.com
 A, C, E trains to Canal St.
 M-F: 9 AM-4:45 PM
 Sat: 9 AM-3:45 PM

Urban Glass

Glass blowing studios
 647 Fulton St.
 718-625-3685
 www.urbanglass.org
 Office hours: M-F
 10 AM-6 PM
 Studio hours:
 M-Sat: 11 AM-9 PM
 Sun: 11 AM-6 PM

RECREATIONAL FACILITIES**General****Brooklyn Botanic Garden**

1000 Washington Ave.
 Next to the Brooklyn Museum
 718-623-7200
 www.bbg.org
 2, 3 trains to Eastern Parkway
 or B, Q train to Prospect Park
 Nov-Mid-March: T-F:
 8 AM-4:30 PM
 Mid-March-Oct. 31: T-F:
 8 AM-6 PM
 Weekends and holidays:
 10 AM-4:30 PM
 April-Sept: T-F: 8 AM-6 PM
 Weekends and holidays:
 10 AM-6 PM
 Free admission with a valid
 Pratt ID.

New York Aquarium

Coney Island
 Surf Ave. and W. 8th St.
 718-265-FISH
 www.nyaquarium.com
 F, Q (local) trains to W. 8th
 St., Take pedestrian bridge
 directly to main building.
 \$11 adult admission.

Ice Skating**Rockefeller Center**

1 Rockefeller Center
 212-632-3975
 B, D, F, Q trains to 47th-50th
 St.-Rockefeller Center
 Cash only.
 Go to www.nyctourist.com
 for schedules and prices.

Wollman Rink

Inline and ice skating in
 Central Park.
 Entrance is just north of the
 park entrance at 59th St. and
 6th Ave.
 212-439-6900
 www.wollmanskatingrink.
 com
 Visit website for schedules
 and prices.

Parks**Cyclone at Coney Island**

Coney Island
 834 Surf Ave.
 718-265-2100
 www.coneyislandcyclone.
 com
 F, Q trains to West 8th St.
 Opens early April, weekends
 only; mid-June to early Sept.,
 daily: 12 PM-Midnight

Deno's Wonder Wheel Park

Coney Island
 1025 West 12th St.
 718-372-2592
 www.wonderwheel.com
 F, N, Q (local) to Stillwell
 Ave./Coney Island
 Visit the website for dates,
 hours, and prices.

Fort Greene Park

From Pratt, walk west on
 Myrtle, Willoughby,
 or DeKalb Aves.

Prospect Park

Picnic areas, carousel, pedal
 boating, ice skating, and
 NYC's last surviving forest.
 95 Prospect Park West
 718-965-8999
 www.prospectpark.org
 1, 2 trains to Grand Army
 Plaza Q to Prospect Park or
 Parkside
 F to 7th Ave/9th St. or
 15th St./Prospect Park

Riverbank State Park

Picnic areas, indoor and out-
 door swimming, turf playing
 fields, tennis and basketball
 courts, outdoor ice skating.
 145th St. at the Hudson River
 212-694-3600

Swimming

(\$75 adult annual donation
 for all Rec. Centers)

Asser Levy Rec. Center

Grammercy Park
 Indoor/outdoor pools and
 fitness room.
 East 23rd St. at the FDR Drive
 212-447-2020
 6 train to 23rd St., walk east
 M-F: 6:30 AM-9:30 PM
 Sat-Sun: 8 AM-3:30 PM

Eastern Athletic Club

Brooklyn Heights
43 Clark St.
btw. Henry and Hicks St.
718-625-0500
M–Th: 6:30 AM–10:30 PM
Fri: 6:30 AM–9:30 PM
Sat–Sun: 8 AM–7 PM
N, R, 2, 3, trains to
Clark St. Station

Prospect Park

17 Eastern Parkway
718-789-4600
M–Th: 6 AM–10 PM
Fri: 6 AM–6 PM
Sat: 1–7 PM
Sun: 9 AM–7 PM
2, 3, to Grand Army Plaza
A, C, F to Jay St./ Borough Hall

Hamilton Fish Rec. Center

SoHo/Little Italy
128 Pitt St.
btw. Stanton and Houston
212-387-7687 or at x7688
Lap hours: 7–8:30 AM,
7–8:30 PM
General swim: 12 PM–6:45 PM

Hansborough Rec. Center

35 W. 134th St.
btw. Malcom X Blvd./Lenox
Ave. and 5th Ave.
212-234-9603
M–F: 6:30 AM–9:30 PM
Sat: 8:30 AM–4:30 PM

Jones Beach

Long Island
516-785-1600
www.jonesbeach.org
Visit website or call for more
information.

**Metropolitan
Swimming Pool**

261 Bedford Ave.
Williamsburg
718-599-5707
Call for hours.

BANKING**Chase Bank**

210 Flushing Ave.
Corner of Washington Ave.
Service line: 800-627-3999
www.chase.com
M–F: 8:30 AM–4 PM

Citibank

430 Myrtle Ave.
corner of Clinton Ave.
718-627-3999
M, T, W, F: 9 AM–4 PM
Th: 9 AM–6 PM
Sat: 9 AM–3 PM

Sovereign Bank

North Hall, 1st Floor
718-636-3886
M–Th: 9 AM–4 PM
Fri: 9 AM–5 PM

BOOKSTORES**The Pratt Store**

550 Myrtle Ave.
718-789-1105
M–F: 8:30 AM–7 PM
Sat: 10 AM–6 PM
Sun: 12–5 PM

Barnes and Noble

Union Square
33 E. 17th St.
212-253-0810
www.bn.com
4, 5, 6, N, R, trains to
Union Sq/14th St.
F train to 14th St/6th Ave.
Daily: 10 AM–10 PM
Also in Brooklyn:
106 Court St.
718-246-4996
B38 Bus from DeKalb Ave.
M–Sat: 9 AM–11 PM
Sun: 10 AM–10 PM

**Metropolitan Museum
Bookstore**

5th Ave. and 82nd St.
212-879-5500
www.metmuseum.org
4, 5, 6 trains to 86th St. and
Lexington
T–Th, Sun: 9:30 AM–5:30 PM
F–Sat: 9:30 AM–9 PM

Rizzoli Book Store

31 W. 57th St.
btw. 5th and 6th Aves.
212-759-2424
www.rizzoliusa.com/book-
store.html
6 train to Astor Place or
N, R trains to 8th St./NYU
M–F: 10 AM–7:30 PM
Sat: 10:30 AM–7 PM
Sun: 11 AM–7 PM

Saint Mark's Books

Discounted books at all times.
31 3rd Ave. at 9th St.
212-260-7853
www.stmarksbookshop.com
6 train to Astor Place
M–Sat: 10 AM–Midnight
Sun: 11 AM–Midnight

Strand Book Store

Home of 18 miles of books!
Discounted books.
828 Broadway at 12th St.
2 blocks from Union Sq.
212-473-1452
www.strandbooks.com
4, 5, 6, L.N.R.Q trains to
Union Sq.
M–Sat: 9:30 AM–10:30 PM
Sun: 11 AM–10:30 PM
Rare Book Room closes
at 6:20 PM.

Strand Annex

95 Fulton St.
3 blocks east of Broadway
212-732-6070
1, 2, 3, 4, 5, A, C, J, M, Z trains
to Fulton St.
M–F: 9:30 AM–9 PM
Sat–Sun: 11 AM–8 PM

Urban Center Books

457 Madison Ave.
btw. 50th and 51st Sts.,
in the courtyard of the
Helmsley Hotel
212-935-3595
www.urbancenterbooks.org
M–F: 10 AM–6:30 PM
Sat: 12–5:30 PM

USED CLOTHING**Domsey's**

431 Broadway
718-384-6000
B61 bus from Park Ave.
M–F: 9 AM–6 PM
Sat: 10 AM–7 PM
Sun: 11 AM–5:30 PM

Salvation Army

22 Quincy Street
btw. Classon and Downing
718-622-4535
Shop: M–Sat: 9 AM–5:30 PM

HARDWARE STORES

Adami Hardware

449 Myrtle Ave.
btw. Vanderbilt and Clermont
718-858-8814
M-Sat: 9 AM-6 PM

Sid's Hardware

345 Jay St.
btw. Myrtle and Willoughby
at MetroTech
718-875-2259
718-596-1300
B38 bus to Jay St.
M-F: 8 AM-6:15 PM
Sat: 8 AM-5:45 PM
Sun: 10 AM-4:45 PM

HEALTH SERVICES

Optical World

684 Myrtle Ave.
718-522-1070
M-Thu: 12-9 PM
F-Sat: 12-2 PM
Sun: 12-8 PM
15% discount with Pratt ID;
20% on Designer Lines with
Pratt ID.

Dentists

Albee Family Dental Center

23 Bond St. btw. Livingston
and Fulton
718-237-0222
M-F: 9:30 AM-6:30 PM
Sat: 8:30 AM-3:30 PM

Clinton Hill Dental

136 St. James Place
718-622-6200
M-Thu: 8:30 AM-6 PM
Sat: 8:30 AM-2 PM
Takes no insurance.

Metropolitan Dental Care

447 Fulton St.,
corner of Jay St.
718-875-3200
M-F: 7:30 AM-7 PM
No appt. necessary.

NYU Dental Center Clinic

345 E. 24th St.
212-998-9872
Ask for brochure in
Pratt health office.

Drug Stores

Behren's Pharmacy

231 DeKalb Ave.
718-638-4350
M-Sat: 10 AM-7 PM

CVS

150 Court St.
718-237-5881
M-F: 7-12 AM
Sat: 8-12 AM
Sun: 9 AM-10 PM

Duane-Read

386 Fulton St.
718-330-0363
www.duanereade.com
Open 24 hours a day.
Also at: 16 Court St.

718-855-3980

M-F: 8 AM-8 PM
Sat: 9 AM-8 PM
Sun: 10 AM-7 PM

Prospect Drug

94 Greene Ave.
Corner of Vanderbilt Ave.
718-783-0890
M-F: 9 AM-8 PM
Sat: 10 AM-7 PM
Sun: 10 AM-5 PM

Rite-Aid

559-563 Fulton St.
at Flatbush and DeKalb
www.riteaid.com
M-F: 8 AM-8 PM
Sat: 9 AM-8 PM
Sun: 10 AM-5 PM
B38 DeKalb Ave. bus

Walgreens

379 Myrtle Ave.
at Clermont Ave.
718-403-9112
Open daily: 8 AM-10 PM

Hospitals

Brooklyn Hospital

121 DeKalb Ave.
at Ashland Place
718-250-8000
B38, DeKalb Ave. bus

Clinton Walk-In Clinic

200 Clinton St.
at Atlantic Ave.
M, T, Th: 8 AM-7 PM
W: 9 AM-5 PM
F: 9 AM-5:30 PM
B38 to Court St., walk to
Atlantic Ave., make a right on
Atlantic Ave., proceed to
Clinton St.

Long Island College Hospital

339 Hicks St.
718-780-1000

NY Methodist Hospital

506 6th St. and 7th Ave.
btw. 7th and 8th Ave.
718-780-3000
F train to 7th Ave.

LIBRARIES

American Institute of Graphic Arts (AIGA)

164 5th Ave.
btw. 21st and 22nd St.
212-807-1990
www.aiga.org
Gallery Hours:
M-Th: 11 AM-6 PM
Fri: 11 AM-5 PM

Avery Architectural and Fine Arts Library

300 Avery Hall
1172 Amsterdam Ave.
212-854-3501 or ext. 2271
M-Th: 9 AM-11 PM
F: 9 AM-9 PM
Sat: 10 AM-7 PM
Sun: 12 PM-10 PM

To use this facility, special
permission is required from
the Pratt Library or NY Public
Library.

Anthology Film Archives

32 2nd Ave. at 2nd St.
212-505-5181
www.anthologyfilmarchives.
org
M-F: 10:30 AM-6:30 PM

Brooklyn Public Library

718-230-2100
www.brooklynpubliclibrary.
org
Visit website for branch
locations and hours.

Foundation Center

79 5th Ave. 2nd floor
212-620-4230
T, Th, F, Sat: 10 AM–5 PM
W: 10 AM–8 PM

The Library at the Museum of Modern Art

212-780-9433
By appointment.
W–F: 11 AM–5 PM

New York Public Library

Art and Architecture Division
5th Ave. and 42th St.,
3rd floor
212-930-0835
www.nypl.org
M: 11 AM–6 PM
T–W: 11 AM–7:30 PM
Th–Sat: 11 AM–6 PM
Also at:
455 5th Ave. and 40th St.
212-340-0849
www.nypl.org
M–W: 9 AM–9 PM
Th–Sat: 10 AM–6 PM
Sun: 1–5 PM
Visit website for
additional branches.

MUSEUMSAmerican Museum of Natural History

Central Park West
at 79th St.
212-769-5100
www.amnh.org
Open daily: 10 AM–5:45 PM
\$10.50 for students with
valid ID.

Africa-America Institute

420 Lexington Ave.
212-949-5666
www.aionline.org
M–F: 9 AM–5 PM

Asia Society Museum

725 Park Ave.
Corner of 70th St.
212-288-6400
www.asiasociety.org
T–Sun: 11 AM–6 PM
F: 11 AM–9 PM
\$5 with student ID.

Brooklyn Museum

200 Eastern Parkway
718-638-5000
\$6 for students
www.brooklynart.org
W–F: 10 AM–5 PM
Sat: 11 AM–6 PM
Sun: 11 AM–6 PM
1st Sat of month: 11 AM–11 PM
Free admission with Pratt ID.

Museum of Television and Radio

25 W. 52nd St.
212-621-6800
www.MTR.org
W: 12–6 PM
Thu: 12–8 PM
Fri–Sun: 12–6 PM
\$8 for students with ID.

Museum of the City of NY

1220 5th Ave. at 103rd St.
212-534-1672
www.mcny.org
T–Sun: 10 AM–5 PM
\$6 for students with ID.

The Cloisters

Fort Tryon Park
193 Fort Washington Park
212-923-3700
www.metmuseum.org
Mar.–Oct., T–Sun: 9:30
AM–5:15 PM
Nov.–Feb., T–Sun: 9:30
AM–4:45 PM
A train to 190th St
\$10 suggested donation
for students.

Frick Collection

1 East 70th St. at 5th Ave.
212-288-0700
www.frick.org
T–Sat: 10 AM–6 PM;
Sun: 11 AM–5 PM
\$5 for students.

Guggenheim Museum

1071 5th Ave. at 89th St.
212-423-3618
www.guggenheim.org
F,Sun–W: 10 AM–5:45 PM
Sat: 10 AM–7:45 PM
\$15 for students with ID.

Hispanic Society Museum

613 W. 155th St.
T–Sat: 10 AM–4:30 PM
Sun: 1–4 PM
212-926-2234
www.hispanicsociety.org
Free admission.

Holographics Studio (Gallery)

240 East 26th St.
btw. 2nd and 3rd Ave.
212-686-9397
www.holostudios.com
M–F: 2–6 PM
Free admission.

International Center of Photography

1133 Ave. of the Americas
at 43rd St.
212-857-0000
www.icp.org
T–Th: 10 AM–6 PM
F: 10 AM–8 PM
Sat, Sun: 10 AM–6 PM
\$8 for students.

Intrepid, Sea, Air, & Space Museum

Pier 86, west end
of 46th St. and 12th Ave.
212-245-0072
www.intrepidmuseum.org
M–F: 10 AM–5 PM
Sat–Sun: 10 AM–6 PM
\$15.50 with student ID.

The Jewish Museum

1109 5th Ave. at 92nd St.
Thu–T: 11 AM–5:45 PM
212-423-3200
www.thejewishmuseum.org
\$7.50 for student with ID
Pay as you wish, Thu, 5–8 PM
Sat: Free admission.

Metropolitan Museum of Art

1000 5th Ave. and 82nd St.
212-535-7710
www.metmuseum.org
T–Th, Sun: 9:30 AM–5:30 PM
F–Sat: 9:30 AM–9 PM

American Folk Art Museum

45 W. 53rd St.
212-265-1040
www.folkartmuseum.org
T–Sun: 10:30 AM–5:30 PM
F: 10:30 AM–7:30 PM
Free admission Fridays,
5:30–7:30 PM.
\$7 for students with ID.

Museum of Modern Art (MoMA)

West 53rd St. between
5th and 6th Ave.
212-708-9400
www.moma.org
Sat-M, W, Th: 10:30 AM-
5:30 PM
F: 10:30 AM-8 PM
Free with Pratt ID.
Pay as you wish, Fridays
4-7:45 PM.

The New Museum of Contemporary Art

556 West 22nd St.
btw. Houston and Prince
212-219-1222
www.newmuseum.org
W, Sat-Sun: 12-6 PM
Thu-Fri: 12-9 PM
\$8 for students.

New York Historical Society

170 Central Park West
btw. 76th and 77th St.
B or C to 81st St.
212-873-3400
www.nyhistory.org
T-Thu,Sat: 10 AM-6 PM
Fri: 10 AM-8 PM
Sun: 11 AM-5:45 PM
\$6 for students.

P.S.1 Contemporary Art Center

22-25 Jackson Ave.,
Long Island City
718-784-2084
www.ps1.org
G train to 21st St.
Th-M: Noon-6 PM
\$2 for students with ID.

Studio Museum in Harlem

144 West 125th St.
New York, New York 10027
212-864-4500
A, C Train to 125th Street
W-F: 12-6 PM
Sat: 10 AM-6 PM
Sun: 12 PM-6 PM
\$3 for students with ID.
Free admission every Sunday.

Schomburg Center for Research in Black Culture

515 Malcom X Blvd.
212-491-2200
www.nypl.org/research/sc/
sc.html
M-W: 12-8 PM
Thu-Fri: 11 AM-6 PM
Sat: 10 AM-5 PM,
Free admission.

Whitney Museum of American Art

945 Madison Ave.
near 75th St.
212-570-3600
www.whitney.org
W-Th: 11 AM-6 PM
F: 1-9 PM
Sat-Sun: 11-6 PM
\$10 for students with ID.
Pay as you wish,
Fridays 6-9 PM.

MUSIC**Bleeker Bob's Records**

118 West 3rd St.
212-475-9677
www.bleekerbobs.com
M-Th, Sun: 11-1 AM
F-Sat: 11-3 AM

Disc-O-Rama

44 West 8th St.
212-477-9410
M-Thu: 9 AM-10 PM
F-Sat: 9 AM-11 PM
Sun: 11 AM-8 PM

RESTAURANTS AND TAKE OUT**Brooklyn****Abistro**

154 Carlton Ave.
btw. Myrtle and Willoughby
718-855-9455
T-F: 12-10 PM
Sat-Sun: 11 AM-10 PM

Amin Indian Restaurant

235 DeKalb Ave. at Vanderbilt
718-399-1300
W-M: 12-10:30 PM
T: 2:30-5 PM

Bergen Bagels

486 Myrtle Ave.
718-789-9300
Open daily: 6 AM-11 PM

Bonita

243 DeKalb Ave.
718-622-5300
M-Thu: 12-11 PM
F-Sun: 11-12 AM

Castro's Mexican Food

511 Myrtle Ave.
718-398.1459
M-Th: 7 AM-11 PM
F-Sun: 7-2 AM

Chez Lola

387 Myrtle Ave.
btw. Clermont and Vanderbilt
718-858-1484
Sun-Th: 11 AM-11 PM
F-Sat: 11-12 AM

Chez Oskar's

French Caribbean Food
211 DeKalb Ave.
718-852-6250
Sun-Th: 11-12 AM
F-Sat: 11-1 AM

Choice Market

318 Lafayette Ave.
at the corner of Grand Ave.
718-230-5234
Open daily: 6 AM-9 PM

Connecticut Muffin

423 Myrtle Ave.
718-935-0087
Open daily: 6 AM-8 PM

El Cofre

454 Myrtle Ave.
btw. Waverly and Washington
718-935-1216
Open daily: 8 AM-11 PM

Five Guys

Brooklyn Heights
138 Montague St.
718-797-9380
Open daily: 11 AM-10 PM

Five Spot

459 Myrtle Ave.
718-852-0202
Open daily: 12 PM-2 AM
Takeout: 12 PM-Midnight

Graziella's

232 Vanderbilt Ave.
btw. DeKalb and Willoughby
718-789-5663
T-W: 11 AM-10 PM
Th-F: 11 AM-11 PM
Sat-Sun: 12-11 PM

Hyun Deli

490 Myrtle Ave.
718-783-8081
Next to Associated Grocery

Jive Turkey

441 Myrtle Ave. at Waverly St.
718-797-1688
M-F: 11 AM-9 PM
Sat: 11 AM-7 PM
Sun: 1-7 PM

**John's Donut
and Coffee Shop**

481 Myrtle Ave. at Hall St.
718-638-0412
M-Sat: 5 AM-4 PM

Junior's

386 Flatbush Ave.
at the Fulton St. Mall
718-852-5257
Sun-W: 6:30-12:30 AM
Th: 6:30-1 AM
F-Sat: 6:30-2 AM

Kum Kau Chinese

465 Myrtle Ave.
Corner of Washington Ave.
718-638-1850
M-Th: 11-1 AM
F-Sat: 11-2 AM
Sun: 12 PM-12 AM

Liberty Pizzeria

482 Myrtle Ave.
on the corner of Hall St.
718-789-0600
M-Sat: 10:30 AM-11 PM
Sun: 12-11 PM
Free delivery

Little Louis

360 Myrtle Ave. at Adelphi
718-797-5280
M-Th: 11 AM-10 PM
F-Sat: 11-12 AM
Sun: 12-10 PM
Free delivery

Los Pollitos III

499 Myrtle Ave.
btw. Hall and Ryerson
718-636-6125
M-W: 11 AM-11 PM
Th-F: 11-12 AM
Sat-Sun: 10 AM-11 PM

Luigis's Pizzeria

326 DeKalb Ave.
Next to Mike's
718-783-2430
M-Sat: 11 AM-10 PM
Sun: 12-9 PM

Madiba

195 DeKalb Ave.
718-855-9190
Sun-Th: 10:30 AM-11 PM
F-Sat: 10:30-12 AM

Maggie Brown

455 Myrtle Ave.
btw. Waverly and Washington
718-643-7001
Sun-Th: 10 AM-11 PM
F-Sat: 10-12 AM

Mike's Coffee Shop

328 DeKalb Ave.
Corner of St.James
and DeKalb Ave.
718-857-1462
M-F: 7 AM-8 PM
Sat-Sun: 7 AM-6 PM

Myrtle Thai

412 Myrtle Ave.
btw. Vanderbilt and Clinton
718-422-1142
Open daily: 12-11 PM

New Grace

Chinese Kitchen
484 Myrtle Ave.
718-789-6296
M-Sat: 11-1 AM
Sun: 12 PM-1 AM

Olea

171 Lafayette Ave.
at Adelphi St
718-643-7003
Sun-Th: 10 AM-11 PM
F-Sat: 10 AM-2 AM

Peter Lugar Steak House

178 Broadway
718-387-7400
Landmark Restaurant
M-Th: 11:45 AM-9:45 PM
F-Sat: 11:45 AM-10:45 PM
Sun: 12:45-9:45 PM

Pillow Café Lounge

347 Myrtle Ave.
btw. Adelphi and Clermont
718-246-2711

Pratt Coffee Shop

274 Hall St.
718-622-0185
M-F: 7 AM-8 PM
Sat and Sun: 7 AM-5 PM

Quizno's

519 Myrtle Ave.
718-398-7700
M-Sat: 11 AM-9 PM
Sun: 12-8 PM

Red Bamboo

271 Adelphi St.
718-643-4352
Sun-W: 12 PM-12 AM
Th: 12 PM-1 AM
F-Sat: 12 PM-2 AM

Rice

66 DeKalb Ave.
718-858-2700
Daily: 12-11 PM;
Open until 12 AM Thur, Fri,
Sat; 10 AM brunch on
Sat and Sun

Sapolo Spanish & Chinese

501 Myrtle Ave.
718-789-7788
M-Th: 11:30-1 AM
F-Sat: 11:30-2 AM
Sun: 12 PM-12 AM

Subway

400 Myrtle Ave. at Vanderbilt
718-858-1688
M-Sat: 7:30 AM-10:30 PM
Sun: 9 AM-10 PM

Sushi D

207 DeKalb Ave.
718-858-0085

Thai IOI

455A Myrtle Ave.
718-855-4615
M-Th: 11:30 AM-10:30 PM
F-Sat: 11:30 AM-11 PM
Sun: 4-10:30 PM

The 3 Luigi's

275 Grand Ave.
718-622-0059
M-Sat: 11 AM-10 PM
Sun: 12-9 PM

Tillie's of Brooklyn

Coffee Bar
238 DeKalb Ave.
718-783-6140
M-F: 7:30 AM-10 PM
Sat and Sun: 8:30 AM-10 PM

Two Steps Down

Continental and Soul food
240 DeKalb Ave.
718-399-2020
Th-Sun: 4-11 PM

Yamishiro

466 Myrtle Ave.
718-230-3313
M-Thu: 11:30 AM-11 PM
F-Sat: 11:30 AM-11:30 AM
Sun: 12-11 PM

Zaytoons

472 Myrtle Ave.
718-623-5522(3)
M-F: 11 AM-4 PM,
5-11 PM;
Sat. 11 AM-11 PM
Sun. 11 AM-9 PM

Manhattan**14 Street Fruit
and Vegetable**

154 W. 14th St.
btw. 6th Ave. and 7th Ave.
212-206-3921

Blimpie Subs & Salads

27 7th Ave.
btw. 12th and 13th St.

Chat 'n' Chew

10 E. 16th St.
btw. Union Square West and
5th Ave.
M-F: 11-12 AM
Sat: 10-12 AM
Sun: 10 AM-11 PM

Dunkin' Donuts

536 Ave. of the Americas
btw. 14th and 15th St.

Garden of Eden

Gourmet grocery, bakery, and
deli items.
7 E. 14th St at 5th Ave.
212-255-4200

McDonald's

541 Ave. of the Americas
btw. 14th and 15th St.

Murray's Bagels

500 6th Ave.
btw. 12th and 13th St.
212-462-2830

Rue des Crepes

104 8th Ave. at 15th St.
212-242-9900

Sapore

Italian Food
55 Greenwich Ave.
near 7th Ave.
212-229-0551

**Subway Sandwiches
& Salads**

55 W. 14th St.
btw. 5th Ave. and 6th Ave.

Starbucks

510 Avenue of the Americas
btw. 13th and 14th St.

STORAGE**USA Storage**

201 64th St. at 2nd Ave.
718-748-4499
M-Sat: 8 AM-7 PM
Sun: 10 AM-4 PM
www.extraspace.com

Public Storage

Rental Space
www.publicstorage.com
M-F: 9:30 AM-6 PM
Sat: 9:30 AM-5 PM
Sun: 10 AM-2 PM

Storage USA

41 Flatbush Ave.
718-596-4060
Free pick up and delivery.
M-Sat: 8 AM-6:45 PM
Sun: 10 AM-3:45 PM

TRAVEL**Amtrak info**

Penn Station
www.amtrak.com/stations/
nyp.html

STA Travel

30 Third Ave.
M-F: 10 AM-7 PM
Sat: 10 AM-6 PM
Sun: 11 AM-6 PM
212-473-6100
Discount fares for students
traveling abroad, interna-
tional student IDs, Eurorail
tickets, youth hostels, etc.

Long Island Rail Road Info

NYC: 718-217-LIRR
Nassau/Suffolk: (516) 822-LIRR
www.mta.info/lirr

Port Authority

Bus Terminal
212-564-8484
625 8th Ave. at 42nd St.

PLACES OF WORSHIP**Brooklyn Heights
Reform Synagogue**

131 Remsen St.
btw. Clinton and Henry St.
718-522-2070
www.bhsbrooklyn.org

**Saint James
Roman Catholic Cathedral**

250 Cathedral Place
718-852-4002
www.brooklyncathedral.net

Congregation**Mount Sinai**

250 Cadman Plaza West
718-875-9124
www.congmtsinai.org

Emanuel Baptist Church

279 Lafayette Ave.
Daily: 8 AM-9 PM
718-622-1107
www.abc-ny.org

Lafayette Ave. Presbyterian

85 South Oxford St.
718-625-7515
www.lapcbrooklyn.org

Pratt Chapel

Chapel Hall
Pratt's Brooklyn Campus
718-636-3498

**Queen of All Saints Roman
Catholic Cathedral**

300 Vanderbilt Ave.
Daily: 9 AM-4 PM
718-638-7625
www.queenofallsaintschurch.
com

Saint Luke's Lutheran Church

259 Washington Ave.
718-622-5612

**Saint Mary's
Episcopal Church**

230 Classon Ave.
718-638-2090

Young Israel of Brooklyn

563 Bedford Ave.

VIDEO RENTAL**Blockbuster Video**

516 Myrtle Ave.
718-857-2325
Sun-Th: 10-12 AM
F-Sat: 10-1 AM

PRATT INSTITUTE DIRECTORY

Accounts Payable

ISC, 4th floor
636-3753

Academic Computing

Engineering 103
636-3687
636-3416

Administrative Computing

ARC A109
636-3609

Admissions

DeKalb 2
3669

Architecture (Undergraduate)

Higgins 122
636-4305

Architecture (Graduate)

Higgins 1
636-4314

Art and Design, Dean's Office

Main 420
636-3619

Art and Design, Advisement

Main 432
636-3611

Art and Design Education

Main 227
636-3637

Art History

East 250
3598
636-3501

Art Therapy (Graduate)

East 3
3428

Athletic Department

ARC Upper
636-3771

Board of Trustees

Main 1
3649

Bursar

DeKalb 1
636-3539

Campus Audio Visual Services

Engineering 2
636-3626

Career Services

East 1
3506
636-3547

Caroline Ladd Pratt House

229 Clinton Avenue
718-783-8285 – payphone

Chapel

Chapel Hall
636-3498

Ceramics

Chemistry 3
636-3528

Comm. Design (Undergraduate)

Steuben 404
636-3594

Comm/Pack. Design (Graduate)

Pratt Manhattan
212-367-2481

Community Affairs

Main 225
636-3413

Comptroller

ISC, 4th floor
636-3750
636-3543

Computer Graphics

ARC LL
3411
399-4494

Computer Graphics Lab

ARC E-4
3589

Computer Lab-EDS Lab

Engineering 2
3688

Computer Lab

Engineering 1
3565

Construction Management

Pratt Manhattan
212-647-7764
212-461-6028

Copy Center

Main, LL
636-3691

Counseling Services

Willoughby 115
399-4542

C-Store

Willoughby 1
399-4562

CulinArt

North, LL
636-3477

Development

North 219
636-3537
636-3455

Exhibitions (Galleries)

Chemistry 1
636-3517

Fashion

North 2
636-3465

Film Department (Chair)

636-4209

Film Department (Equipment)

ARC G25
636-3766

Finance

Main 1
3784

Financial Aid

DeKalb 1
636-3599

Fine Arts (Undergraduate)

South 1
636-3634

Fine Arts (Graduate)

South 1
636-3634

Foundation Art

Main 430
636-3617

Gateway

North 219
636-3464

Health Services

Willoughby 115
399-4542

HEOP

ISC 1
636-3524

Human Resources

Thrift 2
636-3787

Humanities and Media Studies

DeKalb 322
636-3790

Independence Bank

North 1
636-3886

Industrial Design

Pratt Studios 40
636-3631
636-3553

Information and Library Science

ISC 4
636-3702
636-3733

Interior Design

Pratt Studios 21
636-3630
399-4440

International Student Affairs

Main 1L
636-3674

Jewelry

Chemistry 3
636-3480

Liberal Arts and Sciences

DeKalb 306
636-3570
636-3573

Library, Circulation Front Desk

636-3420
399-4401

Lost and Found/ Security

Eng 111
636-3542

Mailroom

Steuben 1
636-3417

Mathematics and Science

ARC G37
636-3764

Multi-Media Center

Library, LL
399-4356 (FILM)

New York Public Interest Research Group (NYPIRG)

Chapel Hall
623-0621

Payroll

ISC, 4th floor
636-3752

Physical Plant

Steuben 1
636-3579
399-4412

PICCED

Steuben 2
636-3486

Research and Development

Main 1
636-3675

Prattler

Chapel Hall
399-4561

President's Office

Main 1
636-3647

Professional Studies

ISC, 2nd floor
636-3775
399-4410

Provost

Main 1
636-3744

Publications

North 2
636-3427

Purchasing

ISC, 4th floor
636-3791

Photography Department

ARC B5
636-3768

Receiving

Steuben 1
636-3652

Registrar

Thrift 1
636-3663

Residential Life

Willoughby 105
399-4550

Saturday Art School

Main 433
636-3654

Security Office

Engineering 111
636-3542

Security Booth

Main Gate
636-3540/3541

Social Sciences and Management

DeKalb 301
636-3567

Student Activities and Orientation

Main 1L
636-3422

Student Council

Main 1L
399-4468

Student Affairs, Vice President

Main 1L
636-3639
636-3785

Switchboard

Main 1L
0

Urban Design (Graduate)

Higgins 101
399-4314

Writing and Tutorial Center

North 1

636-3459

The main telephone number for Pratt Institute is (718) 636-3600.

Extensions that begin with 3 are preceded by 636; extensions that begin with 4 are preceded by 399, unless otherwise indicated. If you are calling long-distance, the area code is 718.