

WELCOME TO PRATT INSTITUTE

The purpose of this handbook is to provide a guide to life on the Pratt campus and its environs. 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 developing 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.



HISTORY OF PRATT INSTITUTE

On October 17, 1887, twelve 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 eleven 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**

THE PRATT COLORS

Yellow (PMS 124) and Black

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 the Fifth 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.

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.

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 or during Pratt's Graduation, 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 precepts 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

CALENDAR

2008-2009

CALENDAR HIGHLIGHTS
2008-2009 ACADEMIC CALENDAR

CALENDAR HIGHLIGHTS

FALL 2008

Registration

Monday, September 16

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

Friday, November 14

Last day for course withdrawal.

Payment/Financial

Friday, August 29

Loan interest interviews.
Financial Aid forms deadline.

Tuesday, September 2

Last day for 100% tuition refund upon withdrawal.

Saturday, December 20

Noon checkout deadline for graduating students and those who canceled spring residence hall license.

Academic

Monday, August 4

Graduate Design Management classes begin.

Friday, August 22– Saturday, August 23

English proficiency exam for international students (see orientation schedule for times and locations).

Monday, September 1

Labor Day—no classes.

Tuesday, September 2

Classes begin. Last day to withdraw from classes with no charge.

Tuesday, September 16

Last day to add a class to fall semester schedule. Last day to drop a class without a WD grade recorded.

Monday, October 13

Columbus Day—classes meet.
Offices closed.

Friday, October 10–Sunday, October 12

Family Weekend.

Tuesday, October 28

Midterm break. No classes.
Institute offices open.

Friday, November 14

Last day for course withdrawal.

Wednesday, November 26– Sunday, November 30

Thanksgiving—no classes.
Offices open on November 26 only.

Monday, December 15– Sunday, December 21

Final critique and exam week.
Fall semester ends.

Monday, December 15

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

Monday, December 15

Last day for students to submit graduation applications to the registrar's office for May graduation. Review for graduation begins January 15.

Sunday, December 21

Fall semester ends.

Tuesday, December 23

All final grades due online.

Wednesday, December 24– Wednesday, January 2

Winter vacation. Offices closed.

SPRING 2009

Registration

Tuesday, October 6, 2008

Academic Advisement begins.

Monday, October 27, 2008

Continuing students' registration for spring begins.

Friday, January 30

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

Tuesday, April 7

Last day for course withdrawal.

Payment/Financial

Monday, October 27, 2008

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

Monday, January 5

All continuing students should begin to file financial aid forms for summer/fall financial aid award packages.

Monday, January 26

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

Monday, April 6

Recommended filing deadline for next year's student loan applications.

Academic

Monday, October 27

All international students' applications and documents due.

Monday, January 17

Classes begin.

Monday, January 19

Martin Luther King Day—no classes

Friday, January 30

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

Monday, February 16

President's Day—classes meet.

Saturday, March 14

Spring vacation begins after last class.

Saturday, March 21

Weekend classes resume.

Monday, March 23

Weekday classes resume.

Friday, March 27

Last day to submit a graduation application for summer and fall graduation.

Friday, April 10

All Institute Day, classes meet, offices closed.

Saturday, April 11–Sunday, April 12

Spring Holiday, No classes, Institute closed.

Tuesday, May 5–Monday, May 11

Final critique and exam week.

Monday, May 11

Last day to change grades from previous fall semesters. Last day of classes.

Wednesday, May 13

All final grades due online by 3 PM.

Tuesday, May 12–Thursday, May 14

Pratt Show

Thursday, May 14

Honors Convocation

Friday, May 15

Commencement

SUMMER 2009

Registration

Monday, March 23

Online registration for all summer sessions begins. Students will not be billed by mail.

Monday, May 18

First day of classes—summer.
Last day to withdraw at 100% refund.

Tuesday, May 26

Last day to add a class.
Last day to drop a Summer I class without a WD.

Tuesday, June 16

Last day to withdraw with a WD from Summer I class.

Sunday, June 28

First day of classes Summer Session II.

Monday, July 6

Last day to add a Summer II class.
Last day to drop Summer II classes without a WD grade recorded.

Monday, July 27

Last day for WD from a Summer II class.

Academic

Monday, May 18

Summer session I classes begin.

Monday, May 25

Memorial Day - no classes.

Saturday, June 27

Summer session I classes end.

Sunday, June 28

Summer session II begins.

Tuesday, June 30

Summer I grades due online-3 PM.

Friday, July 3–Saturday, July 4

Independence Day—Institute closed.

Saturday, August 8

Summer session II classes end.

IMPORTANT ADDRESSES AND TELEPHONE NUMBERS TO REMEMBER

ADMISSIONS

DeKalb 2
(800) 331-0834
(718) 636-3514

BURSAR

DeKalb 1
(718) 636-3539

FINANCIAL AID

Main 1
(718) 636-3599

REGISTRAR

Thrift 1
(718) 636-3663

2008

AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
27	28	29	30
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31	1	2	3

THURSDAY	FRIDAY	SATURDAY
31	1	2
7	8	9
14	15	16
21	22	23
28	29	30
4	5	6

10

11

2008/AUG.

MONDAY 11

TUESDAY 12

WEDNESDAY 13

THURSDAY 14

FRIDAY 15

SATURDAY/SUNDAY 16/17

MONDAY 18

TUESDAY 19

WEDNESDAY 20

THURSDAY 21

FRIDAY 22

SATURDAY/SUNDAY 23/24

S	M	T	W	TH	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

AUGUST

15

2008

SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
31	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	1
5	6	7	8

THURSDAY	FRIDAY	SATURDAY
4	5	6
11	12	13
18	19	20
25	26	27
2	3	4
9	10	11

18

19

2008/SEPT.

MONDAY | LABOR DAY—NO CLASSES.

1

TUESDAY | CLASSES BEGIN

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

5

SATURDAY/SUNDAY

6/7

MONDAY

8

TUESDAY

9

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

SATURDAY/SUNDAY

13/14

SU	M	T	W	TH	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

SEPTEMBER

21

2008/SEPT.

MONDAY 15

TUESDAY 16

WEDNESDAY 17

THURSDAY 18

FRIDAY 19

SATURDAY/SUNDAY 20/21

MONDAY 22

TUESDAY 23

WEDNESDAY 24

THURSDAY 25

FRIDAY 26

SATURDAY/SUNDAY 27/28

SU	M	T	W	TH	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

SEPTEMBER

23

2008

OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
28	29	30	1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29
2	3	4	5

THURSDAY	FRIDAY	SATURDAY
2	3	4
9	10	11
16	17	18
23	24	25
30	31	1
6	7	8

26

27

2008/OCT.

MONDAY 29

TUESDAY 30

WEDNESDAY 1

THURSDAY 2

FRIDAY 3

SATURDAY/SUNDAY 4/5

MONDAY 6

TUESDAY 7

WEDNESDAY 8

THURSDAY 9

FRIDAY | FAMILY WEEKEND 10

SATURDAY/SUNDAY | FAMILY WEEKEND. 11/12

SU	M	T	W	TH	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

OCTOBER

2008/OCT.

MONDAY | COLUMBUS DAY—CLASSES MEET. OFFICES CLOSED.

13

TUESDAY

14

WEDNESDAY

15

THURSDAY

16

FRIDAY

17

SATURDAY/SUNDAY

18/19

MONDAY

20

OCTOBER

TUESDAY

21

WEDNESDAY

22

THURSDAY

23

FRIDAY

24

SATURDAY/SUNDAY

25/26

SU	M	T	W	TH	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

31

2008

NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
26	27	28	29
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	1	2	3

THURSDAY	FRIDAY	SATURDAY
30	31	1
6	7	8
13	14	15
20	21	22
27	28	29
4	5	6

34

35

2008/NOV.

MONDAY 27

TUESDAY 28

WEDNESDAY 29

THURSDAY 30

FRIDAY 31

SATURDAY/SUNDAY 1/2

MONDAY 3

TUESDAY 4

WEDNESDAY 5

THURSDAY 6

FRIDAY 7

SATURDAY/SUNDAY 8/9

SU	M	T	W	TH	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

NOVEMBER

2008/NOV.

MONDAY 10

TUESDAY 11

WEDNESDAY 12

THURSDAY 13

FRIDAY 14

SATURDAY/SUNDAY 15/16

MONDAY 17

TUESDAY 18

WEDNESDAY 19

THURSDAY 20

FRIDAY 21

SATURDAY/SUNDAY 22/23

SU	M	T	W	TH	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

NOVEMBER

2008

DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
30	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31
4	5	6	7

THURSDAY	FRIDAY	SATURDAY
4	5	6
11	12	13
18	19	20
25	26	27
1	2	3
8	9	10

42

43

2008/DEC.

MONDAY 1

TUESDAY 2

WEDNESDAY 3

THURSDAY 4

FRIDAY 5

SATURDAY/SUNDAY 6/7

MONDAY 8

TUESDAY 9

WEDNESDAY 10

THURSDAY 11

FRIDAY 12

SATURDAY/SUNDAY 13/14

DECEMBER

SU	M	T	W	TH	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

2008/DEC.

MONDAY | FINAL CRITIQUE AND EXAM WEEK. FALL SEMESTER ENDS. **15**

TUESDAY | FINAL CRITIQUE AND EXAM WEEK. FALL SEMESTER ENDS. **16**

WEDNESDAY | FINAL CRITIQUE AND EXAM WEEK. FALL SEMESTER ENDS. **17**

THURSDAY | FINAL CRITIQUE AND EXAM WEEK. FALL SEMESTER ENDS. **18**

FRIDAY | FINAL CRITIQUE AND EXAM WEEK. FALL SEMESTER ENDS. **19**

SATURDAY/SUNDAY | FINAL CRITIQUE AND EXAM WEEK. FALL SEMESTER ENDS. **20/21**

MONDAY | WINTER VACATION. OFFICES CLOSED.

TUESDAY | WINTER VACATION. OFFICES CLOSED.

WEDNESDAY | WINTER VACATION. OFFICES CLOSED.

THURSDAY | WINTER VACATION. OFFICES CLOSED.

FRIDAY | WINTER VACATION. OFFICES CLOSED.

SATURDAY/SUNDAY | WINTER VACATION. OFFICES CLOSED.

SU	M	T	W	TH	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

22
DECEMBER

23

24

25

26

27/28

2009

JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
28	29	30	31
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28
1	2	3	4

THURSDAY	FRIDAY	SATURDAY
1	2	3
8	9	10
15	16	17
22	23	24
29	30	31
5	6	7

50

51

2009/JAN.

MONDAY | WINTER VACATION. OFFICES CLOSED.

29

TUESDAY | WINTER VACATION. OFFICES CLOSED.

30

WEDNESDAY | WINTER VACATION. OFFICES CLOSED.

31

THURSDAY

1

FRIDAY

2

SATURDAY/SUNDAY

3/4

MONDAY

5

TUESDAY

6

WEDNESDAY

7

THURSDAY

8

FRIDAY

9

SATURDAY/SUNDAY

10/11

SU	M	T	W	TH	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY

53

2009/JAN.

MONDAY 12

TUESDAY 13

WEDNESDAY 14

THURSDAY 15

FRIDAY 16

SATURDAY/SUNDAY 17/18

MONDAY | MARTIN LUTHER KING DAY—NO CLASSES

CLASSES BEGIN.

TUESDAY 20

WEDNESDAY 21

THURSDAY 22

FRIDAY 23

SATURDAY/SUNDAY 24/25

SU	M	T	W	TH	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 19

2009

FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	3	4

THURSDAY	FRIDAY	SATURDAY
5	6	7

8	9	10	11
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12	13	14
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15	16	17	18
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19	20	21
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22	23	24	25
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26	27	28
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1	2	3	4
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5	6	7
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8	9	10	11
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12	13	14
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58

59

2009/FEB.

MONDAY 26

TUESDAY 27

WEDNESDAY 28

THURSDAY 29

FRIDAY 20

SATURDAY/SUNDAY 31/1

MONDAY 2

TUESDAY 3

WEDNESDAY 4

THURSDAY 5

FRIDAY 6

SATURDAY/SUNDAY 7/8

SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

FEBRUARY

2009/FEB.

MONDAY **9**

TUESDAY **10**

WEDNESDAY **11**

THURSDAY **12**

FRIDAY **13**

SATURDAY/SUNDAY **14/15**

MONDAY | PRESIDENT'S DAY—CLASSES MEET

TUESDAY **17**

WEDNESDAY **18**

THURSDAY **19**

FRIDAY **20**

SATURDAY/SUNDAY **21/22**

SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

FEBRUARY



2009

MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	1
5	6	7	8

THURSDAY	FRIDAY	SATURDAY
5	6	7
12	13	14
19	20	21
26	27	28
2	3	4
9	10	11

66

67

2009/MAR.

MONDAY 26

TUESDAY 27

WEDNESDAY 28

THURSDAY 29

FRIDAY 20

SATURDAY/SUNDAY 31/1

MONDAY 2

TUESDAY 3

WEDNESDAY 4

THURSDAY 5

FRIDAY 6

SATURDAY/SUNDAY 7/8

SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

MARCH



2009/MAR.

MONDAY 9

TUESDAY 10

WEDNESDAY 11

THURSDAY 12

FRIDAY | SPRING VACATION BEGINS AFTER LAST CLASS. 13

SATURDAY/SUNDAY 14/15

MONDAY 16

TUESDAY 17

WEDNESDAY 18

THURSDAY 19

FRIDAY 20

SATURDAY/SUNDAY 21/22

SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

MARCH



2009/MAR.

MONDAY | WEEKDAY CLASSES RESUME. **23**

TUESDAY **24**

WEDNESDAY **25**

THURSDAY **26**

FRIDAY **27**

SATURDAY/SUNDAY **28/29**

MONDAY **30**

TUESDAY **31**

WEDNESDAY **1**

THURSDAY **2**

FRIDAY **3**

SATURDAY/SUNDAY **4/5**

SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

MARCH

73

2009

APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
29	30	31	1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29
3	4	5	6

THURSDAY	FRIDAY	SATURDAY
2	3	4
9	10	11
16	17	18
23	24	25
30	1	2
7	8	9

74

75

2009/APR.

MONDAY 30

TUESDAY 31

WEDNESDAY 1

THURSDAY 2

FRIDAY 3

SATURDAY/SUNDAY 4/5

MONDAY 6

TUESDAY 7

WEDNESDAY 8

THURSDAY 9

FRIDAY | ALL INSTITUTE DAY, CLASSES MEET, OFFICES CLOSED. 10

SATURDAY/SUNDAY | SPRING HOLIDAY, NO CLASSES, INSTITUTE CLOSED. 11/12

SU	M	T	W	TH	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

APRIL



2009/APR.

MONDAY 13

TUESDAY 14

WEDNESDAY 15

THURSDAY 16

FRIDAY 17

SATURDAY/SUNDAY 18/19

MONDAY 20

TUESDAY 21

WEDNESDAY 22

THURSDAY 23

FRIDAY 24

SATURDAY/SUNDAY 25/26

SU	M	T	W	TH	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

APRIL

79

2009

MAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
26	27	28	29
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31	1	2	3

THURSDAY	FRIDAY	SATURDAY
30	1	2
7	8	9
14	15	16
21	22	23
28	29	30
4	5	6

82

83

2009/MAY

MONDAY **27**

TUESDAY **28**

WEDNESDAY **29**

THURSDAY **30**

FRIDAY **1**

SATURDAY/SUNDAY **2/3**

MONDAY | FINAL CRITIQUE AND EXAM WEEK.

TUESDAY | FINAL CRITIQUE AND EXAM WEEK.

WEDNESDAY | FINAL CRITIQUE AND EXAM WEEK.

THURSDAY | FINAL CRITIQUE AND EXAM WEEK.

FRIDAY | FINAL CRITIQUE AND EXAM WEEK.

SATURDAY/SUNDAY | FINAL CRITIQUE AND EXAM WEEK.

SU	M	T	W	TH	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

4
MAY

5

6

7

8

9/10

85

2009/MAY

MONDAY | LAST DAY TO CHANGE GRADES FROM PREVIOUS FALL SEMESTERS. **11**

LAST DAY OF CLASSES.

TUESDAY | PRATT SHOW **12**

WEDNESDAY | PRATT SHOW **13**

THURSDAY | PRATT SHOW **14**

HONORS CONVOCATION

FRIDAY | COMMENCEMENT **15**

SATURDAY/SUNDAY **16/17**

MONDAY | SUMMER SESSION | CLASSES BEGIN. **18**

TUESDAY **19**

WEDNESDAY **20**

THURSDAY **21**

FRIDAY **22**

SATURDAY/SUNDAY **23/24**

SU	M	T	W	TH	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

2009/MAY

MONDAY | MEMORIAL DAY - NO CLASSES.

25

TUESDAY

26

WEDNESDAY

27

THURSDAY

28

FRIDAY

29

SATURDAY/SUNDAY

30/31

NOTES

SU	M	T	W	TH	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

MAY

2009

JUNE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
31	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	1
5	6	7	8

THURSDAY	FRIDAY	SATURDAY
4	5	6
11	12	13
18	19	20
25	26	27
2	3	4
9	10	11

90

91

2009/JUNE

MONDAY 1

TUESDAY 2

WEDNESDAY 3

THURSDAY 4

FRIDAY 5

SATURDAY/SUNDAY 6/7

MONDAY 8

TUESDAY 9

WEDNESDAY 10

THURSDAY 11

FRIDAY 12

SATURDAY/SUNDAY 13/14

SU	M	T	W	TH	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

JUNE

2009/JUNE

MONDAY 15

TUESDAY 16

WEDNESDAY 17

THURSDAY 18

FRIDAY 19

SATURDAY/SUNDAY 20/21

MONDAY 22

TUESDAY 23

WEDNESDAY 24

THURSDAY 25

FRIDAY 26

SATURDAY/SUNDAY | SUMMER SESSION I CLASSES END/ SUMMER SESSION II BEGINS. 27/28

SU	M	T	W	TH	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

JUNE

2009

JULY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
28	29	30	1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29
2	3	4	5

THURSDAY	FRIDAY	SATURDAY
2	3	4
9	10	11
16	17	18
23	24	25
30	31	1
6	7	8

98

99

2009/JULY

MONDAY 13

TUESDAY 14

WEDNESDAY 15

THURSDAY 16

FRIDAY 17

SATURDAY/SUNDAY 18/19

MONDAY 20

TUESDAY 21

WEDNESDAY 22

THURSDAY 23

FRIDAY 24

SATURDAY/SUNDAY 25/26

SU	M	T	W	TH	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

JULY

2009

AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
26	27	28	29
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31	1	2

THURSDAY	FRIDAY	SATURDAY
30	31	1
6	7	8
13	14	15
20	21	22
27	28	29
3	4	5

106

107

2009/AUG.

MONDAY 27

TUESDAY 28

WEDNESDAY 29

THURSDAY 30

FRIDAY 31

SATURDAY/SUNDAY 1/2

MONDAY 3

TUESDAY 4

WEDNESDAY 5

THURSDAY 6

FRIDAY 7

SATURDAY/SUNDAY | SUMMER SESSION II CLASSES END. 8/9

SU	M	T	W	TH	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

AUGUST

109

2009/AUG.

MONDAY 10

TUESDAY 11

WEDNESDAY 12

THURSDAY 13

FRIDAY 14

SATURDAY/SUNDAY 15/16

MONDAY 17

TUESDAY 18

WEDNESDAY 19

THURSDAY 20

FRIDAY 21

SATURDAY/SUNDAY 22/23

SU	M	T	W	TH	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

AUGUST



2009/AUG.

MONDAY 24

TUESDAY 25

WEDNESDAY 26

THURSDAY 27

FRIDAY 28

SATURDAY/SUNDAY 29/30

MONDAY 31

TUESDAY 1

WEDNESDAY 2

THURSDAY 3

FRIDAY 4

SATURDAY/SUNDAY 5/6

SU	M	T	W	TH	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

AUGUST

114115

HANDBOOK

STUDENT AFFAIRS
OTHER SERVICES
ACADEMIC ASSISTANCE
SPECIAL PROGRAMS
COMMUNITY STANDARDS
RESOURCES
TELEPHONE DIRECTORY
CAMPUS MAP
DIRECTIONS TO PRATT
IMPORTANT PHONE
NUMBERS
ATHLETICS SCHEDULE

STUDENT AFFAIRS

CAREER SERVICES
INTERNSHIPS
CAMPUS MINISTRY
DISABILITY SERVICES
HEALTH AND COUNSELING
INTERNATIONAL AFFAIRS
RESIDENTIAL LIFE AND HOUSING
STUDENT ACTIVITIES AND ORIENTATION

STUDENT AFFAIRS

As a partner in the academic enterprise, the Student Affairs division provides programs and services that promote student personal and professional development, fosters a campus environment that is conducive to student learning, and advocates for and supports students as they meet the challenges of the Pratt experience.

The Vice President for Student Affairs oversees the departments of Athletics; Student Activities and Orientation; Campus Ministry; Career Services, which also coordinates the administration of internship programs; Health and Counseling Services; Disability Services and Parent Programs; Residential Life and Housing and International Affairs.

In addition, the Student Affairs division is also responsible for resolving student human rights complaints, assisting students with problem solving, and providing oversight for policies and procedures related to student rights and responsibilities.

We encourage you to take advantage of all that the Student Affairs division has to offer. If you have any questions, concerns, or ideas about co-curricular life at Pratt, please don't hesitate to talk with someone in the Division of Student Affairs.

CAREER SERVICES

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
- On-campus recruiting
- PrattPro, our online career resource that provides exclusive access to job listings, our Virtual Seminars, and Alumni Mentoring
- Virtual Seminars on:
 - Developing Your Portfolio
 - Developing Your Résumé
 - Information Interviewing
 - Protecting Your Work
 - Fine Arts Careers
 - Successful Interviewing
 - Creating Cover Letters
 - Fine Arts Careers
 - Successful Interviewing
 - Creating Cover Letters
- Alumni mentors, available for advice and networking
- Virtual and physical career libraries and company database
- Field-related workshops
- Resource lists and publications written especially for creative fields

VICE PRESIDENT FOR STUDENT AFFAIRS

Dr. Helen Matusow-Ayres

EXECUTIVE ASSISTANT TO THE VICE PRESIDENT

TBA

ADMINISTRATIVE ASSISTANT

Nadine Shuler

OFFICE

Main Building,
Lower Level
Phone: (718) 636-3639

DIRECTOR OF CAREER SERVICES

Judy Nysten

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) Email: 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.

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 resume 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, meet new people, 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 our Web site (www.pratt.edu/career/) and click on the internship section.

So, 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 2–6 credits 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 http://www.pratt.edu/cs_internships 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, resume, portfolio and making your final decision when necessary.

- Schedule an individual appointment with your internship coordinator to learn how the internship program works for your major.

Applying to Internship Sites

- Review internship listings after meeting with your internship coordinator.
- Apply to internship sites from the database or 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 coordinator and/or department chair, and register for the corresponding internship course for your department. (This may occur in advance of obtaining your placement.)

If you are interested in finding out more about internships, contact Career Services at (718) 636-3506. You will be directed to your internship coordinator.

During the Internship you will:

- Participate in the seminar or meetings with your internship instructor.
- 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.
- During the semester, schedule optional additional appointments with your internship coordinator to discuss your progress or to discuss your experience with your internship instructor. It is important to immediately notify your coordinator or instructor 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 coordinator before initiating the withdrawal.

Grading

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

CAMPUS MINISTRY

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:

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

DISABILITY SERVICES

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 permission to: take oral examinations; obtain time extensions; request certain modification of test formats; request a makeup exam.
- **ASSIGNMENTS** You may be able to obtain an extension of a deadline for out-of-class assignments and projects.
- **TUTORS** Individual student 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 cannot take notes or 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 hearing-impaired students.

- **TIME MANAGEMENT ASSISTANCE** We provide sessions with a time management coach to help students learn to organize and prioritize assignments and projects.
- **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

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 doctor and nurse practitioner 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.

CHAPLAIN

Reverend Stephen P. Lynch
chapel@pratt.edu

RABBI

Simcha Weinstein
rabbi@pratt.edu

OFFICE

Chapel Hall
Phone: (718) 636-3498

DIRECTOR OF DISABILITY SERVICES AND PARENT/FAMILY PROGRAMS

Mai L. McDonald

OFFICE

Willoughby Hall
Room: TBA
Phone: TBA

If you have a physical or learning disability, ADD/ADHD, chronic disease, or physical condition that we should know about, make an appointment with the disability services coordinator, 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.

DIRECTOR OF HEALTH AND COUNSELING SERVICES

Martha Cedarholm,
APRN-BC, FNP

ASSOCIATE DIRECTOR FOR COUNSELING

TBA

ASSOCIATE DIRECTOR FOR HEALTH

Erin Bradley, APRN-BC,
ANP

REGISTERED NURSE

TBA

STAFF COUNSELORS

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

ASSISTANT TO THE DIRECTOR

Nicole Bernard

ADMINISTRATIVE CLERK

TBA

CONSULTANT PHYSICIAN

Andras Fenyves, MD

CONSULTANT PSYCHIATRIST

Jane Zirin, MD

OFFICE

Willoughby, Room 115
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 near Wiloughby, Room 115. Direct any questions regarding your immunization status to Health and Counseling Services.

Check the Pratt Website for information regarding hours, staff, and services available.

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 on-line through Health e-U on the Health and Counseling page of the Pratt website. Details are explained in a letter 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**

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 St.
(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

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
(718) 237-0222
Metropolitan Dental Associates, 447 Fulton,
(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 COMPRE-
HENSIVE 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 (OIA)

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 academic goals are two-fold. The first goal is to familiarize the international student with the American system of post-secondary education. The second goal is to promote an atmosphere conducive to monitoring student progress while effectively supporting the campus effort to mainstream international students whose cultural background may differ from their American counterparts.

Another important function of the office is administering the international semester exchange program.

Exchange programs exist in 10 schools in the following nine countries; Australia, England, Germany, 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.

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 international students, semester exchange students, professors and research scholars.

DIRECTOR

L. Jane Bush

ASSOCIATE DIRECTOR

Saundra D. Hampton

ASSISTANT DIRECTOR

Mia Schleifer

ASSISTANT TO THE DIRECTOR

TBA

INTERNATIONAL COORDINATOR

TBA

OFFICE

Main Building,
Lower Level
Phone: (718) 636-3674
Fax: (718) 636-3497
e-mail: oia@pratt.edu

DIRECTOR OF ATHLETICS AND RECREATION

Dave B. Adebajo

ASSISTANT DIRECTOR OF ATHLETICS FOR INTRAMURALS

Michael Chapman

ASSISTANT DIRECTOR OF ATHLETICS FOR FACILITY AND EVENT MANAGEMENT

Walter Jaramillo

SECRETARY

Linda Rouse

OFFICE

ARC Upper level
 Phone: (718) 636-3773
 Fax: (718) 636-3772
 athletics@pratt.edu

ARC FRONT DESK

Phone: (718) 636-3774
 Pratt is a member of the NCAA, CTC, ECAC, and Hudson Valley Conference

RECREATION, INTRAMURALS, AND ATHLETICS

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.

Intramurals

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

- Yoga
- 3-on-3 Basketball
- Weight Watchers
- 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:

- 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

RESIDENTIAL LIFE AND HOUSING**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 the students who reside on campus and extend to the residence halls in many direct ways. They 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.

Community

Being a member of a community means sharing certain rights and responsibilities with one another. 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. Members of a residence hall community are expected to confront those who do damage to their community, report adverse conditions which 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

DIRECTOR

Christopher Kasik

ASSOCIATE DIRECTOR FOR RESIDENTIAL LIFE

Katherine Hale

ASSOCIATE DIRECTOR FOR HOUSING SERVICES AND OPERATIONS

Tuan Vu

ASSISTANT DIRECTOR-HOUSING

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RECEPTIONIST

Steven Spavento

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Willoughby Hall,
 Room 105
 Phone: (718) 399-4550/
 4551
 Fax: (718) 399-4552
 Email: reslife@pratt.edu

ASSISTANT DIRECTOR FOR RESIDENTIAL LIFE-SOUTH CAMPUS

Grace Kendall
 Office: Willoughby Hall,
 Room 105
 Phone: (718) 399-4557

ASSISTANT DIRECTOR FOR RESIDENTIAL LIFE-NORTH CAMPUS

Christopher Ruggieri
 Office: Willoughby Hall,
 Room 105
 Phone: (718) 399-4559

positive interaction with neighbors, and a physical space of which the members can be proud. Being a member of a community means sharing certain rights and responsibilities with one another. 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.

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 CATV, phone service, and Internet access included in the rent fee (except Grand Avenue, which has only CATV and wireless Internet connectivity). Each student is provided a bed, 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.

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. Cannoneer Court is a non-smoking community, as are all first year student residence halls.

ESTHER LLOYD-JONES HALL (ELJ)

Named for a renowned college educator and respected Pratt trustee emerita, ELJ houses 80 upper-class students. ELJ offers two options for men and women, double and single rooms with shared baths. Esther Lloyd-Jones is a non-smoking community.

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 a Global Learning community. Pantas, like all first year student residence halls, is non-smoking.

VINCENT A. STABILE HALL

Stabile Hall opened in fall 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 a Healthy Choices community. Like all first year student residence halls, Stabile is non-smoking.

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 a large lounge space 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

Most new graduate students are assigned to the newest residence, Grand Avenue. This joint venture between Pratt Institute and a local developer has resulted in a true apartment-style graduate facility. The building can house 50 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

RESIDENCE HALL OFFICE PHONES

**ESTHER LLOYD-JONES
HALL**
(718) 399-4554

LEO J. PANTAS HALL
(718) 399-4554

WILLOUGHBY HALL
(718) 399-4553

CANNONEER COURT
(718) 687-5845

STABILE HALL
(718) 399-4568

GRAND AVENUE
(718) 399-4553

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. Grand Avenue is a non-smoking community.

RESIDENCE HALL STAFF AND COMMUNITY

RESIDENT ADVISOR (RA)

The resident advisor is a student employee of the Department 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 who is considered the primary administrator of the residence hall (in Willoughby Hall there are three sections, WRH I and II, each with its own RD, with WRH III, under direct supervision of the coordinator). 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 provides an additional level of support in assisting students 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 undertakes 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 whom 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 renegotiation 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 and/or RLC of the building. Hall Councils have an executive board (chair, events coordinator, concerns coordinator, environmental representative, RHAC 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 the 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 that all resident students are expected to understand and abide by, including the refund schedule for License 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 Request for Cancellation Form is received and approved. Ask for a Security Deposit Refund Form at the same time to ensure your Security/Damage Deposit is returned to you (less any room or common area damage costs).

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

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 ELEVATORS!

Proceed down the nearest stairwell.

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.

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. Students who remove these batteries, or 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.

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 24 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 (ORL) and posted throughout the halls, well in advance of when this decision has been made.

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.

MAIL FORMAT

(LETTERS AND PACKAGES)

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

SUMMER HOUSING 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.
- 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.

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 you receive special delivery/overnight/express mail, you will receive notification in your mailbox between 9 AM–5 PM, Monday through Friday. If such a delivery arrives after 5 PM or on a weekend, it will be delivered to the Main Security Booth. When picking up your express mail you will need to bring your Pratt ID. The hours for express mail pick-up are 4–5 PM, Monday through Friday.

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.

MEAL PLAN

CulinArt provides full-service campus dining for the Pratt community. 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 can use their meal cards in the main dining hall, the Convenience Store, the Higgins Hall Café and the Gallery Café/Pizza Shop. Spending in the Convenience Store adds need to a student's meal plan that is not included in the meals per week calculations above. All plans are available to all students (both commuter and resident). For complete details, consult CulinArt or staff in the Office of Residential Life, 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.

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.

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.

STUDENT ACTIVITIES AND ORIENTATION

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.
- Providing opportunities for professional and student co-curricular development.
- 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

DIRECTOR OF STUDENT ACTIVITIES AND ORIENTATION

Emma Legge

ASSISTANT DIRECTOR OF STUDENT ACTIVITIES AND ORIENTATION

TBA

GRADUATE ASSISTANTS

Michelle Ajemian
Vic Alonzo
Cody Winchester

SECRETARY/OFFICE MANAGER

Karen Smith

OFFICE

Main Building,
Lower Level
Phone: (718) 636-3422
Fax: (718) 399-4578
studentactivities@pratt.edu

Museum of Modern Art (MoMA), Brooklyn Botanic Gardens 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.

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 *italics* are based on the Manhattan campus. For more detailed club information and meeting times, visit the Student Activities Web site.

ACTIVE ORGANIZATIONS – OVER 40 DIFFERENT OPPORTUNITIES!

CULTURAL

Alianza (Multicultural Student Organization)
Capoeira Angola (Brazilian Dance)
Origination (African American)
PISA (Pratt International Student Association)

SPECIAL INTEREST

Belly Dancing
Ceramics Club
DIGIT
Film Club
Jugglers Anonymous
Manga Club
NAACP
Pratt Anime
Queer Pratt (Gay, Bisexual, Lesbian, Transgender, Questioning, and Allies)
Sculpture Club
Shred the Gnar (Ski and Snowboard)

STUDENT MEDIA

Pratt TV
Prattler (Student Newspaper)
Static Fish (Comic Book)
Ubiquitous (Art and Literary Magazine)
WPIR Pratt Radio

PROFESSIONAL AND ACADEMIC

ACMP Club – Arts and Cultural Management
AIAS (American Institute of Architecture Students)
ComD Agency
Construction Management Association of America
Fashion Society
History of Art and Design Student Association
Historic Preservation Club (PHPO)
IDSA (Industrial Design Student Association)
M-Learn
PIPSA (Pratt Institute Planning Student Association)
Pratt Artist League (PAL)
Pressure
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
Theta Phi Alpha Sorority

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
- Pratt Manhattan Representative
- Student Affairs 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

RELIGIOUS AND SPIRITUAL

Jewish Student Union
Korean Christian Fellowship
Newman Club
TRANSform Christian Fellowship

NEW/PROVISIONAL ORGANIZATIONS

Pratt Institutionalized Theatre
Dance Club
Envirolutional
Pratt Costumers
Poetry Club
Moby Dick Book Club
Yoga Circle



OTHER SERVICES

ADMISSIONS
FINANCIAL AID
BURSAR
REGISTRATION
SECURITY

ADMISSIONS

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 throughout his or her 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.

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

FINANCIAL AID

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.

Although Pratt believes that the primary responsibility for paying for a college education rests with the student and family, the Office of Financial Aid tries to ensure that no student is prevented, by a lack of funds, from completing his or her education. In addition to the full range of aid programs available to Pratt students from external sources such as federal and state 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: 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 MAY 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 FastAward 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 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. They can be completed and signed electronically on our website: www.pratt.edu/aid.

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's Pell Grant for the year is \$2,700 may receive \$1,350 for summer study, but will only have \$1,350 left to split between the fall (\$675) and spring (\$675) 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

DIRECTOR OF FINANCIAL AID

Karen Price-Scott

ASSOCIATE DIRECTOR OF FINANCIAL AID

Fiona Approo

ASSISTANT DIRECTOR OF FINANCIAL AID

Savior Wright

OFFICE

DeKalb Hall, Rm.104
Phone: (718) 636-3599
Fax: (718) 636-3739

NOTE

Deadline: Complete FAFSA and Pratt application by February 1.

(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 4 YEARS OR 8 SEMESTERS		BA 4 YEAR WRITING MAJOR		BA 5 YEAR OR 10 SEMESTER HEOP PROGRAM ONLY		BA 5 YEAR OR 10 SEMESTER ARCHITECTURE		AA AND CERTIFICATE PROGRAMS		MASTERS DEGREE PAST MASTERS CERTIFICATE	
	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 com-

pleted 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 pratt.studentemployment.nelnet.net to search for openings on campus. Students are paid at an hourly rate for hours worked (up to 19.5 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 submission 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

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

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:

- 1. PROBLEMS PAYING YOUR BALANCE AFTER FINANCIAL AID**
Students may discuss payment options with representatives from the office.
- 2. 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 Advise-ment, 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

BURSAR

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Loretta Edwards
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ASSISTANT BURSAR

Madeline Vega-Mourad
bursar@pratt.edu

OFFICE

DeKalb Hall, First Floor
Phone: (718) 636-3539
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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 maybe 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 \$20 when a check is returned by your bank for any reason. Any check in payment of an Institute charge that 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, which 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 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:

1. Unsubsidized FFEL loans
2. Subsidized FFEL loans
3. Federal Perkins loans
4. FFEL PLUS loans
5. Federal Pell Grants
6. Federal SEOG
7. 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 ten working days.

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.

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:

A. Full Refund

Withdrawal prior to the opening day of term.

B. 85% Tuition Refund

Withdrawal from the first through seventh day of the term.

C. 70% Tuition Refund

Withdrawal from the ninth through fifteenth day of the term.

D. 55% Tuition Refund

Withdrawal from the sixteenth through twenty-second day of the term.

E. No Refund

Withdrawal after the twenty-second day of the term.

MONEY SAVING TIP

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

MONEY-SAVING TIP

Be aware of the payment deadlines listed in the Institute *Bulletin*, the Pratt Web site and Pratt Academic Calendar. Late payment penalties are avoidable! Information regarding tuition and fees is available online at www.pratt.edu/bursar Admissions Tuition & Fees.

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 the 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.

ACCESSING THE WEB PORTAL

The web portal for Pratt Institute can be found at <http://my.pratt.edu>. This service allows students to access information via the web nearly twenty-four/seven. Students have the ability to register for classes, drop, and add classes. Students are also able to view or print their schedule, grades, transcripts, and GPA, access their degree audit, as well as view and pay their bill, all via the my.pratt portal. Other student information may be accessed and changed via the my.pratt portal.

Because students' personal information may be obtained via the my.pratt web portal, a user ID and password are required. All students are issued a user ID and password when they are admitted. Students will be notified of their user ID and password through a letter sent to their home address. The first time a student accesses the system s/he will be required to change his or her password.

If you have trouble or forget your password contact the Pratt Help desk. The help desk is available at 718-636-3765 or via email at helpdesk@pratt.edu.

REGISTRATION

In order to attend any course at Pratt Institute, a student must:

1. Be formally approved for admission
2. Have a program of courses approved by an academic advisor online
3. Register for the approved courses online at my.pratt.edu
4. Pay prescribed tuition and fees

STUDENTS ARE FULLY RESPONSIBLE FOR TUITION AND FEES AFTER COMPLETION OF STEPS 1 THROUGH 3.

Instructors will not admit unregistered students into classes. Proof of official registration may be obtained in the Office of the Registrar or online at my.pratt.edu. Credits and grades will not be recorded for courses taken without a valid registration.

Official registration dates can be found in the Academic Calendar (see calendar section). Responsibility for a correct registration and a correct academic record rests entirely with the student. Students

are responsible for knowing regulations regarding withdrawals, refund deadlines, program changes, and academic policies.

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. Registration timetickets are given to each currently registered student based on the number of credits completed at Pratt. Students are notified of their registration date via email and it is displayed when they login into my.pratt. Registration is done at my.pratt.edu, the portion of the Pratt website that allows students to register for classes, drop or add classes, view their grades, and review their degree audit.

SEARCHING FOR CLASSES:

Students may also search the database of course sections available for registration by logging into my.pratt.edu, click Academic Tools, click on Student, and then click Search for Sections. The "Registration Quick Tips" on this page has tips for making your search more useful.

Academic Advisement

All students are required to meet with an academic advisor prior to registering for classes. Academic departments may start the advisement process earlier than the first day of registration. 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 and academic requirements. Watch for email announcements and online notifications regarding the registration dates, procedures, and deadlines particular to individual students' departments. Following their procedures (and getting good grades) will ensure a timely graduation. Check the Institute Bulletin, the Pratt Academic Calendar, and this Registration Guide for registration and payment deadlines. Careful attention to these dates will prevent late charges and cancellation of your schedule.

Drop/Add Processing

FALL SEMESTER	SPRING SEMESTER	SUMMER1	SUMMER 2
Last day to add a class or change sections			
September 16	January 30	May 26	July 6
Last day to drop a class with 100% refund			
September 2	January 17	May 18	June 28
Last day to drop a class with 85% refund			
September 9	January 24	N/A	N/A
Last day to drop a class with 70% refund			
September 16	January 31	N/A	N/A
Last day to drop a class with 55% refund			
September 25	February 7	June 3	July 14

The Pratt Academic Calendar and the Registration Guide contain information about specific drop/add deadlines for the academic year (see table above). It is the students' responsibilities to know these dates and to know what classes/sections are listed on their schedule. Permission to drop a class obtained from an Academic Advisor, Department Chair, or Faculty member does not relieve students of financial responsibility. Generally course additions or

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 Web site 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.

MONEY-SAVING TIP

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 TIP

See the Academic Service assistant only after you have the needed signatures to avoid standing in line twice!!

section changes are allowed during the first two weeks of fall and spring semesters and the first week of summer terms ONLY. Courses dropped during this time period will not show up on your transcript. Courses dropped after the second week but before the last day to drop a course will result in a 'WD' on the transcript. No course withdrawals are allowed after the published deadline and grades for these courses will be given. Failure to withdraw from a course will result in an 'F' grade on the transcript.

Students may add courses online during the first two weeks of each semester. Students may drop classes online during the first two weeks of the semester and withdraw from courses online until the last day to withdraw for the semester. Students should be sure to meet with their academic advisor to obtain the needed approval and should view their bill online after they have made the change to see what affect the changes had on their charges.

There is no need for a drop/add form to be completed and brought to the Registrar's Office during the drop/add period.

Students should view their schedule regularly during the first two weeks of classes since courses are subject to cancellation by departments. If a course that a student is registered for is cancelled, please see your academic advisor immediately to attempt to get into another section or course.

Student Health Insurance

All students are charged for Student Health Insurance every semester. If students are covered under their parents insurance or another insurance carrier, a waiver can be made. Waiver Forms are available online. A waiver should be completed each year. Waivers are processed by the bursar's office after the add/drop period for each term. For information concerning deadlines for submitting waiver forms contact the Health Office at 718-636-4524 or check the Pratt Website at www.pratt.edu/health.

Change of Major

Students wanting to change their major must first see their Academic Advisor. If the Department is a part of a different school (School of Architecture to School of Art and Design), students must apply for this change in the Admissions Office. If the departments are in the same school, a Change of Major form needs to be completed and the required signatures obtained. This form must be turned into the Office of the Registrar in Thrift Hall.

Changing your major may result in more credits being required to graduate and also may have an effect on the number of transfer credits allowed. Steps for applying for a change of major are:

1. Meet with an Academic Advisor to review the affect the change of major will have. Be sure to print out a degree audit for the new major, prior to the meeting, to see the difference in the requirements.
2. Pick up an application for a change of major in the Office of the Registrar and complete the form.
3. Turn in completed form, with required signatures, to the Registrar's Office.

Grades

Grade reports are not mailed to students. Grades may be obtained online at my.pratt.edu (see instructions below). Grades are submitted online and students are able to view their grades as soon as the instructor enters the grades. If there are any questions about the grade received, a student should contact the instructor immediately. Only Change of Grade forms properly completed, signed, and submitted directly to the Office of the Registrar by the instructor or department chair will be accepted.

Time limits have been allotted for resolving grade problems. Spring and summer grades may not be changed after the last day of the following fall semester. Fall grades cannot be changed after the last day of the following spring semester. 'INC' and 'NR' grades will be converted to an 'F' at the end of the semester after they are received.

TO VIEW GRADES ONLINE:

1. Go to my.pratt.edu and log in.
2. Click on Academic Tools, click on the red Academic Tools link again.
3. After the system logs you into Academic Tools: Click on Student.
4. Click on View Grades.

Transcripts

Unofficial transcripts are available for viewing and printing online at my.pratt.edu.

1. Go to <http://my.pratt.edu> and log in.
2. Click on the Academic Tools tab and then click on the red Academic Tools link.
3. The system will log you in and then click on Student.
4. Click on Transcripts.

Official Transcripts may be ordered by students and alumni at www.pratt.edu/Registrar or at www.getmytranscript.com. Official transcripts may also be ordered by coming into the Office of the Registrar and completing a Transcript Request form or by mail.

GENERAL POLICIES ON TRANSCRIPTS:

- The Registrar's Office must have the student's written request or authorization to issue a transcript. Parents cannot authorize the Registrar's Office to mail a transcript.
- Partial transcripts are not issued. A transcript is a complete record of all work completed at Pratt.
- Allow 5 working days from receipt of the transcript request for the transcript to be mailed. At certain peak times, such as registration and commencement, the processing time is slightly longer.
- Transcripts are not released until your accounts have been paid in full.
- Official Transcripts bear the Institute seal.
- Copies of transcripts from other schools that you may have attended must be requested directly from those schools. Pratt cannot release or copy transcripts.

TRANSCRIPT REQUESTS BY MAIL OR IN THE REGISTRAR'S OFFICE:

Please send your request to:

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

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.

Your request must have the following information in order to be processed:

1. Name while attending Pratt Institute
2. 9 digit social security number or 7 digit Pratt ID number
3. Date of birth
4. Telephone number
5. Dates of attendance and/or graduation date
6. Destination information where transcript is to be sent

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

TRANSCRIPT REQUESTS ONLINE.

Official transcripts may be ordered online at www.pratt.edu/registrar or www.getmytranscript.com. You must have access to a fax machine to use this service.

YOUR REQUEST MUST HAVE THE FOLLOWING INFORMATION TO BE PROCESSED:

1. Name while attending Pratt Institute
2. 9 digit social security number or 7 digit Pratt ID number
3. Date of birth
4. Telephone number
5. Dates of attendance and/or graduation date
6. Destination information where transcript is to be mailed
7. Valid major credit card

Payment is by credit card only. Regular service (leaves Pratt in 3 to 5 business days) is \$7.50 per copy, Rush service (leaves Pratt in 1 business day) is \$10 per copy, and Express service with UPS shipping (leaves Pratt in 1 business day via UPS) is \$18.50 per copy.

Withdrawal from the Institute

Students that are leaving Pratt without graduating are required 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 obtain a Complete Withdrawal Form from the Office of the Registrar in Thrift Hall.

NOTE: THE DATE THAT THE COMPLETE WITHDRAWAL FORM IS TURNED INTO THE REGISTRAR'S OFFICE IS THE DATE USED FOR WITHDRAWAL. THIS DATE DETERMINES THE ELIGIBILITY FOR WD GRADES AND IS ALSO USED FOR CALCULATING A STUDENT'S CHARGES FOR THE TERM BEING WITHDRAWN. ONLY THE SUBMISSION OF A COMPLETE WITHDRAWAL FORM WILL DEACTIVATE YOUR CURRENT STUDENT STATUS.

None of the following actions causes an official withdrawal, or reduces financial liability for a semester.

- Advising a faculty member, Department Chair, or Academic Advisor
- Failure to pay the student account
- Failure to attend classes

Unless a Complete Withdrawal Form is turned in to the Office of the Registrar the registration stays in effect, grades of 'F' will be issued, and the bill will remain in effect.

NOTE: STUDENTS THAT ARE NOT ENROLLED DURING EITHER THE FALL OR THE SPRING SEMESTER WHO HAVE NOT COMPLETED A COMPLETE WITHDRAWAL OR LEAVE OF ABSENCE FORM WILL BE OFFICIALLY WITHDRAWN FROM THE INSTITUTE AND WILL NEED TO BE RE-ADMITTED.

Re-Admission

Students who take a semester or more off without taking an official leave of absence must apply for re-admission. Re-admission applications are available from the Office of the Registrar in Thrift Hall or on the web at www.pratt.edu. Re-admission applications require a fee of \$50.

NOTE: WHEN A STUDENT IS RE-ADMITTED TO A PROGRAM THE COURSE REQUIREMENTS CHANGE TO THE CURRENT CATALOG NOT THE CATALOG THAT WAS USED IN THE INITIAL ACCEPTANCE.

The application deadlines for each semester are below:

APPLICATION DEADLINE	FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTERS
	August 15	December 15	May 1

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 has been taken and what has yet to be taken.

THERE ARE SEVERAL PARTS TO AN AUDIT:

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 credit). 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.

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 TIP

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 TIP

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!

HOW TO GET A COPY OF AN 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.
- 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 at any time for an explanation.

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 in 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.
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 ANY GRADUATION DATE 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.

Leave of Absence

Students who are in good academic standing and have paid their Institute account in full, may request a leave of absence. The Leave of Absence Form can be obtained in the Office of the Registrar. Leaves are granted for a period of one academic year. Extensions beyond one year require a new application to be filed. Students returning 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 withdrawn from the Institute and be required to apply for re-admission (see the Re-admission procedures).

The leave of absence application fee is \$15. Students must obtain all required signatures on the application form and return it to the Office of the Registrar for processing.

SECURITY AND SAFETY

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 through 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 monitors 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.

DIRECTOR OF SECURITY
William Schmitz

ASSOCIATE DIRECTOR OF SAFETY & SECURITY
Joseph Santa Ana

TOUR SUPERVISORS
Kenneth Pompey
John Talbot

OFFICE
Engineering 111
Phone: (718) 636-3542

MAIN GATE SECURITY BOOTH
Phone: (718) 636-3540
or (718) 636-3541

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
- Courtyard of East Building
- 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 Bldg—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, attempt 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.

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

TO OPERATE AN EXTERIOR EMERGENCY-PHONE

Open box, push talk button, give message.

SUBWAY ENTRANCE LIGHT INDICATORS**RED LIGHT**

Subway has no access. (This entrance is closed.)

ORANGE LIGHT STATION

Subway 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.

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 comprised 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.
- 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.

REMEMBER

Nothing that is in your possession is worth 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.

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 \$125. 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 re-registration 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, HANDICAPPED 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 suspension 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.

ANY FURTHER INFORMATION REGARDING YOUR IDENTIFICATION CARD MAY BE OBTAINED FROM

Security Administrative Office
Engineering, Room 111
Phone: (718) 636-3542

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 office, Room 111, Engineering.

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 web site at ope.ed.gov/security/index.asp

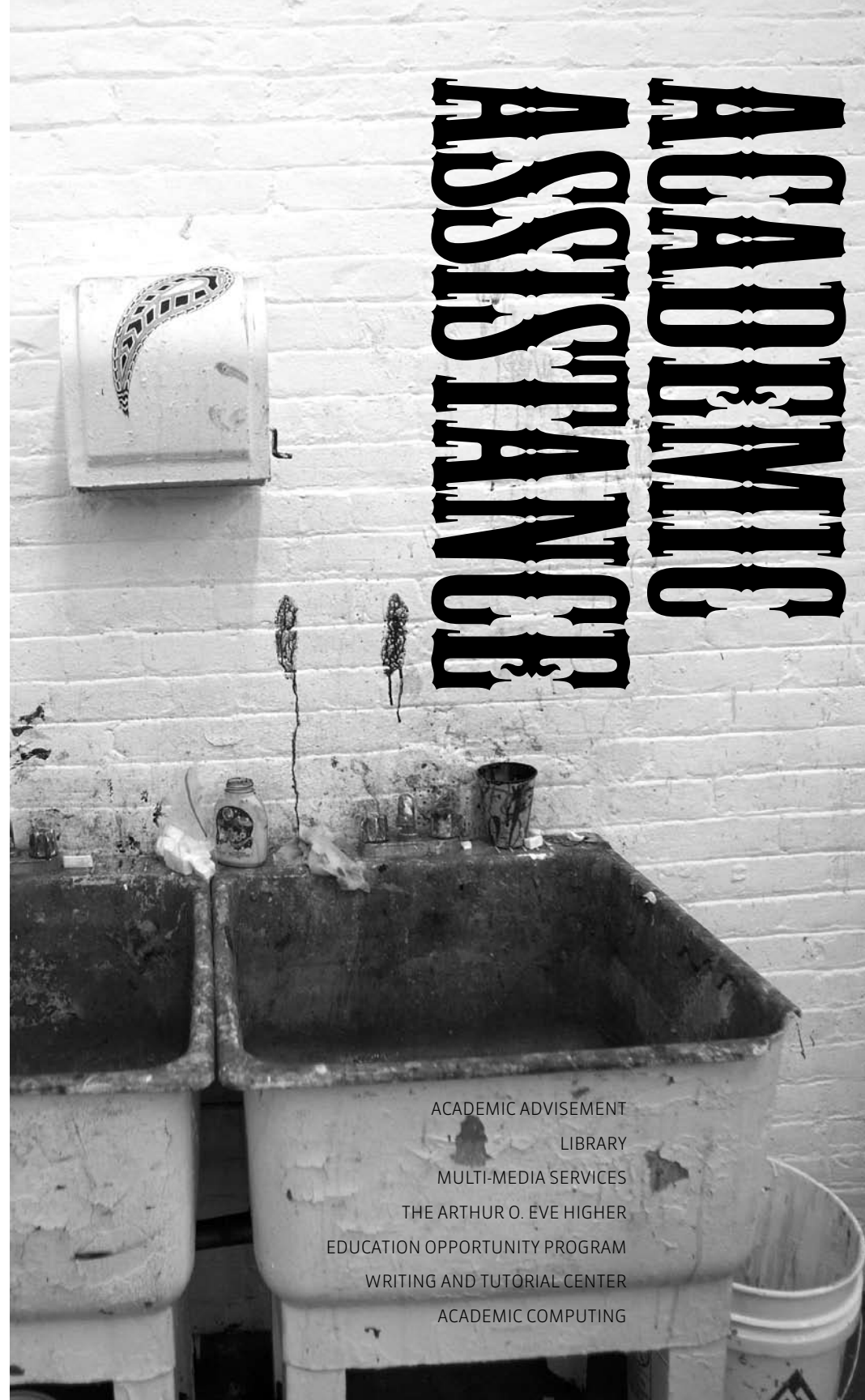
Identification Cards (IDs)

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 ASSISTANCE

- ACADEMIC ADVISEMENT
- LIBRARY
- MULTI-MEDIA SERVICES
- THE ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAM
- WRITING AND TUTORIAL CENTER
- ACADEMIC COMPUTING



**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

**UPPERCLASS AND
TRANSFER STUDENTS**

Mike Farnham,
Coordinator
(718) 636-3611

NEW STUDENTS

Please check your orienta-
tion packet for more
information on academic
advisement.

DIRECTOR OF LIBRARIES

Patricia Cutright

**ASSISTANT TO THE
DIRECTOR**

Dina Buttner

**DIRECTOR OF PUBLIC
SERVICES**

Paul Glassman

**HEAD, TECHNICAL
SERVICES**

John Maier

**COORDINATOR OF
INFORMATION SERVICES
PRATT MANHATTAN
CAMPUS:**

Jean Hines

**PUBLIC SERVICES
COORDINATOR**

Alycia Sellie

**ART & ARCHITECTURE
LIBRARIANS**

Cheryl Costello

REFERENCE LIBRARIANS

Paul Schlottbauer
Holly Wilson

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.

LIBRARY

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 Web site providing broad access to electronic materials as well as information about the Libraries. Connect to the Libraries' Web site 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 186,000 monographs, 700 current periodical subscriptions and 15,000 bound periodical volumes, and 125,000 slides. In addition, the Brooklyn campus library houses microfilm, multimedia, rare books, and the college archives. The Multi-Media Center, located in the lower level of the Brooklyn campus library, has a collection of film, video, and DVD formats. 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 collections 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 circulate for two 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.

Renewals and Returns

Materials may be renewed once 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.

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.

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 VHS tapes and DVDs from the extensive collection or view 16mm films in the library facility. MMS also oversees classroom audiovisual support in specially equipped classrooms located in the Library, the Engineering Building, and in Higgins Hall. Spaces 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 the facility.

**ELECTRONIC RESOURCE/
SYSTEMS LIBRARIAN**

Stephen Klein

**ACADEMIC TECHNOLOGY
OUTREACH LIBRARIAN**

Caroline Brown

**IMAGE CATALOGER/
REFERENCE LIBRARIAN**

Laena McCarthy

**VISUAL RESOURCE
CURATOR**

Lorraine Smith

**CIRCULATION AND RE-
SERVE COORDINATORS**

Christopher Bussmann
Jason Rodgers

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–11 PM
Friday: 7:30 AM–6 PM
Saturday: 1–6 PM
Sunday: 1–11 PM

**Manhattan Campus
Library**

Monday–Thursday
10 AM–10 PM
Friday–Sunday
10 AM–6 PM

Audio Visual Campus Circulation**AUDIO-VISUAL EQUIPMENT CIRCULATION**

- Campus Audio-visual Services (CAVS)
- MMS' Campus Audio-visual Services (CAVS) office, located in Room 31E on the third floor of the Engineering building, maintains and circulates an extensive collection of audio-visual equipment. With a current valid Pratt ID, students may borrow audiovisual equipment, including data projectors, miniDV camcorders, 35mm and digital cameras, tripods, photo lights, and more. Advance reservations are recommended.

DIRECTOR

Russell S. Abell
rabell@pratt.edu

ASSISTANT DIRECTOR

Chris Arabadjis
carabadj@pratt.edu

SPECIAL EVENTS COORDINATOR

Hillary Frisbie

COORDINATOR OF EQUIPMENT AND LOAN SERVICES

Aline Fader
afader@pratt.edu

For current hours of service and updated information <http://lib.pratt.edu/public/hrs.html>

PRATT MANHATTAN CAMPUS LIBRARY

Monday–Thursday:
10 AM–9:30 PM
Friday: 9 AM–5 PM
Saturday: 9 AM–5 PM
Sunday: 9 AM–5 PM

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

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

MULTI-MEDIA SERVICES MAIN OFFICE

Lower Level Library, Brooklyn Campus
Phone: (718) 399-4356
Hours of Operation
Monday-Thursday: 9 AM–11 PM
Friday: 9 AM–6 PM
Saturday: 1–6 PM
Sunday: 1–11 PM

CAMPUS AUDIO-VISUAL SERVICES

3rd Floor Engineering, Brooklyn Campus
Phone: (718) 636-3626

MULTI-MEDIA SERVICES AT HIGGINS HALL

Lower Level Higgins Hall, Center Section, Brooklyn Campus
Phone: (718) 399-4311

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.**

THE ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAM (HEOP)

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.

The Arthur O. Eve 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 Arthur O. Eve 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 Arthur O. Eve HEOP if they have been in an approved opportunity program, SEEK, College Discovery, EOP, or Arthur O. Eve HEOP at their previous institution.

WRITING AND TUTORIAL CENTER

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.

DIRECTOR

Warren T. White

ASSISTANT DIRECTOR/ COUNSELOR

Shawneece M. Bailey

TUTORIAL COORDINATOR CONSELOR

Melanie L. Jones

ADMINISTRATIVE SECRETARY

Kinya L. Sanders

OFFICE

ISC Building, Room 104
Phone: (718) 636-3524
Email: HEOP@pratt.edu

OFFICE

North Hall 101
Phone: (718) 636-3459

DIRECTOR

Randy Donowitz

ASSISTANT TO THE DIRECTOR

Diane Cohen

ACADEMIC COMPUTING

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 Computer Graphics 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.

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

ASSISTANT TO THE DIRECTOR OF ACADEMIC COMPUTING

Allison Frazer

SERVICE DESK For Technical Support

Engineering, LL, Room E6
Monday-Friday, 9AM–5PM
Phone: (718) 636-3765

ASSOCIATE DIRECTOR OF TECHNOLOGY SERVICES

Charles Mattiello

SERVICE DESK COORDINATOR

TBA

NETWORK ADMINISTRATOR

Paul Keo

SENIOR NETWORK ENGINEER

Jason Watts

SYSTEM ADMINISTRATOR

Greg Vassie

WINDOWS SYSTEM ADMINISTRATOR

Dinesh Murgai

PCSPECIALIST, HARDWARE

Toby Howard

BROOKLYN COMPUTING FACILITIES**EDS Lab:**

ENGINEERING BUILDING, 2ND FLOOR
HOURS: SUNDAY-SATURDAY 9–12 AM
(OPEN TO 4 AM THREE WEEKS PRIOR TO FINALS)
MANAGER: ROBERT FALOTICO, RFALOTIC@PRATT.EDU
PC SPECIALIST: PAT FRAIETTA, PFRAIETTA@PRATT.EDU

CLASSROOM 214A

18 2.33 Ghz intel Core 2 DUO CPU 2GB RAM CD\DVD Burners,
Nvidia Quadro FX 3700 512MB firewire port

CLASSROOM 214B

18 1.86 Ghz intel Core 2 Duo 6300 CPU 2GB RAM CD\DVD, Burners,
Nvidia Quadro FX 3700 512MB firewire port

CLASSROOM 214C

18 1.86 Ghz intel Core 2 Duo 6300 CPU 2GB RAM CD\DVD Burners,
Nvidia Quadro FX 3700 512MB firewire port

CLASSROOM 214D

18 G5 Quad 2.5Ghz 2 GB Ram

CLASSROOM 215A

18 iMac Intel Core 2 Duo Processor, 2.8 GHz Processor Speed,
2GB RAM, ATI Radeon HD 2600 256 MB VRAM

CLASSROOM 215B

18 Mac G4 733/800 MHz/512Ram

CLASSROOM 215C

18 iMac Intel Core 2 Duo Processor, 2.8 GHz Processor Speed,
2GB RAM, ATI Radeon HD 2600 256 MB VRAM

4 Black and white printers

Digital Output Center (DOC):

ENGINEERING BUILDING, 2ND FLOOR
HOURS: SUNDAY-SATURDAY 9–12 AM
MANAGER: PAUL PETRUCCCELLI, PPETRUCC@PRATT.EDU

ROOM 215D

- 1 ColorLaserJet 9500hdn (duplexing, binding & stapling capabilities)
 - 1 ColorLaserJet 9500n
 - 2 HP DesignJet 5500 Plotters (Print up to 35.5 inches wide)
 - 1 HP DesignJet Z6100 Plotter (Print up to 59.5 inches wide)
- Coming Soon-Professional Digital Photo Printing (up to 12.5 X18.5 full bleed)

Micro-Computer Center:

MACHINERY BUILDING, 1ST FLOOR
HOURS: SUNDAY-SATURDAY 9 AM -12 AM
MANAGER: JUAN SANDOVAL JSANDOVA@PRATT.EDU
MAC SPECIALIST: TBA

CLASSROOM 118

- 18 Dell Pentium Dual Core 3.6GHZ, 2GB RAM CD & DVD burners, Firewire and USB ports
- Video card: Nvidia Quadro FX 3500 (256Mb/True Color 32 bit)
- 2 HP Scanners, (1) Flatbed & (1) Form feeder.

CLASSROOM 121

- 18 Dell Pentium IV 2.99Mhz, 1GB RAM CD & DVD burners, Firewire and USB ports
- Video card: NVIDEA Quadro FX 540 (128Mb/True Color 32 bit)
- 2 HP Scanners, (1) Flatbed & (1) Form feeder.

CLASSROOM 120

- 18 iMac G5 2 GHz, 1GB RAM CD & DVD burners
- 2 Epson Flatbed scanners

CLASSROOM 115

- 18 G5 Quad 2.5GHz, 2GB RAM CD & DVD burners
- 2 Epson scanners, (1) Flatbed & (1) Flatbed High Performance Tabloid size

117 VIDEO EDITING & COLOR PRINTING ROOM

- 4 Apple Dual 2.7Ghz Power PC G5 Quad 2.5GHz, 2GB RAM CD & DVD burners
- 3 Apple Mac Pro 2 X 2.66 GHz. Dual Core Intel Xeon, 4GB RAM CD & (2) DVD burners
- 7 Sony Digital Video Cassette Recorders, (4) Digital Video Cassette & (3) HD Digital Video Cassette
- 2 HP Design Jet Color Plotters 36"

FRONT DESK AREA 116

- 4 black and white printers, (2) HP LaserJet Duplex Units & (2) Regular HP LaserJet Printers

INTERNET LOUNGE 119

- 15 Dell Pentium IV 3GHz, 1GB RAM CD & DVD burners, Firewire and USB ports
- Video card: ATI FireGL V3100 (128Mb/True Color 32 bit)

Foundation Media Lab:

MAIN BUILDING 3RD FLOOR
HOURS: SUNDAY-SATURDAY 9 AM–5 PM
MANAGER: YORKE FLYNN, YFLYNN@PRATT.EDU

CLASSROOM 330

- 3 MacPro: Dual-core Intel Xenon 2GHz, 2GB RAM
- 1 iMac: Dual-core Intel Xenon 2GHz, 2GB RAM
- 1 PowerMac: PowerPC G5 2GHz, 2GB RAM
- 1 iMac: PowerPC G5 1.8GHz, 1GB RAM
- 1 eMac: PowerPC G4 1.25GHz, 1GB RAM
- 5 eMac: PowerPC G4 1GHz, 1GB RAM
- 2 PowerMac: PowerPC G4 867MHz, 1GB RAM
- 6 iMac: PowerPC G4 700MHz, 1GB RAM

EDUCATIONAL TECHNOLOGIST

Johel Brown-Grant

ASSOC. DIRECTOR, COMPUTING FACILITIES Coordinator, Laptop Programs

Hope Garlick

PRATT MANHATTAN CENTER:

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

**ASSOC. DIRECTOR
COMPUTING SERVICES
PRATT MANHATTAN**
David Marcinkowski

**ACADEMIC ASSISTANCE
EVENING LAB MANAGER
PRATT MANHATTAN**
Luis Fraguas

**ART & 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

AUDIOVISUAL MANAGER
Shannon Insana

LAB HOURS:
M-F, 8 AM-10 PM
F-Sat, 9 AM-6 PM

- 3 Epson 2450 Photo Scanners
- 2 Mini DV Cassette Recorders
- 4 Memory Card Readers
- 1 Copy Stand
- 2 Music Keyboards

CLASSROOM 332

- 20" iMac, IntelCore 2 Duo, 2.4 GHz, 800MHz, 2GB Ram, ATI Radeon HD 2600 Pro 256 MB
- 3 Epson 2450 Photo Scanners
- 3 Mini DV Cassette Recorders
- 6 Memory Card Readers
- 1 Copy Stand
- 2 Music Keyboards

CLASSROOM 340

- 20" iMac, IntelCore 2 Duo, 2.4 GHz, 800MHz, 2GB Ram, ATI Radeon HD 2600 Pro 256 MB
- 2 Epson 4490 Phot Scanners
- 1 Epson 2450 Photo Scanners
- 3 Mini DV Cassette Recorders
- 6 Memory Card Readers
- 1 Copy Stand
- 2 Music Keyboards

Higgins Hall Lab:

HIGGINS HALL NORTH, 3RD FLOOR, ROOM 306A
HOURS: SUNDAY- SATURDAY 9-12 AM
(OPEN UNTIL 4 AM THREE WEEKS PRIOR TO FINALS)
MANAGER: JUAN DE LA HOZ JDELAHOZ@PRATT.EDU

COMPUTER LAB 306A

- 18 2.33 Ghz intel Core 2 DUO CPU 2GB RAM CD/DVD Burners, Nvidia Quadro FX 3700 786MB firewire port

COMPUTER LAB 306B

- 7 2.33 Ghz intel Core 2 DUO CPU 2GB RAM CD/DVD Burners, Nvidia Quadro FX 3700 512MB firewire port

306C PLOTTER ROOM

- 3 HP 5500 color plotters
- 1 500 color plotters
- 2 color laser printers

COMPUTER LAB 208

- 18 Pentium Core2 Duo 2.33 Ghz, 2GB RAM DVD+CD burner, Nvidia Quadro FX 3450 512 MB

PRATT MANHATTAN CENTER**MANHATTAN COMPUTING FACILITIES (5TH FLOOR)**

- 15 Pentium dual Xeon 3.4Ghz PCs
- 15 Pentium IV 3.0Ghz PCs (AutoDesk Training Center)
- 13 Pentium dual Athlon 2.0Ghz PCs with Wacom tablets
- 22 Pentium IV 2.0Ghz PCs
- 16 G5 Macs
- 14 iMacs with Photo Card Readers
- 16 G5 Macs & with Wacom Cintiq tablets
- 16 Power Macs with video editing peripherals

- 14 iMacs
- 15 Pentium dual Xeon 3.5ghz PCs (Open Lab)
- 25 G5 Macs, iMacs (Open Lab)
- All labs have B&W printing and a variety of scanners and other peripherals

VIDEO SUITE (RESERVATION ONLY)

- 6 G5 Power Macs
- CD burning, DVD burning, Sony DV drives, NTSC monitors, Apple cinema display, Digi002 sound editing deck
- Microphones & headphones

SCANNING SUITE (RESERVATION ONLY)

- 4 G4 Mac (dual processor)
- Nikon 8000 slide scanner
- 2 Nikon 5000 slide scanner
- 2 Epson large flat bed scanner
- Lacie Electron Blue 19" monitors w/ hoods
- Monitor Calibrators
- Lightbox
- GTI Color Matching System

W14 COLOR PRINT CENTER*

- 1 Xerox 7400 laser printer (offers 8.5x11 & 12x18 color prints on matte paper)
- 1 Xerox 7700 laser printer (offers 8.5x11 & 12x18 color prints on glossy paper)
- 1 HP 5500ps plotter (offers 42 inch plots by the foot on semi-gloss paper)
- 2 Epson 4880 inkjet printer (offers 13x19 & 17x22 prints on luster paper)
- 2 Epson 4800 inkjet printers (offers 13x19 & 17x24 color prints on matte paper)
- *All lab computers at Pratt Manhattan have access to the color print center printer queues

CYBERCORNER (6TH FLOOR)

- 8 PC Pentium IV 3Ghz
- Laser B&W printer

AOS COMPUTER LAB* (3RD FLOOR):

- 17 iMacs
- CD burning, scanning, B&W printing, video projection, Wacom tablets
- *This lab is for AOS student use only.

SILS COMPUTER LAB (6TH FLOOR)*:

- 28 Pentium IV 3 GHz PC
- CD burning, scanning, B&W printing, video projection
- *This lab is for SILS student use only.

GRADUATE COMMUNICATIONS DESIGN LAB (7TH FLOOR)*:

- 10 G5 Macs
- 7 iMacs
- CD burning, scanning, B&W printing, color ink jet printers
- *This lab is for Grad ComD student use only.

SPECIAL PROGRAMS



ART AND DESIGN EDUCATION
ASSOCIATE DEGREE
CENTER FOR CONTINUING AND PROFES-
SIONAL STUDIES
PRATT GALLERIES

ART AND DESIGN EDUCATION

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 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 B.F.A. degree, and later, in the second semester of the junior year, the B.F.A./M.S. (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.

During the summer of 2008, a new international program, Pratt in South Africa, will be offered by our department for the first time. It is open to undergraduates and graduates from all majors both within the Pratt community along with students in other colleges and universities as well as practicing art teachers. Applicants may choose two courses from the following: Fieldwork/Study in Art and Design Education (teaching art to South African high school students), Puppetry, and Special Topics: The Art and Architecture of South Africa.

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 first semester of their senior year. The criteria for selection are announced each year, although eligibility for financial aid is usually one of the prerequisites for consideration.

CHAIRPERSON

Amy Brook Snider
absnider@pratt.edu
(718) 636-3637

OFFICE

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

DEPARTMENTAL ADMINISTRATIVE ASSISTANTS

Kat Irranney (718) 636-3681
Laurel Voss (718) 399-4208

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

ASSOCIATE DEGREES

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 (A.O.S.) or transfer (A.A.S.) 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.

CHAIRPERSON, 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

ASSOCIATE OF OCCUPATIONAL STUDIES (A.O.S.) WITH DEGREES IN GRAPHIC DESIGN, ILLUSTRATION AND DIGITAL DESIGN, AND 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 (A.A.S.) 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 B.F.A. 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 B.F.A. program at Pratt or another school of choice. The program offers a strong foundation, advanced level art, design courses, as well as a liberal studies component, all combined to create a comprehensive transfer degree.

CENTER FOR CONTINUING AND PROFESSIONAL STUDIES

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.

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; college students desiring to combine an exciting travel experience 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; 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; Project Management; Sustainability (pending); 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 and Autodesk Media and Entertainment.

Also offered are stand-alone, continuing education (non-credit) courses for the following purposes: 1. for non-majors who wish to prepare for admission into Pratt's graduate programs in industrial design and interior design; 2. for instructors who wish to prepare for the NYS educator tests; and for personal enrichment. 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' 250 courses and special programs. Programs, lectures, seminars, and studios are conveniently offered at both Pratt Manhattan and the main campus in Brooklyn.

DIRECTOR

Dr. Charles Münster

ASSISTANT TO THE DIRECTOR

Joanne James

ASSOCIATE DIRECTOR

Karen Miletsky

ACADEMIC DIRECTOR

Joelle Danant

ACCOUNT/CUSTOMER SERVICE SPECIALIST

Alana Smith

PRE-COLLEGE COORDINATOR

Elizabeth Kisseleff

BROOKLYN STAFF

ADMINISTRATIVE ASSISTANT

Johnell Wilson

LIBERTY PARTNERSHIP

Director

Fredrick Watson

Administrative Assistant

Veronica Darby

STEP

Director

Dr. Georgianna Glose, OP

Telephone: (718) 636-3453

Facsimile: (718) 399-4410

Internet: pratt.edu/prostudies

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 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 MANHATTAN

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' prime location, near Union Square, Chelsea's art district, and several other vibrant educational institutions, 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

SPECIAL PROGRAMS COORDINATOR

Karen D'Angelo

ADMINISTRATIVE ASSISTANTS

Perry Han

Karen Udo

ADMINISTRATIVE SECRETARY

Shirley McClean

TECHNICIAN

Fredrico Savini

ACADEMIC COMPUTING

ASSOCIATE DIRECTOR TECHNOLOGY AND PROGRAM DEVELOPMENT

David Marcinkowski

FOR UP-TO-DATE INFORMATION

about programs at CCPS (Center for Continuing and Professional Studies), call (718) 636-3453 (Brooklyn) or (212) 647-7199 (Manhattan), email us at prostudy@pratt.edu or visit our website at pratt.edu/prostudies.

COMMUNITY OUTREACH

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 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

SOCIAL CONDUCT
HUMAN RIGHTS
ALCOHOL AND DRUGS
JUDICIAL PROCESS
POSTER POLICIES
STUDENT ACTIVITY VAN



SOCIAL CONDUCT CODE AND PROCEDURES

- Policy on Human Rights
- Sexual Assault
- Smoking Policy
- Alcohol and Substance Use Policy
 - Policies and procedures, regarding the use and distribution of alcohol
 - Applicable local, state, and federal sanctions for the unlawful possession or distribution of illicit drugs and/or alcohol
 - Physical and psychological health risks associated with the use of illegal drugs and the abuse of alcohol.
- Computer User's Rights and Responsibilities
- Alumni and Guest access to Instructional Facilities
- Other Institute Standards
 - Behavior Disruptive to Another
 - Commercial Activities or Soliciting
 - Behavior Disruptive to the Public Order
 - Behavior Adverse to Health and Safety Regulations
 - Theft, Willful Property Damage, and Unauthorized Entry
 - Dangerous Conditions, Weapons, and Explosives
 - Alcohol
 - Drugs
 - Gambling
 - False Information
 - Misuse of Documents and Computers
 - Failure to Comply
 - Hazing
 - Special Note to Student Athletes
- Off-Campus Conduct
- Violations of Federal, State, and Local Laws
- Procedures, Violations of the Social Conduct Code
- Summary of the Social Conduct Judicial Process

ACADEMIC INTEGRITY CODE AND THE JUDICIAL PROCESS

- Academic Standards
 - Academic Integrity Code
 - Plagiarism
 - Attendance and Conduct
 - Attendance and Religious Beliefs
 - Privacy and Confidentiality
- Academic Integrity Adjudications
 - How are academic integrity cases handled?
 - What are the penalties in academic integrity cases?
 - The Appeal Process

DEPARTMENT OF STUDENT ACTIVITIES

- Campus Poster Policy
 - General Postering Policy
 - Housing Poster Policy
 - PMC 14th Street Posting Policy
- Department of Student Activities Van Usage Policy

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. In addition to the standards and procedures set forth below, students are referred to other Institute documents such as the *Pratt Bulletin* and the *Residential Life Guide to On-Campus Living*, which set forth specific rules and regulations. 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 AND PROCEDURES

1. Summary of Pratt Institute's 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, 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.

A. 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.

Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act prohibit 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 regarding Pratt's policy for students with disabilities, please refer to the Institute's brochure entitled Accommodations for Students With Disabilities.

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, First Floor, 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 then 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.

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.

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).

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).

Further information

For full policy statements, see the brochure Human Rights Policy and Grievances Procedures, available at the office of the Vice President for Student Affairs, Main Building, Lower Level.

2. 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 examination 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

(and we strongly suggest that you do)

- 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, etc., 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**On-Campus Support Services**

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.

Off-Campus Support Services

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. Long Island College Hospital maintains its Rape Crisis Intervention Program available 24 hours a day, 7 days a week. Counselors and trained advocate volunteers provide many services, such as accompanying individuals through the hospital system and explaining options, offering support, and providing transportation home. They provide short-term follow-up counseling, and various support groups are also available through the hospital.

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.**

3. Summary of Pratt Institute's Smoking Policy

Pratt Institute fully complies with New York City's Smoke-Free Air Act prohibiting smoking in most public places and work areas. The result is that no smoking is permitted in the cafeteria, student lounges, auditoriums, classrooms, studios, labs, study areas, elevators, hallways, restrooms, libraries, computer or equipment areas, exhibition spaces, athletic/recreation areas, storage areas, laundry facilities and other work areas, equipment and supply rooms, conference and meeting rooms.

Smoking also is not permitted in rooms that:

- Are the sole source of vending machines, beverage or food services, place of payment for services or kitchen facilities,
- Are the sole means of ingress or egress to restrooms or any other smoke-free area, or
- Are required for pass through or use for work-related activities.

Smoking is permitted in individual rooms and/or apartments in the residence halls, where it is feasible, though this is subject to further regulation by Residential Life.

The primary responsibility for compliance with the campus smoking policy lies with each individual member of the Institute community. Students are directed to the vice president for Student Affairs to file complaints about members of the community who refuse to comply with these regulations. Faculty and staff should bring complaints to the director of Human Resources. People are protected by Pratt's Human Rights Policy and may file a grievance if they believe that any retaliatory adverse action has been taken against them for exercising, or seeking to exercise, any rights granted under the smoking policy.

A complete description of this policy is available in the Human Resources Office, Thrift Hall.

4. Summary of Pratt Institute's Alcohol and Substance Use Policy

Pratt Institute is committed to creating an environment free of drug and alcohol abuse for its students and employees. 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.

Complete documents pertaining to the Institute's policy on alcohol and substance use are distributed regularly and are available in several offices, including the Department of Student Activities, the Office of Residential Life and Housing and the Office of the Vice President for Student Affairs.

A. 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 indicates 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 the sale of prescription medications or the use of these medications without a prescription.
2. The availability of alcohol is prohibited at student art openings.
3. Whenever alcoholic beverages are sold or disbursed on campus (in a facility owned or leased by Pratt) the Institute's dining service must act as the distributor. This includes student-sponsored events, faculty/staff events, and community events.
 - a. The alcohol may be purchased from any vendor. If the alcohol is purchased by a vendor other than dining services, dining services will charge a reasonable fee for serving it.
 - b. Student Activities will advise student groups as to the necessary permits and procedures.
 - c. Dining services will advise non-student groups as to the necessary permits and procedures.
4. The use of alcohol on campus is only permitted at student events held in the Student Union, the Higgins Hall Room 131 and the second floor lobby/Room 213 on the Pratt Manhattan campus.
5. The use of alcohol at Pratt Institute events held off-campus will only be permitted when the alcohol is served by a licensed third party.
6. Alcohol use in the residence halls: Residents of Willoughby Residence Hall, Esther Lloyd Jones or Grand Avenue who are 21 years old or older can 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*.

7. 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.
8. External organizations (or individuals) using Pratt Institute facilities are also bound by these regulations.

B. PROCEDURES FOR SERVING ALCOHOL AT STUDENT-SPONSORED EVENTS

1. Student groups wishing to serve/have alcohol at a campus event can only do so if the Institute's dining service acts as the distributor. Student groups can only sponsor events at which alcohol is served if those events are 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 file the appropriate Alcoholic Beverage Agreement Form with the Department of Student Activities, as well as any other necessary forms or permits. In addition they must adhere to the following procedures:
 - a. 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 into the event. The only acceptable forms of identification which can serve as positive proof of age are:
 - i. A driver's license (if year of birth and picture are on the license),
 - ii. A New York State Photo Identification Card (obtained at the Department of Motor Vehicles), or
 - iii. A passport
 - b. Alcohol can only be served and consumed in a designated area clearly separated from the area where alcohol cannot be served or consumed.
 - i. Groups must use wristbands to indicate proof of age for entry into the area where alcohol is served and consumed.
 - c. 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.
 - d. Whenever alcohol is sold or in any way charged for (including an "entrance fee") at a Pratt event, a temporary New York State Liquor License is required. A Liquor License must be obtained fifteen (15) working days in advance of an event from the State of New York. The license can be obtained online at <http://www.abc.state.ny.us/JSP/content/faq.jsp>

- e. Whenever alcohol is served, an appropriate amount of non-alcoholic beverages and snacks must be provided.
- f. 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. In addition, at events where alcohol is sold, the Temporary Beer and Wine Permit must be posted at the alcohol distribution site.
- g. 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.
- h. 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 on the Alcoholic Beverage Agreement Form.
- i. Individuals who appear to be intoxicated may not be served alcoholic beverages under any circumstances.
- j. Persons under the age of 21 are not permitted to hold alcohol with intent to consume.
- k. Alcohol is not permitted in common areas. This includes outdoors, residence hall yards, front steps, and elevators
- l. Any exceptions to these procedures must be approved by the Vice President for Student Affairs.

C. 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 considered a controlled substance under the federal law). Penalties range from 3 months to 15 years of imprisonment (NY Penal Code ~221).

5. Summary of Policy on Computer Users' Rights and Responsibilities

1. Forging, alteration, misappropriation or other misuse of academic or non-academic documents, records, or identification cards.
2. Unauthorized and/or inappropriate use of computers and/or software. (Misuse Access to the Institute's network and other computer resources is not a right but a privilege. The Institute takes seriously its obligation to protect itself and its members against the misuse of computer resources, as well as from liabilities which arise against it and its members by such misuse.

Therefore, the Institute reserves the right to, not only extend, but also to limit, or restrict computing privileges and access to its computer resources. All users are expected to know, understand, and abide by the regulations set forth in the Statement on Computer Users' Rights and Responsibilities. This statement is available in the Offices of The Deans, the Vice President for Student Affairs, the Director of Academic Computing, and the Library. The user must read this statement and promise to abide by it as a condition for receiving an authorized account with the Institute. Detailed information is contained in the Statement, but please note the following general standards.

- a. The computing facilities may not be used in any manner that is contrary to federal or state laws, including article 156 of the New York Penal Law, "Offenses Involving Computers," or Pratt Institute policies, including the statements on sexual harassment and human rights. The user bears responsibility for the material that he or she chooses to access, send, or display.
- b. Users are expected to follow the instructions of the computing personnel who have the right to limit a computer user's session if resources are insufficient, or in order to protect system performance.
- c. All users are required to have a valid account and may access their own account only in accordance with its authorized purposes. Furthermore, users should not give their password to anyone else; if they choose to do so, they are tacitly accepting responsibility for their guest user's behavior relative to this policy statement. The complete policy statement is available in the Offices of the Provost, the Vice President of Student Affairs, and the Director of Academic Computing.

6. Alumni and Guest Access to Instructional Facilities

Guests may use Pratt instructional facilities

1. if they obtain explicit written approval of the appropriate supervisor (department chair, staff technician, or staff lab manager); or
2. if they are accompanied at all times by a current member of the Pratt faculty, staff, or administration. Current Pratt students must obtain written approval from the appropriate supervisor (as noted above) before inviting guests into any Pratt instructional facility, unless they are accompanied at all times by a current member of the Pratt faculty, staff or administration. Student employees of Pratt are not considered staff for purposes of this policy. Alumni of Pratt Institute

may access Pratt instructional facilities by obtaining a current Pratt Alumni Access Card, which is available from the Alumni Relations office, ISC Building, Lower Level. Alumni and guests who are granted permission to enter or use Pratt's instructional facilities must comply with all existing policies and procedures, including specifically compliance with environmental policies and waste disposal procedures.

7. Other Institute Standards

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:

A. BEHAVIOR DISRUPTIVE TO ANOTHER

1. Physical restriction
2. Coercion
3. Physical intimidation
4. Verbal intimidation
5. Any deliberate action which causes or might cause injury to another person.
6. Acts of sexual violence or intimidation, including what is known as date or acquaintance rape.
7. Behavior deemed dangerous to self or others.

B. COMMERCIAL ACTIVITIES OR SOLICITING

Canvassing 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 is prohibited.

C. BEHAVIOR DISRUPTIVE TO THE PUBLIC ORDER

1. Participation in or encouragement of any effort to disrupt a class or other Institute function.
2. Creating a public inconvenience, annoyance, or alarm.
3. Fighting.
4. Unreasonable noise.
5. Irresponsible use bicycles, etc. Please note: The use of bicycles is not allowed in any Pratt building.
5. No person may skateboard or use any small wheeled device in or on Institute building, or on sidewalks, roadways or parking areas on the Institute lands.

D. BEHAVIOR ADVERSE TO HEALTH AND SAFETY REGULATIONS

1. Tampering with or misusing fire alarms and other fire safety equipment.
2. Refusal to observe safety regulations or procedures.
3. Reckless driving.

E. THEFT, WILLFUL PROPERTY DAMAGE AND UNAUTHORIZED ENTRY

1. Theft of property or services.
2. Defacement, damage, destruction or other misuses of property not one's own. A zero tolerance policy applies in all cases of vandalism, including graffiti. As a result, students found in violation of this 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; and 3) make restitution. Further violations will lead to dismissal from the Institute.
3. Unauthorized use of keys to any Institute room or facility.

4. Forcible entry into any Institute room or facility or restricted areas, including roofs.
5. Stealing, sequestering or defacing library materials.

Please note: A monetary fine will be imposed automatically for such action. Further judicial actions may also be taken.

F. DANGEROUS CONDITIONS, WEAPONS, AND EXPLOSIVES

1. Creating a condition which unnecessarily endangers or threatens the safety or wellbeing of any person.
2. Possession or use of any firearm, explosive, fire-cracker, incendiary materials or other weapons.
3. Lighting or attempting to light a fire.

G. ALCOHOL

1. Selling, giving, or serving alcoholic beverages to underage persons.
2. Consumption of alcoholic beverages by those persons under the age of 21. A zero tolerance policy applies in cases of underage use of alcohol.
3. Failure to comply with Institute Alcohol Policies and Procedures.

H. DRUGS

The sale, purchase, or use of any illegal drug.

I. GAMBLING

Illegal gambling anywhere on the premises or at any official affair sponsored or sanctioned by the Institute or any of its groups or organizations.

J. FALSE INFORMATION

1. Providing false testimony in matters related to the judicial process.
2. Furnishing information to the Institute with intent to deceive.
3. Representing oneself as another person, with the intent to obtain benefit or to defraud another.
4. Embezzlement.
5. Fraud.

K. MISUSE OF DOCUMENTS AND COMPUTERS (SEE ALSO COMPUTER USER'S RIGHTS AND RESPONSIBILITIES)

may include damaging or altering records or programs; furnishing false information; invading the privacy of another user by using files, programs, or data without permission; engaging in disruptive behavior; illegal duplication of copyrighted or licensed software, accounts, passwords, or keywords.)

L. FAILURE TO COMPLY

1. Failure to comply with the instructions of Institute personnel acting within the scope of their duties.
2. Failure to present valid Institute identification when requested to do so by Institute officials.

M. HAZING

The participation in or encouragement of any action or situation which endangers the mental or physical health of another person. This includes forcing the consumption of alcohol and other drugs for the purpose of initiation into or affiliation with any organization.

N. SPECIAL NOTE TO STUDENT ATHLETES

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.

8. Off-Campus Conduct

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.

9. Violations of Federal, State, and Local Laws

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.

10. Procedures, Violations of the 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 which 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.

11. 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.

II. ACADEMIC INTEGRITY CODE AND JUDICIAL PROCESS

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 are 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. A full description of these policies and procedures may be found in the *Student Handbook* and the *Bulletin*.

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, or 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 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.*

*Reprinted with permission of Macmillan Publishing Company from *Understanding and Using English* by Newman P. Birk. 1972.

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 are 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 which 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 which 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.

2. Academic Integrity Adjudication

A. 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.

B. 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 non-permanent 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.

C. 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.

III. INVOLUNTARY 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 this 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 him/herself or others Will cause significant property damage
 - b. Will be substantially unable to meet his or her responsibilities as a student
 - c. Will be unable to care for his or her daily physical needs without assistance and has failed to secure such assistance.
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.
- 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 enough 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. Is currently unable to participate in academic activities due to the presence of delusions, hallucinations, grossly disorganized or catatonic behavior, or incoherent speech.
 - e. Has neglected to complete a required psychological or medical evaluation.
 - f. 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.

IV. DEPARTMENT OF STUDENT ACTIVITIES

1. Campus Poster Policy

In an effort to promote communication Institute-wide and preserve the appearance of the campus, the Office of Student Activities has established the campus poster policy.

Note: This policy applies to all the bulletin boards on the Pratt Institute campus. The only bulletin boards which are exempted are those controlled by the academic departments and the Office of Residential Life and Housing. Any club or organization wishing to post in the residence halls must contact the Office of Residential Life and Housing to make arrangements.

1. All posters must have the Student Activities approved-stamp. The stamp must be easy to read on the poster and the date clear. Posters must be brought to the Office of Student Activities, in Chapel Hall, to be stamped by a member of the Student Activities staff. Hanging posters is the responsibility of the person/group sponsoring the poster. Each poster requires an original stamp. Posters without stamps will be immediately removed.
2. The date on the stamp is the date on which all posters must be taken down. Individuals and offices that hang posters are responsible for taking down posters after they have passed the stamped date. For an event/activity which has a specific date, the date stamped on the poster will be the date after the event/activity is scheduled to take place. For a poster without a specific date, the date stamped will be one (1) month after the date on which the poster is brought in to be stamped.
3. Posters cannot exceed two feet by three feet (2'x3') in size.
4. Only two posters on a bulletin board will be permitted.
5. Posters are only permitted on bulletin boards. Posters are not permitted on walls, windows, doors, etc.
6. Posters will not be approved if they contain incorrect information, or if they are inconsistent with Pratt's standards and policies. In addition, posters

must provide duplicate information in English when another language is also used.

7. Posters advertising events where alcohol will be served must indicate that proof of age will be required.
8. The club events, student activities, academic, exhibits, and other bulletin boards assigned to clubs and organizations are specifically meant for their use. Only posters which the club or organization and the Office of Student Activities approve will be permitted on these boards.
9. Chalking is not permitted on sidewalks or any outside or interior surface of the building. Requests for chalking must be made to Facilities and are subject to approval.

A. HOUSING POSTER POLICY

People wishing to advertise housing must list their information with Office of Residential Life. Student Activities will no longer approve fliers for housing.

B. PMC 14TH STREET POSTING POLICY

This section sets forth the policy, procedure, and rules for posting announcements, flyers or other materials at PMC 14th Street.

1. Appropriate approval must be obtained before any material(s) may be posted in designated posting areas. Initial approval to post in designated spaces on a particular floor must be obtained from the designated floor representative. Final approval must be obtained from the director of Building Operations/Security who will date stamp the document(s). The date stamp will indicate the expiration date of the posting. The same process must be followed for reposting, though the material may essentially be the same. Only original date stamps will be honored; copies will be removed immediately. Postings are limited to one original per floor. All posters, flyers, or announcements are required to be on placed on materials no larger than 8"x11." Exceptions will be made for Institutional announcements of Institute-sponsored events or programs.
2. Posting of materials is only permitted on the designated areas on each floor. Postings are not permitted on any external or internal parts of the building, i.e., doors, windows, walls, staircases, floors, ceilings, etc. Approved posting areas and bulletin boards have been identified and designated for appropriate use.
3. Materials for affixing postings: Only push pins and thumb tacks may be used. All other methods of affixing postings (i.e., tape, staples, etc.) are strictly prohibited. Postings improperly affixed will be immediately removed.
4. Postings and/or flyers containing statements that are discriminatory, hateful, threatening, or have inappropriate and/or derogatory statements or information, referring to any person or group, will not be approved for posting and, if posted without approval, will be removed.
5. The approved posting area for personal messages, such as items for sale or rooms for rent,

etc., is on the second floor bulletin board by the Continuing Education department. No other space shall be utilized for this type of posting. Postings located in non-designated areas will be removed immediately.

6. The director of Building Operations or his/her designee shall, within 24 hours, remove all postings/flyers after an event has taken place. The Institute reserves the right to remove any flyers whose program date has ended.
7. Chalking is not permitted on sidewalks or any outside or interior surface of the building. Requests for chalking must be made to Facilities and are subject to approval.
8. Each day, building staff will remove all flyers and postings that are found in non-approved locations, or have not been approved for posting. In addition, all expired postings will be removed. Individual or groups that repeatedly violate the posting policy will be denied posting privileges and will be subject to appropriate Institute disciplinary proceedings.
9. Persons or groups who either inappropriately post flyers or whose approved posting results in damage to any building surface when removed, will be billed for the cost of repair.
10. Separate space, located near the office of the Director of Building Operations/Security, has been allocated for the posting of union material, each represented union has its designated section, and no other posting may be affixed to that space. A separate space, located near the Office of the Director of Building Operations/Security, has been allocated for mandated regulatory announcements and other related postings.

2. Office of Student Activities Van Usage Policy

1. The van is only available for the use of recognized Pratt Institute groups and departments. All van use is subject to the approval of the Office of Student Activities.
2. The van can only be used for one-day trips. Overnight trips are prohibited. The van is not for the transportation of cargo. The van is for use by groups of no more than twelve (12) people.
3. The van must be reserved by completing the Van Request Form and the Transfer of Funds Form and returning them to the Office of Student Activities no later than two weeks prior to the intended date of use.
4. The rate for van usage is \$35 per day.
5. The conditions for the use of the van are as follows:
 - a. All drivers must be Pratt Institute students or employees, have a valid driver's license, and be at least 21 years of age. Please note: your driver's license will be checked through the Department of Motor Vehicles by Pratt's insurance carrier. If your license is cleared and you meet all other requirements, your reservations will be approved. You may not have any points on your license.
 - b. No more than 11 passengers, plus the driver are allowed in the van.
 - c. User is responsible for refilling the gas tank.

- d. The driver must complete a Van Checklist before departure and immediately upon returning to the Pratt Institute campus. The van key must be returned to the Security Booth immediately after your return to the campus. The checklist must be returned to the Office of Student Activities by noon the next day.
- e. Any moving or stationary traffic violations are the sole responsibility of the driver.
- f. In case of an accident, the van driver is responsible for reporting all details to the Student Activities office on the next business day. The group or department using the van will be billed for any repairs needed due to an accident, and not covered by insurance. If the van is in an accident, do not admit fault. Exchange license and insurance information with the other driver/car owner. You will find a copy of the license and registration in the glove compartment of the van.
- g. If the van breaks down, you are responsible for returning the van to the campus. Reimbursement for costs incurred is at the discretion of the Office of Student Activities and will depend upon the individual circumstances of the respective incident. If a breakdown occurs, please notify the Office of Student Activities at (718) 636-3422 from 9 AM to 5 PM, Monday–Friday. At all other times please contact the Security Booth at (718) 636-3540/3541.
- h. The van must be cleaned of all debris before it is returned. If this is not done satisfactorily, the responsible group will be charged.
- i. If any group makes multiple reservations during a semester for the same day (i.e. every Saturday), each reservation after the first is subject to cancellation on 48 hours notice (even if confirmed), to allow other groups to use the van.
- j. Groups that violate the Van Usage Policy are subject to having their usage reviewed and suspended.

Please be aware that there is only one van for the entire campus. The Office of Student Activities does not employ mechanics or other personnel specifically for van-related issues and must rely on outside service for repair and upkeep of the van.

RESOURCES

RESOURCES

TELEPHONE DIRECTORY

MAP AND DIRECTIONS

IMPORTANT PHONE NUMBERS

ATHLETIC SCHEDULE

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 \$150-350
www.hotelchelsea.com

Howard Johnson's

(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

New York Bed and Breakfast

16 Fort Greene Place
(718) 834-9253
remanski@earthlink.net
Single \$79 Double \$130-150
Includes tax.

**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: \$80
<http://www.penington.org>

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btw. Washington Ave. and Hall St.
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Sun: 12-6 PM
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www.fedex.kinkos.com
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MANHATTAN**East Side Copy Center**

15 E. 13th St.
btw. 5th Ave. & University Place
(212) 807-0465
www.eastsidecopy.com
4, 5, 6, L trains to Union Sq.
M-F: 8:30 AM-10 PM
Sat: 10 AM-8 PM Sun: 12 PM-8 PM
10% discount for B&W copies with
a valid student ID.

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Laser, blueprinting, large Xeroxes.
200 Park Ave. South, Suite 1316
Corner of 17th St.
(212) 228-3131
4, 5, 6, L trains to Union Sq.
M-F: 8 AM-5:30 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
Open 24 hrs, 7 days a week.

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Tel: (212) 673-5628
Fax: (212) 673-5718
www.nyccc.com
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Sat-Sun: 10 AM-8 PM

ALSO AT: 34 E. 7th St.

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Fax: (212) 473-8268
www.nyccc.com
M-F: 8 AM-9 PM
Sat-Sun: 10 AM-8 PM

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Sat-Sun: 8 AM-8 PM
No tax with student ID.

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F: 8:30 AM-7 PM
Sat: 10 AM-6 PM Sun: 12-5 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 w/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-6:30 PM
Sun: 10 AM-6 PM
10% discount w/a valid student ID.

Blick Art Mat

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 w/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

PAPER STORES**Jam 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: 72 Spring Street
btwn Crosby & Lafayette
(212) 941-9816
M-Sat: 10 AM-8 PM,
Sun: 11 AM-7 PM
10% discount w/a valid student ID.

Talas

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 NEEDS**Baboo Color Lab**

37 W. 20th St.
btw. 5th and 6th Ave.
(212) 807-1574
M-F: 7 AM-Midnight
Sat-Sun 9 AM-6 PM
20% discount with advance
payment.

Manhattan Color Lab

4 West 20th St. btw. 5th Ave. and
Avenue of the Americas
(212) 807-7373
L train to Union Square

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: 6:30 AM-Midnight
Sat-Sun: 9 AM-6 PM
20% discount with a valid student
ID (not for Scala B&W slide film.)

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 platform at 8th St.
M-F: 9 AM-7 PM
Sat: 11:30 AM-5:30 PM

K&M Camera Inc.

377 E. 23rd St.
btw. 1st and 2nd Ave.
Tel: (212) 532-1106
Fax: (212) 532-4403
www.kmcamera.com
M-F: 8:30 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.
(800) 359-6734 ext. 342
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-Sat: 9:30 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-5 PM Sat: 9 AM-4 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
Oct.-March: T-F: 8 AM-4:30 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 w/a valid Pratt ID.

New York Aquarium

Coney Island
Surf Ave. & W. 8th St.
(718) 265-FISH
www.nyaquarium.com
F, Q (local) trains to W. 8th St.,
take pedestrian bridge directly to
main bldg. \$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
Central Park
Entrance is just north of the park
entrance at 59th St. and 6th Ave.
(212) 439-6900
www.wollmanskatingrink.com for
schedules and prices.

PARKS**Astroland Amusement Park**

Coney Island
1000 Surf Ave.
(718) 372-0275
www.astroland.com
F, Q trains to West 8th St.
Opens early April, weekends only;
Mid-June to early Sept.: Daily,
Noon-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 Web site 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 outdoor
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

Gramercy 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-4:45 PM

Eastern Athletic Club

Brooklyn Heights
43 Clark St.
btw. Henry and Hicks St.
(718) 625-0500
M-F: 6:30 AM-11 PM
Sat-Sun: 9 AM-7 PM
N, R, 2, 3, Trains to Clark St. Station

Prospect Park

17 Eastern Parkway
(718) 789-4600
M-Th: 6:30 AM-10:30 PM
Fri: 6 AM-6 PM Sat: 1-7:30 PM
Sun: 9:30 AM-7:30 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
M-F: 9 AM-9 PM
Sat: 10:30 AM-5 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

John Jay Rec. Center

Upper East Side
77th St. and Cherokee Place
(212) 794-6566
East of York Ave. on 77th St.,
above FDR Drive
Pool open July-Sept.,
Daily: 11 AM-7 PM

Jones Beach

Long Island
(516) 785-1600
www.jonesbeach.org
Visit Web site or call for more
information.

Metropolitan Swimming Pool

261 Bedford Ave., Williamsburg
Bedford and Metropolitan Aves.
(718) 599-5707, Call for hours.

BANKING**Chase Bank**

210 Flushing Ave.
Corner of Washington Ave.
Service line: (718) 522-4809
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 PrattStore**

550 Myrtle Ave.
(718) 789-1105
M-Th: 8:30 AM-7 PM
Fri: 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-5:15 PM
F-Sat: 9:30 AM-8:45 PM

Rizzoli Book Store

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

Saint Mark's Books

Discounted books at all times.
313rd 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 8 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 Kent Ave.
(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 Thrift Store #11

239 Flatbush Ave.
Corner of Bergen
(718) 857-7967
Drop off: 10 AM-5:30 PM
Shop: 10 AM-6:15 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
Brooklyn NY 11205
718-522-1070
15% Discount with Pratt ID
20% on Designer Lines w/Pratt ID

DENTISTS**Albee Family Dental Center**

1 DeKalb Ave.
(the Gallery at MetroTech)
(718) 237-0222
M-F: 10 AM-6:30 PM
Sat: 9:30 AM-4 PM
Sun: 11 AM-3 PM

Dr. Daniel Epstein

304 DeKalb Ave.
(718) 622-6200
Takes no insurance.

Metropolitan Dental Care

447 Fulton St., corner of Jay St.
(718) 875-3200
Open 7 days a week.
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: 10:15 AM-6:45 PM

CVS

150 Court St.
(718) 237-5881
M-F: 8 AM-9 PM Sat: 9 AM-8 PM
Sun: 9 AM-6 PM

Duane Reade

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 & DeKalb
www.riteaid.com
M-F: 8 AM-8 PM Sat: 9 AM-8 PM
Sun: 10 AM-5 PM
B38 DeKalb Ave. bus

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.
(718) 797-5100
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

340 Henry St and Atlantic Ave.
(718) 780-1000
B38 to Court St., walk to Atlantic
Ave., make a right on Atlantic Ave.,
proceed to Henry St.

NY Methodist Hospital

506 6th St. and 7th Ave.
(718) 780-3000
F train to 7th Ave.

LIBRARIES**American Institute of Graphic Arts**

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

Avery Architectural & Fine Arts Library

300 Avery Hall
1172 Amsterdam Ave.
(212) 854-3501 or ext. 2271
M-Th: 9 AM-9 PM Fri: 9 AM-5 PM
Sat: 12-6 PM
To use this facility, special permis-
sion 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 Web site 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

NY Public Library Art & Architecture Division

5th Ave. and 42th St., 3rd floor
(212) 930-0835
www.nypl.org
T-W: 11 AM-6 PM
Th-F: 10 AM-6 PM
Sat: 11 AM-6 PM

New York Public Library

455 5th Ave. and 40th St.
(212) 340-0849
www.nypl.org
M-W: 9 AM-9 PM
Th-Sat: 10 AM-6 PM
Visit Web site for additional
branches.

MUSEUMS**American Museum of Natural History**

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

Africa-America Institute

380 Lexington
(212) 949-5666
www.aaionline.org
M–F: 9 AM–5 PM

Asia Society Museum

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

Brooklyn Museum

200 Eastern Parkway
(718) 638-5000
\$4 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.

Museum of Television & Radio

25 W. 52nd St.
(212) 621-6800
www.MTR.org
T–Sun: Noon–6 PM
\$8 for students w/ID

Museum of the City of NY

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

The Cloisters

Fort Tryon Park
193 Fort Washington Park
(212) 923-3700
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
www.metmuseum.org
\$10 suggested donation for students.

Frick Collection

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

Guggenheim Museum

1071 5th Ave. at 89th St.
(212) 423-3500
Sat–W: 10 AM–5:45 PM
Fri: 10 AM–7:45 PM
www.guggenheim.org
\$10 for students w/ID.

Hispanic Society Museum

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

Holographics Studio (Gallery)

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

International Center of Photography

1133 Ave. of the Americas
@ 43rd St.
(212) 857-0000
T–Th: 10 AM–5 PM
Fri: 10 AM–8 PM
Sat, Sun: 10 AM–6 PM
www.icp.org
\$7 for students.

Intrepid, Sea, Air, & Space Museum

Pier 86, west end of 46th St.
& 12th Ave.
(212) 245-0072
M–F: 10 AM–5 PM
Sat–Sun: 10 AM–6 PM
www.intrepidmuseum.org
\$10.50 for students.

The Jewish Museum

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

Metropolitan Museum of Art

1000 5th 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) 977-7170
www.folkartmuseum.org
T–Sun: 10:30 AM–5:30 PM
Fri: 10:30 AM–7:30 PM
Free admission Fridays,
5:30–7:30 PM
\$7 for students w/ID

Museum of Modern Art (MoMA)

West 53rd St. btw. 5th and 6th Ave.
(212) 708-9400
www.moma.org
Sat–M, Th: 10 AM–5 PM
Fri: 10 AM–7:45 PM
Pay as you wish, Fridays 4–7:45 PM.

The New Museum of Contemporary Art

235 Bowery.
at Prince Street
212-219-1222
www.newmuseum.org
T–Sat: 12 PM–6 PM Th: 12–8 PM
\$3 for students

New York Historical Society

2 West 77th St.
btw. 76th & 77th St.
B or C to 81st St.
(212) 873-3400
T–Sun: 10 AM–6 PM
\$6 for students www.nyhistory.org

P.S.1 Contemporary Art Center

2225 Jackson Ave.,
Long Island City
(718) 784-2084
G train to 21st St.
Th–M: 12–6 PM
www.p.s.1.org

Schomburg Center for Research in Black Culture

515 Malcom X Blvd.
(212) 491-2200
www.nypl.org/research/sc/sc.ht.ml
T–W: 12–8 PM Th–F: 12–6 PM
Sat: 10 AM–6 PM Free admission

Whitney Museum of American Art

945 Madison Ave. near 75th St.
(212) 570-3676
W–Th: 11 AM–6 PM
Fri: 1 PM–9 PM
Sat–Sun: 11–6 PM
\$10 for students
Pay as you wish, Fri: 6–9 PM.
www.whitney.org

MUSIC**Bleeker Bob's Records**

118 West 3rd St.
(212) 475-9677
M–Sun: Noon–Midnight
www.bleekerbobs.com

Disc-O-Rama

186 West 4th St
(212) 206.8417
M–Th: 10:15 AM–10:45 PM
F: 10:15 AM–11:45 PM
Sat: 10:15 AM–12:45 AM
Sun: 11:45 AM–8:15 PM
ANNEX STORE: 40 Union Square
East (212) 260-8616
NYU STORE: 44 W 8th St.
(212) 477-9410
www.discorAma.com

Tower Records

also Ticketmaster location
692 Broadway
(212) 505-1500
Corner of West 4th St.
M–Sun: 9 AM–Midnight

RESTAURANTS & TAKE OUT**BROOKLYN****Abistro**

154 Carlton Ave.
btw. Myrtle and Willoughby Ave.
(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
Open daily 12–10:30 PM

Bergen Bagels

486 Myrtle Ave.
(718) 789-9300
Open daily 6 AM–11 PM

Cafe Martino

559 Myrtle Ave.
btw. Emerson Pl. and Classon Ave.
(718) 636-3966
M–F: 7 AM–7 PM
Sat–Sun: 8 AM–7 PM

Cambodian Cuisine

Fort Greene
87 South Elliot Place Near BAM.
(718) 858-3262 (take out)

Castro's

Mexican Food
511 Myrtle Ave.
(718) 398.1459
M–Th: 7 AM–11 PM
F–Sun: 7 AM–Midnight

Chez Lola

387 Myrtle Ave.
btw. Clermont and Vanderbilt
(718) 858-1484
M–Sat: 5–11 PM

Chez Oskar's

French Caribbean Food
211 DeKalb Ave.
(718) 852-6250

Connecticut Muffin

423 Myrtle Ave.
(718) 935-0087

El Cofre

454 Myrtle Ave.
btw. Waverly and Washington
718-935-1216
M–Th: 9 AM–Midnight
F–Sat: 9–2 AM

Five Guys

Brooklyn Heights
138 Montague St
(718) 797-9380

Five Spot

459 Myrtle Ave.
(718) 852-0202
4 PM–2 AM, Takeout: 12 PM–12 AM

Graziella's

232 Vanderbilt Ave.
btw. DeKalb & Willoughby
(718) 789-5663
T–W: 11 AM–10 PM
Th–F: 11 AM–1 PM
Sat–Sun: Noon–11 PM

Hyun Deli

Myrtle Ave.
Next to Associated Grocery Store

Jive Turkey

441 Myrtle Ave. at Waverly St.
(718) 797-1688
M–F: 11 AM–10 PM Sat: 10 AM–7 PM
Sun: 1–7 PM

John's Donut & Coffee Shop

481 Myrtle Ave. at Hall St.
(718) 638-0412
M–Sat: 5:30 AM–4 PM

Junior's

386 Flatbush Ave.
at the Fulton St. Mall
(718) 852-5257
Sun–Th: 6:30–12:30 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: Noon to Midnight

Liberty Pizzeria

482 Myrtle Ave. corner of Hall St.
(718) 789-0600
M–Sat: 10:30 AM–11 PM
Sun: Noon–11 PM
Free delivery

Little Louis

Myrtle Ave. and Adelphi
(718) 797-5280
M–Th: 11 AM–10 PM
F–Sat: 11 AM–12 AM
Sun: Noon–10 PM
Free Delivery

Luigi's Pizzeria

326 DeKalb Ave. next to Mike's
(718) 783-2430
M–Sat: 11 AM–10 PM
Sun: Noon–9 PM

Madiba

195 DeKalb Ave.
(718) 855-9190

Maggie Brown

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

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

New Grace Chinese Kitchen

(718) 789-6296
M–Sat: 11–1 AM Sun: Noon–1 AM

Peter Lugar Steak House

178 Broadway
(718) 387-7400
Landmark Restaurant

Pratt Coffee Shop

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

Quizno's

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

Rice

66 DeKalb Ave.
(718) 858-2700
M–W: Noon–11 PM
Th–Sat: Noon–Midnight
Sat–Sun: 10 AM Brunch

Sapolo

Spanish & Chinese
501 Myrtle Ave.
(718) 789-7788
M–Th: 11:30 AM–1 AM
F–Sat: 11:30 AM–2 AM
Sun: Noon–Midnight

Subway

400 Myrtle Ave. @ Vanderbilt
(718) 858-1688
M–Sat: 7:30 AM–10:30 PM
Sun: 9 AM–10 PM

Thai 101

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

Tillie's of Brooklyn

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

Two Steps Down

Continental and Soul food
240 DeKalb Ave.
(718) 399-2020

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 & Vegetable**

154 W. 14th St
btw. 6th Ave. & 7th Ave.
(212) 206-3921

Blimpie

Subs & Salads
277th Ave. btw. 12th & 13th St.

Chat 'n' Chew

10 E. 16th St btw.
Union Square West & 5th Ave.
M–F: 11 AM–Midnight
Sat: 10 AM–Midnight
Sun: 10 AM–11 PM

Dunkin Donuts

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

Garden of Eden

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

McDonald's

5416th Ave. btw. 14th & 15th St.

Murray's Bagels

500 6th Ave. btw. 12th & 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. & 6th Ave.

Starbucks

510 6th Ave. btw. 13th & 14th St.

STORAGE**USA Storage**

201 64th St at 2nd Ave.
Brooklyn, NY 11220
M–Sat: 8 AM–7 PM
Sun: 10 AM–4 PM
(718) 748-4499

Public Storage

Rental Space
www.publicstorage.com
M–F: 9:30 AM–5:30 PM
Sat: 8 AM–4:30 PM
Sun: 10 AM–1:30 PM
72 Emerson Place
(718) 638-7000

Storage USA

160 John St., near Hudson St.
(Manhattan Bridge)
(718) 797-4040
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
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, international student IDs,
Eurorail tickets, youth hostels, etc.

Long Island Rail Road Info:

NYC: (718) 217-LIRR
Nassau/Suffolk: (516) 822-LIRR

Port Authority Bus Terminal

(212) 564-8484
8th Ave. and 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

Congregation Mount Sinai

250 Cadman Plaza West
(718) 875-9124
www.congmountsinai.org

Emanuel Baptist Church

279 Lafayette Ave.
Daily 8 AM–9 PM
(718) 622-1107
www.ebc-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

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.

Young Israel of Brooklyn

563 Bedford Ave.

VIDEO RENTAL

Blockbuster Video
516 Myrtle Ave.
(718) 857-2325 10 AM–Midnight

PRATT TELEPHONE DIRECTORY**OFFICE**

Accounts Payable
Academic Computing
Administrative Computing
Admissions
Architecture (Undergraduate)
Architecture (Graduate)
Art and Design, Dean's Office
Art and Design, Advisement
Art and Design Education
Art History
Art Therapy (Graduate)
Athletic Department
Board of Trustees
Bursar
Campus Audio Visual Services
Career Services
Caroline Ladd Pratt House
Chapel
Ceramics
Comm. Design (Undergraduate)
Comm/Pack. Design (Graduate)
Community Affairs
Comptroller
Computer Graphics
Computer Graphics Lab
Computer Lab
Computer Lab
Construction Management
Copy Center
Counseling Services
C-Store
CulinArt
English and Humanities
Exhibitions (Galleries)
Fashion
Film Department (Chair)
Film Department (Equipment)
Finance
Financial Aid
Fine Arts (Undergraduate)
Fine Arts (Graduate)
Foundation Art
Gateway
Health Services
HEOP
Human Resources
Independence Bank
Industrial Design
Information and Library Science
Institutional Advancement
Interior Design
International Student Affairs
Jewelry
Liberal Arts and Sciences
Library, Circulation
Lost and Found/Security
Mailroom
Mathematics and Science
Multi-Media Center
New York Public Interest
Research Group (NYPIRG)

ADDRESS

ISC, 4th floor
Engineering 103
ARC A109 636-3609
DeKalb 2
Higgins 122
Higgins 1
Main 420
Main 432
Main 227
East 250
East 3 3428
ARC Upper
Main 1 3649
DeKalb 1
Engineering 2
East 1 3506
229 Clinton Avenue
Chapel Hall
Chemistry 3
Steuben 404
Pratt Manhattan
Main 225
ISC, 4th floor
ARC LL 3411
ARC E-4
Engineering 2
Engineering 1
Pratt Manhattan
Main, LL
Willoughby, Rm. 115
Willoughby 1
North, LL
DeKalb 322
Chemistry 1
North 2
ARC G25
Main 1
DeKalb 1
South 1
South 1
Main 430
North 219
Willoughby, Rm. 115
ISC 1
Thrift 2
North 1
Pratt Studios 40
ISC 4
North 2
Pratt Studios 21
Main LL 636-3674
Chemistry 3
DeKalb 306
Front Desk
Eng 111
Steuben 1
ARC G37
Library, LL
Chapel Hall

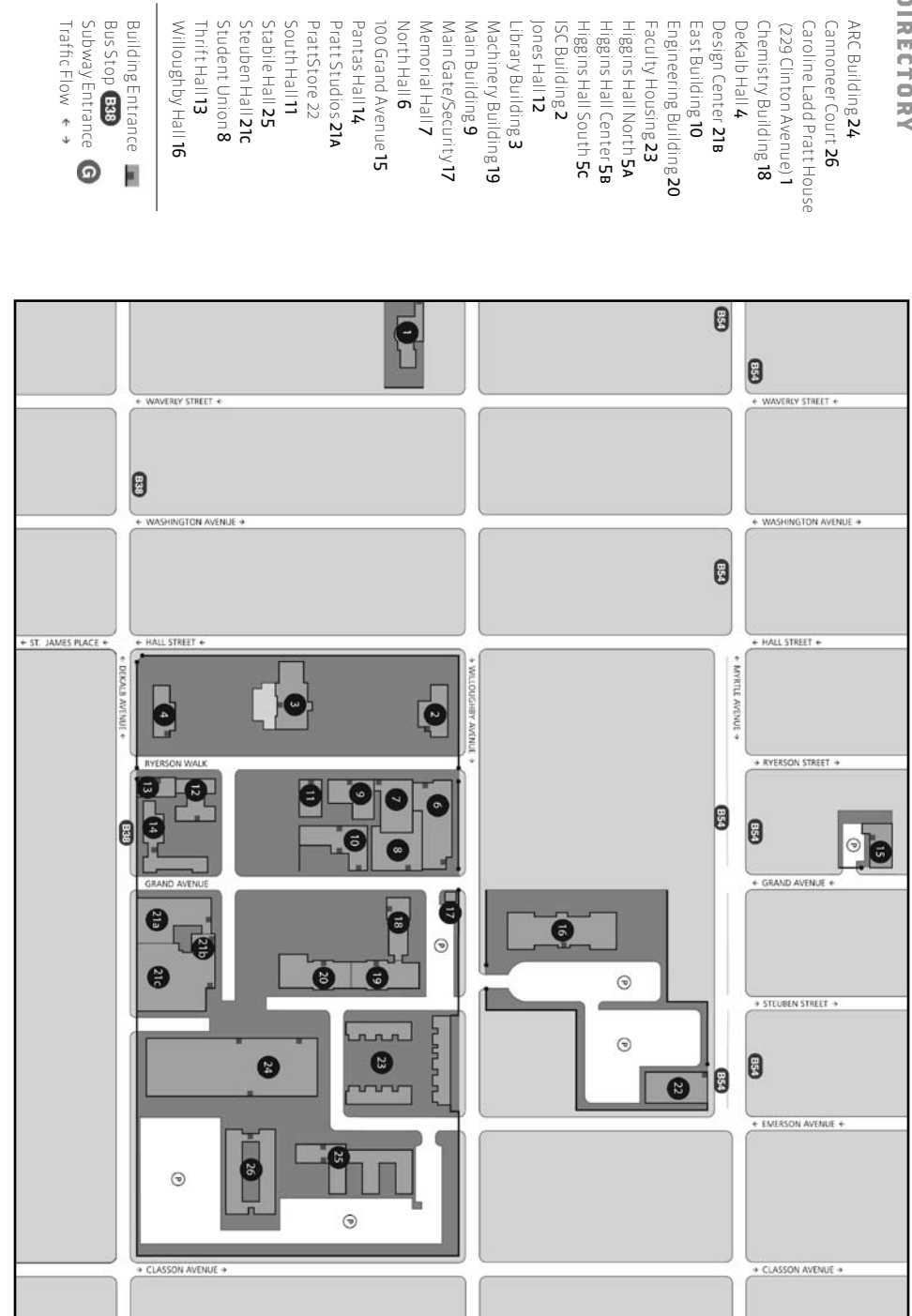
TELEPHONE EXT.

636-3753
636-3687
3669
636-4305
636-4314
636-3619
636-3611
636-3637
3598
636-3771
636-3539
636-3626
636-3547
718-783-8285 – payphone
636-3498
636-3528
636-3594
212-367-2481
636-3413
636-3750
399-4494
3589
3688 – EDS Lab, 2nd Fl.
3565
212-647-7764
636-3691
399-4542
399-4562
636-3477
636-3790
636-3517
636-3465
636-4209
636-3766
3784
636-3599
636-3634
636-3634
636-3617
636-3464
399-4542
636-3524
636-3787
636-3886
636-3631
636-3702
636-3537
636-3630
636-3480
636-3570
636-3420
636-3542
636-3417
636-3764
399-4356 (FILM)
623-0621
636-3416
636-3501
636-3543
212-461-6028
636-3553
636-3733
636-3455
399-4440
636-3573
399-4401

OFFICE	ADDRESS	TELEPHONE EXT.	FAX
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, Office of the Professional Studies	Main 1	636-3647	
Provost Main 1 636-3744	ISC, 2nd floor	636-3775	399-4410
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, Rm. 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, LL	636-3422	
Student Council	Main, LL	399-4468	
Student Affairs, Vice President	Main, LL	636-3639	636-3785
Switchboard	Main, LL	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.

PRATT INSTITUTE CAMPUS MAP



- ARC Building 24
- Cannoner Court 26
- Caroline Ladd Pratt House (229 Clinton Avenue) 1
- Chemistry Building 18
- DeKalb Hall 4
- Design Center 21b
- East Building 10
- Engineering Building 20
- Faculty Housing 23
- Higgins Hall North 5A
- Higgins Hall Center 5B
- Higgins Hall South 5C
- ISC Building 2
- Jones Hall 12
- Library Building 3
- Machinery Building 19
- Main Building 9
- Main Gate/Security 17
- Memorial Hall 7
- North Hall 6
- 100 Grand Avenue 15
- Pantast Hall 14
- Pratt Studios 21A
- PrattStore 22
- South Hall 11
- Stable Hall 25
- Steuben Hall 21c
- Student Union 8
- Thrift Hall 13
- Willoughby Hall 16

DIRECTIONS TO PRATT INSTITUTE

BROOKLYN CAMPUS

200 Willoughby Avenue
Brooklyn, NY 11205

By Subway

FROM GRAND CENTRAL STATION

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

FROM PENN STATION AND PORT AUTHORITY BUS TERMINALS

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

By Bus

FROM DOWNTOWN MANHATTAN

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

By Car

FROM BQE, HEADING WEST/SOUTH

Exit 31, Wythe Avenue/Kent Avenue. Stay straight to go onto Williamsburg Street W., which becomes Williamsburg Place, then Park Avenue. Turn left onto Hall Street. Proceed two blocks to Willoughby Avenue. Make a left on Willoughby. Campus is on right.

FROM BQE, HEADING EAST/NORTH

Exit 30, Flushing Avenue. Bear left onto Classon Avenue, then turn left onto Flushing Avenue. Turn left on to Washington Avenue. Proceed two blocks to Willoughby Avenue. Make a left on Willoughby. Campus is on right.

FROM WEST SIDE OF MANHATTAN- VIA MANHATTAN BRIDGE

Travel east on Canal Street to Manhattan Bridge. Exit bridge to Flatbush Avenue. Turn left onto Myrtle Avenue. Proceed 15 blocks. Make a right turn onto Hall Street. Go one block. Make a left turn onto Willoughby. Campus is on right.

FROM EAST SIDE OF MANHATTAN- VIA BROOKLYN BRIDGE

Travel south on the FDR Drive (also called East River Drive) to Brooklyn Bridge exit. Exit bridge to Tillary Street. Turn left on Tillary to Flatbush Avenue. Turn left onto Myrtle Avenue. Proceed 15 blocks. Make a right turn onto Hall Street. Go one block. Make a left turn onto Willoughby. Campus is on right.

FROM NEWARK-LIBERTY AIRPORT

After the exit, continue towards US-1/US-9/Newark-Elizabeth (US-22.). Continue on US-1&9 North towards Port Newark. US-1&9 North becomes 12th Street. Continue on Boyle Plaza, which becomes Holland Tunnel. Take the tunnel towards Brooklyn/Downtown and continue on Beach Street to Walker Street. Continue on Canal Street to the Manhattan Bridge. Cross the bridge to Flatbush Avenue Extension. Turn left onto Myrtle Avenue. Proceed 15 blocks. Make a right turn onto Hall Street. Go one block. Make a left turn onto Willoughby. Campus is on right.

FROM LAGUARDIA AIRPORT

Follow signs toward Airport Exit/Rental Cars. Take ramp (right) onto Grand Central Parkway toward Parkway West/Manhattan. At exit 4, take ramp (right) onto BQE/I-278 W. toward Verrazano Narrows Bridge. Take BQE to exit 31, Wythe Avenue/Kent Avenue. Stay straight to go onto Williamsburg Street W., which becomes Williamsburg Place, then Park Avenue. Turn left onto Hall Street. Proceed two blocks to Willoughby Avenue. Make a left on Willoughby. Campus is on right.

FROM KENNEDY AIRPORT

Take the Airport Exit on I-678 South and continue towards Terminals 8&9. Go toward Terminal 9 Departures. Bear right towards the Van Wyck Expressway/Airport Exit. Continue on the Van Wyck/I-678 North. Take the 1B-2/Belt Parkway exit towards the Verrazano Bridge. Take exit #1B to North Conduit Avenue, which becomes North Conduit Boulevard. Take Belt Parkway West towards the Verrazano Bridge. Take the North Conduit Avenue exit, #17W. Continue on Nassau Expressway/North Conduit Avenue. Bear left on Atlantic Avenue. Proceed five miles. Turn right onto Washington Avenue and go seven blocks. Turn right onto Willoughby Avenue. Campus is on right.

MANHATTAN CAMPUS

144 West 14th Street
New York, NY 10011

By Car

FROM QUEENS- VIA 59TH STREET BRIDGE

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

FROM BROOKLYN- VIA BROOKLYN BRIDGE, NORTH

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

FROM NEW JERSEY

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

FROM WESTCHESTER

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

Parking in Manhattan

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

By Subway

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

By Bus

If uptown, take the M20 to 14th Street/Eighth Avenue. Or take the M6 to 14th Street/Avenue of the Americas. If downtown, take the M20 to 14th Street/Seventh Avenue.

Or take the M6 to 14th Street/Union Square. Take cross-town buses or the L train to travel east or west on 14th Street. Pratt is located between Sixth and Seventh avenues on the south side of the block, closest to Seventh Avenue.

By Path Train - From New Jersey

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

GOING FROM PRATT BROOKLYN TO PRATT MANHATTAN

By Subway

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

By Bus and Subway

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

IMPORTANT PHONE NUMBERS

Emergency Services

	Telephone
Ambulance: Emergency	911
National Domestic Violence Hotline	1-800-799-7233
Crime Victim Service Agency	718-875-5862
Victim Services: Crime Victim Hotline	212-577-7777
Dental Brooklyn second District Dental Society	718-522-3939
Doctors House Call Service	718-238-2100
Fire Brooklyn Only	718-636-1700
Poison Control	212-764-7667
Police: Emergency	911
88th Precinct	718-636-6511
Pratt Security	718-636-3542
Suicide Hotline	212-673-3000/532-2400
Planned Parenthood	212-274-7200
STD Hotline	1-800-TALK HIV
Rape Hotline - L.I. Hospital	718-780-1459

Other Useful Numbers

	Telephone
Alcoholics Anonymous	212-647-1680
Al-Anon	212-941-0094
Better Business Bureau	212-533-6200
Birth Control Information/Planned Parenthood	212-274-7200
Consumer Complaints/Consumer Affairs Hotline	212-487-4444
Directory Assistance—Local	411
Directory Assistance—Long Distance	1-(Area Code)-555-1212
Dow Jones Report (prohibited number from campus phones)	212-976-4141
New York Convention and Visitors Bureau	212-484-1200
New York Public Library General Reference	212-340-0863
Parks and Recreation Information	212-NEW-YORK
Post Office on Myrtle Avenue	718-399-2789
Postal Information	1-800-275-8777
Sportsphone (prohibited number from campus phones)	(Toll Call) 212-976-1313
Time and Weather (prohibited number from campus phones)	(Toll Call) 212-976-2828
Western Union	800-325-6000

ATHLETICS SCHEDULE 2008–2009

WOMEN'S VARSITY TENNIS SCHEDULE FALL 2008

DATE		OPPONENT	H/A	TIME
Tuesday	09/23/08	College of Staten Island	H	7:30 PM
Saturday	09/27/08	Cooper Union	H	1 PM
Monday	09/29/08	College of St. Elizabeth	H	7 PM
Wednesday	10/08/08	Medgar Evers College	H	7 PM
Sunday	10/12/08	Sarah Lawrence	A	1 PM
Thursday	10/16/08	St. Joseph's College	H	7:30 PM
Sunday	10/26/08	National Tennis Center Hudson Valley Championships	A	9 AM

*HUDSON VALLEY WOMEN'S ATHLETIC CONFERENCE GAMES

HEAD COACH: Shishaldin Hanlen	PRESIDENT: Thomas Schutte
COACHING STAFF:	ATHLETIC DIRECTOR: Dave Adebajo
NICKNAME: Lady Cannoneers	COLORS: Black & Gold

WOMEN'S VARSITY VOLLEYBALL SCHEDULE FALL 2008

DATE		OPPONENT	H/A	TIME
Sunday	09/21/08	Yeshiva University	H	12 PM
Thursday	09/25/08	Cooper Union	A	7 PM
Sunday	09/28/08	Tri-Match at Medgar Evers w/Lincoln University	A	12 PM
Thursday	10/02/08	College of New Rochelle	A	7 PM
Saturday	10/04/08	Tri-Match at College of St. Elizabeth w/College of Staten Island	A	1 PM
Saturday	10/11/08	Sarah Lawrence	A	1 PM
Wednesday	10/15/08	York College	A	7 PM
Wednesday	10/22/08	St. Joseph's College	H	7:30 PM
Wednesday	10/29/08	Hudson Valley Play in Game	A	TBA
Friday	10/31/08	Hudson Valley Playoffs	A	TBA
Saturday	11/01/08	Hudson Valley Championships	A	TBA

*HUDSON VALLEY WOMEN'S ATHLETIC CONFERENCE GAMES

HEAD COACH: Patricia Keenan	PRESIDENT: Thomas Schutte
COACHING STAFF:	ATHLETIC DIRECTOR: Dave Adebajo
NICKNAME: Lady Cannoneers	COLORS: Black and Gold

MEN & WOMEN'S CROSS COUNTRY SCHEDULE FALL 2008

DATE		OPPONENT	H/A	TIME
Sunday	10/26/08	Hudson Valley Championships @ National Tennis Center	A	10 AM

*HUDSON VALLEY ATHLETIC CONFERENCE GAMES

HEAD COACH: TBA	PRESIDENT: Thomas Schutte
COACHING STAFF:	ATHLETIC DIRECTOR: Dave Adebajo
NICKNAME: Cannoneers	COLORS: Black and Gold

MEN & WOMEN'S INDOOR TRACK & FIELD SCHEDULE FALL 2008

DATE		OPPONENT	H/A	TIME
Sunday	04/26/09	Sarah Lawrence College	H	1 PM
Sunday	05/03/09	Hudson Valley Championships @ National Tennis Center	A	8 AM

*HUDSON VALLEY MEN'S ATHLETIC CONFERENCE GAMES

HEAD COACH: TBA	PRESIDENT: Thomas Schutte
COACHING STAFF:	ATHLETIC DIRECTOR: Dave Adebajo
NICKNAME: Cannoneers	COLORS: Black and Gold

MEN'S VARSITY BASKETBALL SCHEDULE FALL 2008-SPRING 2009

DATE		OPPONENT	H/A	TIME
Thursday	11/06/08	Hudson Valley Tip-off Tournament	A	TBA
Sunday	11/09/08	Hudson Valley Tip-off Tournament	A	TBA
Monday	11/17/08	Purchase College	H	7:30 PM
Thursday	11/20/08	Vaughn College	H	7:30 PM
Monday	12/01/08	St. Joseph's College	H	7:30 PM
Wednesday	12/03/08	Sarah Lawrence	A	7:00 PM
Friday	12/12/08	Albany Pharmacy	A	7:30 PM
Sunday	01/18/09	Culinary Institute	A	1:00 PM
Monday	01/19/09	Medgar Evers College	H	7:30 PM
Saturday	01/24/09	Cooper Union	A	3:00 PM
Sunday	01/25/09	Berkeley College	H	3:30 PM
Sunday	02/01/09	Cooper Union	H	3:00 PM
Thursday	02/05/09	Sarah Lawrence	H	7:00 PM
Saturday	02/14/09	Albany Pharmacy	H	3:00 PM
Sunday	02/15/09	Berkeley College	H	7:30 PM
Saturday	02/21/09	Hudson Valley Championships	A	TBA
Sunday	02/22/09	Hudson Valley Championships	A	TBA

*HUDSON VALLEY MEN'S ATHLETIC CONFERENCE GAMES

HEAD COACH: Michael Chapman	PRESIDENT: Thomas Schutte
COACHING STAFF:	ATHLETIC DIRECTOR: Dave Adebajo
NICKNAME: Cannoneers	COLORS: Black and Gold

MEN'S VARSITY TENNIS SCHEDULE SPRING 2009

DATE		OPPONENT	H/A	TIME
Sunday	04/26/09	Sarah Lawrence College	H	1 PM
Sunday	05/03/09	Hudson Valley Championships @ National Tennis Center	A	8 AM

*HUDSON VALLEY MEN'S ATHLETIC CONFERENCE GAMES

HEAD COACH: TBA	PRESIDENT: Thomas Schutte
COACHING STAFF:	ATHLETIC DIRECTOR: Dave Adebajo
NICKNAME: Cannoneers	COLORS: Black and Gold