Families of our students are considered an integral part of the Pratt community, and we are pleased to present this Parent and Family Handbook and Calendar as a useful resource to support your student. The Pratt experience is full of new discoveries, opportunities, challenges, and adjustments for students, and this is also true for parents and family members. This guide is designed to better acquaint you with the many services and resources available at Pratt. We also include a calendar with important dates and deadlines to help you keep your student on track.

The Pratt staff and faculty are here to promote successful transitions to college and to the workforce. You will find contact information for many departments in this document that you can share with your student as they become responsible advocates for themselves. We hope you will encourage your students to take full advantage of the educational and leadership development opportunities, as well as support systems, available at Pratt.

If you have any questions, concerns, or insights throughout the year, please feel free to contact our office via email family@pratt.edu, or post a message on the Family Facebook page at: facebook.com/prattfamilies.

Sincerely,

Andrew Fulton
Associate Director of Student Involvement
Coordinator of Parent and Family Programs
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ACADEMIC ADVISEMENT

As academic advisors for Undergraduates, we are here to help students define their educational objectives and to assist them in properly satisfying their departmental requirements to ensure timely graduation.

Each student is assigned an advisor based upon their major, and must meet with that advisor twice yearly in order to register for an upcoming semester. However, our offices are open for students to drop by anytime with questions or concerns they may have about their academic progress.

We understand that your family makes a significant financial investment to send your student to Pratt; we therefore see it as our role to safeguard that investment. If your student is struggling academically, we may advise that they take a break from school or reduce their credit load in order to get back on track.

Sometimes, you may have questions for us about your student’s academic status. Although we welcome the support of parents, we prefer to meet with students in person to provide the best guidance and support possible.

The best way you can help is to encourage your student to take advantage of the many resources Pratt has to offer, while keeping an open line of communication with you.

FIND MORE INFORMATION AT WWW.PRATT.EDU/ADVISEMENT
Student services provided by the Office of the Registrar support the teaching, research, and public service functions of the Institute. They promote the academic success of Pratt students and enhance the quality of campus life.

ADD/DROP PROCEDURES
The Pratt Academic Calendar contains information about specific add/drop deadlines for the academic year (see www.pratt.edu/registrar). It is the student’s responsibility 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 section changes are allowed during the first two weeks of the fall and spring semesters and the first week of summer terms only. Courses dropped during this time period will not show up on the 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 properly withdraw from a course will result in an “WF” grade on the transcript. Students who drop a class after the first day of the semester may be subject to a financial penalty.

GRANTING PARENT RIGHTS
Students now have the option of granting a parent or other guardian the right to access academic records, financial records, or both. This can be done through the Parent Module.


GRADES
Grade reports are not mailed to students or parents. Remember, if students want parents to see their grades, they must grant their parents access.

If there are any questions about the grade received, a student should contact the instructor immediately.

ACADEMIC STANDING
The staff of each school’s advisement office evaluates the academic standing of its students twice during the academic year. These evaluations take place at the end of each major semester (fall and spring). Students who meet the criteria are sent notification letters noting that they made President’s or Dean’s List Honors.

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.

FIND MORE INFORMATION AT WWW.PRATT.EDU/REGISTRAR
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

WHAT IS FERPA?
The Family Educational Rights and Privacy Act of 1974 (commonly known as the Buckley Amendment), as amended, is a federal law, which states that colleges and universities must maintain the confidentiality of student educational records. The law states that no one outside the institution shall have access to any student’s educational records, nor will the institution disclose any information from those records without the student’s written consent. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency, in order to protect the health or safety of students or other persons.

WHAT IS CONSIDERED DIRECTORY INFORMATION?
In compliance with FERPA, the following statement reflects Pratt Institute’s policy.

The following directory information may be released by telephone:

Student’s dates of attendance
Date of graduation and degree earned

Other kinds of directory information, such as a student’s address, telephone listing, major field of study, awards received, and the previous education agency or previous institution attended, will be released only in response to a written request.

Pratt Institute reserves the right to refuse the disclosure of the above information if the reason for the request is not considered to be a sufficient need to know.

WILL I BE NOTIFIED IF MY STUDENT RECEIVED A LOW GRADE? HOW WILL I KNOW HOW MY SON OR DAUGHTER IS DOING ACADEMICALLY?
No, you will not be notified if a student received a low grade. The Act requires that the Institute maintain the confidentiality of all student educational records; therefore Pratt does not notify parents about student academic difficulty.

Direct communication with your student is the number-one way to stay informed and help your student succeed. Research has shown that parental communication about academic expectations and support of successes and failures throughout a student’s academic career directly affects his or her personal and academic growth.

If your student seems to be struggling, encourage him or her to take responsibility for scheduling an appointment or using open office hours to speak directly with instructors or advisors. Students may also seek assistance with the Learning Access Center, located in ISC First Floor, or in the Writing and Tutorial Center, located in North Hall, First

FIND MORE INFORMATION AT WWW.PRATT.EDU/FERPA

Grades, courses, GPA, Social Security number, and other personal information regarding the student’s record will not be released without the student’s written consent.

SOME FAQS REGARDING FERPA:

HOW DO I RESTRICT THE DISTRIBUTION OF MY STUDENT’S DIRECTORY INFORMATION?
The Act states that each student has the right to inform Pratt Institute, in writing, if any of their directory information is not to be released. A form requesting nondisclosure may be obtained from the Registrar’s Office.

CAN PARENTS ACCESS THEIR CHILD’S EDUCATIONAL RECORDS?
At the postsecondary level, parents have no inherent rights to inspect a student’s educational record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances:

1. Through the written consent of the student;
2. In compliance with a subpoena;
3. Due to student violation of any federal, state, or local law or Institute policy; or
4. In connection to a health or safety emergency.
**STUDENT FINANCIAL SERVICES**

**PAYING YOUR STUDENT’S BILL**

If you pay your student’s tuition, have your student give you access to their bills online. Per federal law, you may not view your student’s bill without this access. Your student can give you access to our Parent Module, which allows you to view your student’s bill. Step-by-step instructions can be found at www.pratt.edu/parent_module

Once your student has granted you access and you have officially registered for the Parent Module, you may view your bill and make secure payments online. If you do not wish to pay online, you may mail your check to: Student Financial Services, Pratt Institute, 200 Willoughby Avenue, Myrtle Hall, Sixth Floor, Brooklyn, NY 11205. Payments must include the student’s name and ID number, and bills are due in advance of each term. Checks and money orders should be made payable to Pratt Institute in U.S. dollars and drawn on a U.S. bank.

Students may pay in person at the Student Financial Services’ Office on the sixth floor of Myrtle Hall, between 9:00 AM and 5:00 PM. Evening hours are scheduled during peak seasons. Payment online or by mail allows students to avoid waiting in line. Please allow five business days for mail delivery and a minimum of two weeks for processing.

If your student is responsible for their own bill, your student may view the bill and make payments through my.pratt.edu. If you have any questions about your student’s bill, please contact the Student Financial Services at sfs@pratt.edu or 718.636.3599

**TERMS OF PAYMENT**

We accept checks, money orders, MasterCard, Visa, and American Express, Discover. There is a 2.5% convenience fee added per transaction for all credit/debit cards. Using the online e-check option is free.

**TUITION PAYMENT PLAN**

Pratt offers a monthly tuition payment plan through our partner Nelnet; this service is open to both students and families. You may apply at the following link: https://mycollegepaymentplan.com/pratt

**RETURNED CHECKS**

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

**FLYWIRE (FOR INTERNATIONAL STUDENTS)**

Pratt has partnered with Flywire Corporation to offer an innovative way to streamline your international tuition payments. Developed by an international student, with the school reconciliation process in mind, peer Transfer offers a simple, secure, and cost-effective method for transferring and processing education payments in foreign currencies.

By offering favorable conversion rates unmatched by larger financial institutions, Flywire enables our international students to pay from any country and any bank while saving a significant amount of money on their payments to us.

Furthermore, students will be able to track the progress of their payment throughout the transfer process, which will reduce incoming phone calls. Because Flywire captures all the student information at the time of payment, our students will be alerted when their payment is received. Flywire supplies key student information with each deposit, which allows for quick and easy posting to the appropriate account.

You can find the Flywire solution at: www.flywire.com

We are pleased to offer this exciting new option that will help our international students save money on payments and simplify the reconciliation process for us.

**PRATT REIMBURSEMENT PROCESS**

Pratt Institute has partnered with Nelnet (our current payment plan vendor) to deliver any eligible student refunds in the quickest and safest method possible. You can receive your money in either of these forms:

- Electronically transfer money to any checking and/or savings account (Direct Deposit Funds available 2–3 days)

**If no choice is made you will receive a physical check from TMS (this option takes the longest to receive your funds in about 7-10 days).**
FINANCIAL AID COUNSELING
Student Financial Services counselors are committed to providing information, assistance, and counseling to all students throughout the financial aid process. They distribute information and explain federal, state, and local programs, as well as college policies and procedures, including financial aid options.

In addition to the full range of aid programs available to Pratt students from external sources such as federal and state/local governments, the school also commits 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. The staff is available for assistance and counseling to students throughout all of the stages of the financial aid process. Students are encouraged to take the lead in this process, with guidance from parents or guardians, if necessary. Even if parents/guardians are providing for a student’s education, navigating the financial aid process can be an important step in a student’s road to financial independence.

APPLICATION PROCEDURES
To be considered for financial assistance, there is one application that the student 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 a student’s financial aid award.

The Free Application for Federal Student Aid (FAFSA) required for all aid is available at the Pratt website. This form may also be completed on the federal website: www.fafsa.ed.gov. Applications are available in October, and it is recommended that you file as soon as possible.

WEB ADVISOR PARENT MODULE
Under the Family Educational Rights and Privacy Act of 1974 (FERPA), colleges and universities maintain the right to keep student education records confidential. The Parent Module is a step toward allowing a little more transparency to third parties, mainly family members, regarding student records.

Using the Parent Module, students may allow a parent, guardian, or sponsor to gain limited access to select educational records through a unique login. Students can authorize this person to view current schedules, view grades, and/or access the tuition bill to see the current balance and make payments. It is the student’s decision to allow access to all, some, or none of these records. Students manage (grant or rescind) permission through their Academic Tools on my.pratt.edu. The Parent Module maintains the guidelines established by FERPA by granting complete control to students in allowing access to their academic records. The module is intended to improve communication between students and their parents, guardians, or sponsors regarding issues pertaining to these records. Pratt also hopes that the module will increase involvement in their students’ education and in the Pratt community. The Web Advisor Parent Module can be accessed and set up by the student at my.pratt.edu.

STUDENT FINANCIAL SERVICES
200 Willoughby Avenue
Myrtle Hall, Sixth Floor
Brooklyn, NY 11205
Telephone 718.636.3599
Fax 718.636.3739
sfs@pratt.edu
# AUGUST

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- **NEW STUDENT ORIENTATION**
  - **First Day of Semester**
  - Last day for 100% tuition refund upon withdrawal
  - **Labor Day**
  - No Classes, Offices Closed
  - Last day for 85% tuition refund for dropped classes

### PRATT TIP

**WELCOME**

Congratulations! You are now an official member of the Pratt Family! The transition period from home to college life can be challenging for new students as they become accustomed to becoming a self-sufficient individual. It is important to establish realistic expectations for communication with your student. Establish a balanced relationship that will give your student room to branch out and become independent, but still feel the comfort and support of home. Encourage your students to log into Engage to learn about our 90 clubs and organizations we have on campus and ways to get involved outside the classroom.

- **Involvement Fair: September 14**
- **Classes Begin: Monday, August 30**

### JULY

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### SEPTEMBER

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While Pratt’s grounds are gated and secured, students should always be aware of their environment and enjoy New York City with safety in mind. Pratt’s department of Public Safety has guards at the entrance of each residence hall, roving patrols around campus, and monitors the Pratt Safe app which we encourage all students to download. The Pratt Safe app provides travel and safety resources on and off campus, and has options for either friends or Public Safety to virtually monitor a student walking somewhere. Students should never leave their belongings unattended and are encouraged to register their electronics in the event of theft. When traveling off campus, students should always plan ahead, be aware of their surroundings, travel with a friend, and trust their instincts.

Family day: Saturday, October 23
It’s a great chance to get acquainted with Pratt faculty and meet fellow families. The format (virtual vs in-person) and schedule of the day will be announced on the website www.pratt.edu/family
**PRATT TIP**

Getting Involved at Pratt

Pratt students have the opportunity of choosing from almost 100 groups and organizations, ranging over a wide selection of hobbies and interests. Students also have access to the Pratt Engage portal, which displays all organizations, events, and available SWAG points for all events.

Starting in November, students will be able to sign up for Connections, a five week not-for-credit course that qualifies them to apply for higher level leadership positions like Resident Assistant, Orientation Leader, and much more. Students can apply through the Office of Student Involvement or the Office of Residential Life.
**Resources and Support**

This time of semester can become stressful as midterms wrap up and finals approach. There are numerous resources available for students who are feeling overwhelmed, academically or personally. The offices of Academic Advisement, Writing and Tutorial Center, and Learning/Access Center are all devoted to helping students in their academic endeavors.

For support of a more personal nature, the Health and Counseling Centers are always available to students in need.

Prattbucks will continue to roll over until a student graduates.
REVIEW IN PROGRESS
SILENCE PLEASE
pratt tip

- **Finals**
  - As your students come home for winter break, give them a chance to relax and catch up on sleep as they just completed their semester long projects and presentations. Ask your students what went well first semester and what they would like to change or improve for the spring.
Welcome back for the new semester! Your student may notice that the weather in New York has changed a lot since the beginning of the Fall Semester. Winter weather in New York can vary greatly from week to week, from mild weather to rain to heavy snow. In winter, New York’s tall buildings create powerful wind gusts which can make a cold day feel even colder. Make sure that your student is well prepared for the winter weather in the city by having a warm coat, a hat, gloves, and a rain jacket. The weather usually gets coldest in February and into March, when Spring weather begins to settle in. Spring can also bring a lot of rain and sudden drops and lifts in temperature. Dressing in layers will prepare your student for the weather ahead.
## February

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**Last Day to Add / Drop a Class without a WD Grade Recorded**

- **January 2022**
  - January 27
  - January 28
  - January 29
  - January 30
  - January 31

**President’s Day**
- Classes Meet, Offices Closed

**Last day for 70% tuition refund for dropped classes**

- February 6
  - February 7
  - February 8
  - February 9
  - February 10
  - February 11

**Last day for 55% tuition refund for dropped classes**

- February 13
  - February 14
  - February 15
  - February 16
  - February 17
  - February 18

- February 19
  - February 20
  - February 21
  - February 22
  - February 23
  - February 24

**No tuition refund for dropped classes**

- February 25
  - February 26
  - February 27
  - February 28
  - February 29

**PRATT TIP**

- **Exploring NYC**
  - As students get settled into their routines and workload during the semester, getting away from campus can become difficult to do. Encourage your student to take breaks from working and explore New York City during their free time. NYC is filled with culture, food, music, art, and special events. Pratt Students have access to many museums with their Pratt ID (see pratt.edu for full list), and some allow guests in for free as well. Make sure to take full advantage of their free membership to some of the world’s most beautiful museums.
### PRATT TIP

**Roommates**

As the semester progresses and the stresses of schoolwork and midterms pile up, it can get hard to also keep up with roommate agreements, cleaning, and respectful habits. Living with a roommate can definitely be a challenge sometimes, but even more-so with disagreements and conflict. Remind your student that when it comes to conflict resolution, communication is key. Students can always refer back to their roommate/suitemate contracts during times of tension, or ask RAs and ResLife for assistance and mediation. All students deserve a comfortable living space, and coordinating with roommates is essential for a healthy college lifestyle.

### MARCH

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- **SPRING BREAK**
- **Academic advisement begins**
- **Last day to submit graduation application for October and February graduation**
- **Last day for Course Withdrawal**

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### APRIL 2022

- **SPRING BREAK**
- **Last day to submit graduation application for October and February graduation**
- **Academic advisement begins**
- **Last day for Course Withdrawal**
## Final Exams

Exam Conflict / Study Day
No Classes

### Final Exams

**Grades / GPA**

Finals and the end of the first year are swiftly approaching! The final set of exams and grades for the school year could have a big effect on your student’s GPA. Remember that a student needs to maintain a minimum 2.0 GPA in order to maintain good academic standing, and a minimum 2.5 GPA in order to keep a merit scholarship. Students who earn between a 3.0 and 3.5 GPA are awarded a position on the Dean’s List, while students who earn a 3.6 or above are awarded a position on the President’s List. If your student is ever struggling with grades, the Learning/Access Center, Academic Advisement, International Affairs, and Counseling offices are always available resources.

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**PRATT TIP**

Grade / GPA

Finals and the end of the first year are swiftly approaching! The final set of exams and grades for the school year could have a big effect on your student’s GPA. Remember that a student needs to maintain a minimum 2.0 GPA in order to maintain good academic standing, and a minimum 2.5 GPA in order to keep a merit scholarship. Students who earn between a 3.0 and 3.5 GPA are awarded a position on the Dean’s List, while students who earn a 3.6 or above are awarded a position on the President’s List. If your student is ever struggling with grades, the Learning/Access Center, Academic Advisement, International Affairs, and Counseling offices are always available resources.
### Pratt Tip

Summer Break

Congratulations! Your student has made it through their first year of college! Even though it is summer break, there are still plenty of opportunities for academic enrichment and student leadership during the summer months at Pratt. Students who have taken Connections are eligible to work as Pre-College staff, or in other offices on campus. Pratt Institute also offers a variety of courses during the summer semester.

Students should become familiar with prattpro.com, the website hosted by the Center for Career and Professional Development, which lists internship and job postings that students can apply for to develop their resume and experience.

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**May 2021 Calendar**

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<td>** Last day to add a class or drop classes without a WD grade recorded (Summer I)**</td>
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**April 2022**

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Memorial Day
No classes, Offices closed

SUNDAY
M O NDAY
T UESDAY
W EDNESDAY
THURSDAY
F RIDAY
S A TURDAY

PRATT TIP
Preparing For Next Year

The summer is a great time
to catch up on sleep and
family time for your student.
Reflect on the past year:
what worked out well, and
what didn’t? For many
parents, a student’s first
year is a big learning curve,
especially when it’s their
first time sending a child to
college. Every experience
is a learning experience!
Maybe for the upcoming
semester, encourage your
student to not overpack,
to communicate with you
better, or whatever it may
be that will give you and
your student a more positive
college experience.
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**JULY 2022**

- **Independence Day**
  - **2022**

**PRATT TIP:**

For most Pratt Students, sophomore year means the introduction of their chosen major. During this time, your student will be exposed to many new skills and classes that much more specialized. Often, students flourish in their major, as they are finally studying what they came to Pratt for. Remind your student that entering their major can bring a whole new set of stresses and challenges, but diligence and hard work is the key to success!
With your student heading off to college, you may worry about your student’s safety regarding crime and other related issues. This section will provide an overview of the basic information you need to know to help your student practice safety awareness while away at college. Keep in mind, the most fundamental thing that parents/guardians can do to assist in keeping their student safe is to keep the lines of communication open.

Pratt is located near downtown Brooklyn, a culturally diverse urban area. Like all urban areas, Brooklyn has its share of crime. However, New York City has been called the “safest big city.” The Pratt campus is among the safest colleges in the country, which is evidenced by our campus crime statistics, viewable at https://www.pratt.edu/the-institute/public-safety/security-reports/.

Pratt’s campus has multiple layers of security features, which are the key to accomplishing excellent safety and security standings. Those features include: CCTV security cameras, emergency phones, 24-hour campus patrol, alarms, controlled access to gates and residence halls, and safety and security training for students and staff. The Public Safety Department introduces new students to crime prevention habits during New Student Orientation, and also during the entire month of September, which is National Campus Safety Awareness Month. Visit the Public Safety Homepage to sign up for our Student Self Defense Class offered free for all Pratt students at https://www.pratt.edu/the-institute/public-safety/self-defence-classes/.

The Public Safety Department sponsors annual educational sessions on topics including residence hall security, CPR & AED, and personal safety awareness. The department trains residential staff on how to recognize crimes when they occur, informs them about drug use, and how to respond to emergency situations.

Brooklyn is home to more artists and designers than any other city. Located in Clinton Hill, one of the safest residential, family oriented neighborhoods in Brooklyn, Pratt’s main campus is 25 acres, a gated oasis with lots of green space. ID entry is required for all residence halls, the library, computer labs, and most studio spaces. During orientation week, there are presentations on how to use the subway (located just two blocks away—G train) as well as campus safety issues.

Public Safety Officers also patrol by walking, biking and driving, not only the campus and its facilities, but the surrounding neighborhood as well. Members of the Pratt Public Safety team are highly trained public safety professionals, responsible for ensuring the safety and security of our campus. Officers are on-duty 24/7 to provide public safety services, as well as peace of mind, to the Pratt Institute and our community members.

The NYPD’s 88th precinct is located on Classon and Dekalb Ave, directly across from Pratt’s campus.

The main core of our campus, as well as many of our academic and residence halls are equipped with "Emergency Call Boxes" for direct contact with our Pratt Public Safety Command Center.
SAFETY TIPS FOR PARENTS

While campus safety is everyone’s responsibility, Pratt makes every effort to educate students about crime prevention and safety on campus and out in the community. Families can assist by reminding their student of the following tips and suggestions:

On Campus

- Do not leave personal items unattended, especially laptops and other electronic devices. If available, register computers with your manufacturer’s theft/loss program.
- Report any crime or suspicious activity or persons on campus to Public Safety immediately at 718.636.3540. In addition to calling the police for concerns off campus, be sure to inform Public Safety of those off-campus concerns as we may be able to assist in interactions with the NYPD.
- Students are asked to wear their ID card on campus.
- Secure your ID Card at all times and report it immediately if lost or stolen.

Residence Hall Safety

- Keep residence hall rooms and apartments locked at all times. Most incidents of theft occur because room and apartment doors were left unlocked.
- Put valuables in a secure place. Do not leave them lying out in the open and unattended.
- Keep building fire exits closed; never prop them open.
- Follow residence hall visitor/guest sign-in protocols; they’re for your safety.
- Do not take in overnight guests you do not know.

Out in the Community

- When walking, look confident. Keep your head up and stay alert of your surroundings. Put your electronics out of sight.
- Choose busy streets and avoid dark or deserted areas.
- Do not flash cash. Also don’t carry more valuables than you need.
- At night, stick to well-lighted areas. Walk with a friend when out after dark.
- Keep purses and personal belongings close to you and hold them securely.
- Trust your instincts when you’re uncomfortable.
- The legal drinking age in New York State is 21. Do not consume too much alcohol or leave drinks unattended.
- Be aware of date-rape drugs.

In addition to the above tips, in-depth safety and security information can be found at: www.pratt.edu/safety. Especially valuable for those students new to New York City is the “Safety in the City” presentation. This presentation offers a variety of crime-prevention and safety information needed for big-city life. It also provides information about safety features built into the New York City transit system. All students are automatically enrolled in Pratt’s Emergency Alert System which is the quickest way to get vital information about any building or campus emergencies as well as campus closures and delays. Students can manage their Emergency Alert Account to add family members so that they may receive emergency messages as well. The Public Safety Department enjoys a very close working relationship with local police precincts. Any information received about a crime in the area by either entity is shared, and joint efforts are made to address it quickly. We partner with NYPD’s 88Pct in Brooklyn and the 6Pct in Manhattan to offer crime prevention services such as Operation ID where valuables such as electronic devices and bicycles are registered with the NYPD.

FIND MORE INFORMATION AT WWW.PRATT.EDU/SAFETY
HEALTH SERVICES

Good health is crucial for academic success and full enjoyment of college life. Pratt Health services provides primary care medical services and health education for all Pratt students. Health services strives to provide high-quality services that are convenient, cost-effective, confidential, sensitive to the diverse needs of individuals, and responsive to the ever-changing health and wellness needs of the campus.

Pratt Health Services is staffed by nurse practitioners, other nursing personnel and administrative staff. A full range of primary health care services are offered to Pratt students. These include primary care, sexual and gynecological health, injuries, chronic health needs and health education.

Health Services also works with students to navigate referrals and other additional health resources. Pratt Health Services maintains relationships with nearby urgent care services, emergency care, community health providers, and mental health resources, in order to provide referrals to students and assist in the process of obtaining specialized care.

HOW TO CONTACT HEALTH SERVICES
Willoughby Hall, Suite 117
Phone: 718.399.4542
Email: health@pratt.edu

FIND MORE INFORMATION AT WWW.PRATT.EDU/HEALTH

HEALTH INSURANCE
It is compulsory that all students have health insurance. Student health insurance is offered through Aetna Student Health. Students who are already insured under a family or personal policy may waive enrollment in the student health insurance plan, thus removing the health insurance fee from their account, by completing the health insurance waiver through Student Financial Services. Students wishing to enroll in the policy are encouraged to go online as well, but students who take no action will be automatically enrolled after the waiver deadline. The Pratt website will be open for waiving during the summer, and the deadline for the 2021–2022 academic year is September 24. Students must waive or enroll every year they are in attendance.

ELIGIBILITY
Pratt Health and Counseling Services serve all enrolled degree-seeking students, regardless of insurance. There are no additional charges for office visits. Students may be responsible for outside costs of lab fees, imaging, specialist visits or prescriptions if not covered by their insurance. It is imperative that families review their health insurance options to make sure they choose a plan that provides adequate coverage for current and potential healthcare needs while at Pratt. This is particularly important if your student is under the care of a mental health provider at home and needs treatment transferred to a NYC clinician when they start studying at Pratt.

CONFIDENTIALITY
All Health and Counseling services are confidential. The records maintained by Health and Counseling are completely separate from all other college records. Staff members may confer with one another as needed to provide integrated care for your student. In the event of an emergency such as necessary treatment at a hospital, the staff will share relevant mental health information for continuity of care. Otherwise, we will not release any information about patients without the patient’s written permission, except as permitted by law to protect the patient or others from a serious threat to health or safety. Health and Counseling use an electronic health records system, which provides a web portal to facilitate secure communication.

COUNSELING SERVICES

Good mental health is crucial for academic success and full enjoyment of college life. The Counseling Center at Pratt provides free of charge, confidential mental health services for all enrolled Pratt students. We strive to provide high-quality services that are convenient, confidential, sensitive to the diverse needs of individuals, and responsive to the ever-changing needs of the campus. Our team of clinicians work with work with students, individually or in groups, to provide to provide care and treatment for mental health concerns, and to help students learn to protect and improve their well being. The Staff at the Counseling Center are licensed mental health clinicians who have specialized training, skills, and experience to serve the needs of members of an academic community such as Pratt Institute. Counseling Staff include psychologists, social workers and psychologists-in-training under licensed clinical supervision. Consultations and short-term therapy are available to students. Students needing a more open-ended time frame for therapy are referred to community therapists who have a relationship with Pratt Counseling. We make all efforts to work with students to navigate the numerous mental health resources in New York City and maintain relationships with our community resources, in order to provide referrals to students and assist in the process of obtaining specialized care.

HOW TO CONTACT COUNSELING SERVICES
ISC Building, Third Floor
Phone: 718.687.5356
Email: therapy@pratt.edu

CRISIS CONSULTATION AND CRISIS COUNSELING ARE AVAILABLE 24/7 BY CALLING THE CENTER AT 718-687-5356

FIND MORE INFORMATION AT WWW.PRATT.EDU/COUNSELING
The Learning/Access Center (formerly Disability Resource Center) provides comprehensive academic support services that are available to all Pratt students. The L/AC also facilitates full access for students with disabilities so that they can freely and actively participate in all facets of Pratt life. The L/AC collaborates to provide Institute-wide advisement and consultation on disability-related matters (including legal compliance and universal design) and provides individual services and tools to facilitate diverse learning styles and accommodations in a sustainable inclusive manner.

Students come to Pratt from varying academic backgrounds, and students’ learning needs also vary. The L/AC has staff and tools available to support all Pratt students who are working toward academic success. At the L/AC, students can meet with staff, explore assistive technology, and take part in student success programming. All Pratt students, including students on the Pratt Manhattan Campus, have the opportunity to work with professional and/or peer academic coaches and tutors. Academic coaching includes time management, study skills, reading skills and brainstorming for projects. Tutoring is also available in various subjects across the Pratt curriculum. If it is determined that further evaluation is necessary to test for the presence of learning disabilities or psychological or psychiatric conditions, the L/AC collaborates with the Health and Counseling Offices to help students with securing referrals.

Additionally, the L/AC coordinates access for students with disabilities. Students with disabilities can enroll with the L/AC to determine and receive reasonable accommodations for classroom, housing, and other campus settings. The L/AC maintains confidential records of documentation of disability for all current and prospective Pratt students who identify as having disabilities, including learning disorders, AD/HD, psychological/psychiatric conditions, chronic illnesses, physical/mobility conditions, blindness, low vision, hearing loss, and temporary disabilities. After meeting with the student and conducting a review of the documentation and individualized student needs, the L/AC determines and coordinates individualized academic accommodations, including but not limited to extended test time, distraction-reduced exam setting, sign language interpreting, etc. The L/AC also arranges auxiliary aids for students, such as FM Units, assistive learning software, and books in alternative formats. The L/AC assists students in connecting with helpful Institute resources, advocates for students, and collaborates with campus department administrators regarding specific student needs, including psychological support, special housing, and dietary needs.

Meeting with L/AC staff to privately discuss your academic experiences is the first step in the process of developing a support plan, regardless of what academic or access issues exist. We encourage you to contact the L/AC to speak further with staff about our services and how we may assist you. To schedule an appointment, please email the L/AC at lac@pratt.edu or call 718.802.3123.

VETERAN RESOURCE CENTER
The Veteran Resource Center, housed in the Learning/Access Center, provides comprehensive support services to help military and veteran students succeed at Pratt. The Center connects military and veteran students with necessary resources on campus and helps students navigate academic and financial processes. The Center also provides academic support through academic coaching, tutoring and specialized workshops. Additionally, the Center facilitates social and networking opportunities specifically geared toward military and veteran students.

HOW SHOULD PARENTS BE INVOLVED?
Parents are often the first place students go when they are struggling academically, and knowing how to support your student is key to their success. Regardless of what academic or access issues your student is experiencing, meeting with L/AC staff to privately discuss their academic experiences is the first step in the process of developing a support plan. We encourage your student to contact the L/AC to speak further with staff about our services and how we may assist your student.

ACCESSIBILITY STATEMENT
Requests for accommodation should be made as far in advance as reasonably possible to allow sufficient time to make any necessary modifications to ensure the relevant classes, programs, or activities are readily accessible. The L/AC is available to Pratt students, confidentially, with additional resources and information to facilitate full access to all campus programs and activities and provide support related to any other disability-related matters. Additional accessibility resources are available at pratt.edu/accessibility

LEARNING / ACCESS CENTER
To schedule an appointment:
Email: LAC@pratt.edu
Phone: 718.802.3123

Additionally, we regularly update our webpages with helpful resources for students and their families.

ACCESS OUR WEBSITE AT WWW.PRATT.EDU/LAC
The Center for Career and Professional Development (CCPD) believes that preparing for a fulfilling, meaningful, and productive life and career is one of the most important services we provide for Pratt students and alumni. We inspire, support, and educate students and alumni providing a holistic approach to career development.

Career staff assist students and alumni on internship and job searches, freelancing and small business planning, life coaching and mindfulness practices for engaged creativity. Support is offered for portfolio reviews, exhibition submissions, grants, fellowships, and residencies, and Fulbright grants. We encourage peer learning through our Career Advocate program and Student Events Team.

The CCPD provides resources and the following services:

**LIFE AND CAREER PLANNING**
Individual life coaching and career advising are available in person or online to Pratt undergraduates and graduate students and alumni for life. Individual and group advising sessions and workshops are scheduled throughout the year.

**PROFESSIONAL DEVELOPMENT**
Career advisors offer workshops, webinars, and learning labs on résumé building, networking, interviewing skills, developing an online presence, portfolio presentation, self-promotion, freelancing, and starting your own business.

**JOB SEARCH**
The CCPD manages Pratt Pro powered by Handshake, an online job board where employers post thousands of full-time, part-time, freelance, and internship positions each year. Pratt Pro is free to use for all students and alumni.

**MEDITATION INCUBATOR**
The Meditation Incubator engages students in the study of mindfulness, meditation and visualization as methods for managing stress, deepening creative practices, and acquiring and building intuitive life and business planning skills. Mindful Pratt hosts a number of similar opportunities found on Commons.Pratt.edu/MindfulPratt

**EXPERIENTIAL LEARNING AND INTERNSHIPS**
CCPD offers workshops and advising appointments that help students research and apply for opportunities to gain hands-on professional experiences in a real-world work environment, both nationally and abroad.

**ON-CAMPUS JOBS**
Educating students about the on-campus employment system and share strategies for applying to positions.

**ON CAMPUS/OFF CAMPUS RECRUITING**
The CCPD invites industry leaders to campus and coordinates site visits for information sessions and recruiting.

**INDUSTRY CONNECTIONS**
Guest speakers and recruiters are invited to campus to speak on careers in creative industries, review portfolios, and hold interview sessions.

**PEER TO PEER POSITIONS**
Our Career Advocates program and Student Events Team are on-campus leadership positions in the CCPD. Our peer positions promote the CCPD to other students, help with résumé building, and organize industry events and panels, and firm trips.

**CAREER AND PROFESSIONAL DEVELOPMENT EVENTS**
The CCPD hosts industry and alumni networking events, career fairs, roundtable discussions, and creative career panels throughout the year with alumni, recruiters, and industry leaders. We also offer small business development and freelancing programs and opportunities for face to face meet ups.

**ENTREPRENEURSHIP + INNOVATION: THE IGNITION LAB**
The CCPD delivers resources for students and alumni who want to become successful entrepreneurs through the Ignition Lab program, which consists of 5 sessions over a 7-month period, live streaming of industry innovator speakers, and culminates in a pitch competition.

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Find more information at ccpd.pratt.edu
**OFFICE OF STUDENT INVOLVEMENT**

**MISSION STATEMENT**
The Office of Student Involvement provides opportunities for student engagement and co-curricular education in the areas of social and cultural programming, service to the community, leadership, and paraprofessional development.

**MAIN FUNCTIONS**
The primary areas served by The Office of Student Involvement are:
- Student Program Board
- Fraternity and Sorority Life
- Community Service efforts
- Student Clubs and Organizations
- Student Government Association
- Leadership and professional development
- Student Union
- Fall and spring new student orientation programs
- Connectors Program
- First Generation Programs

Getting involved can lead to:
- Meeting new people
- Learning new skills
- Serving the community
- Broadening horizons
- Having a voice on campus
- Creating change

**OPPORTUNITIES FOR INVOLVEMENT**
- Engage

Engage is a one stop shop for students to find out about clubs/organizations and events happening on campus. For a complete list of clubs/organizations, encourage your students to log in at pratt.edu/engage.

- Clubs and Organizations
Pratt has over 90 student-run clubs and organizations. Clubs offer students the chance to meet other like-minded students and get more involved. There are clubs covering a wide range of interests including academic, cultural, religious and spiritual, gaming, and much more. Clubs are also responsible for some of the biggest and most popular events on campus, such as the Halloween Costume Contest and Queer Pratt’s Drag Race. Students may start their own club if they wish.

- Student Government Association (SGA)
SGA is run by students who are the voice of the student body. Elected each spring, the officers are members of the Board of Trustees committees as well as serving on many other Institute committees. In the past, SGA has worked on recycling on campus and improving communication with students.

- Community Engagement Board (CBoard)
CBoard is run by students who create service opportunities for fellow students. These include both local opportunities as well as the Alternative Spring Break program. The most recent trips were to Washington, D.C., where students engaged with the community through various service projects and reflections addressing food insecurity and homelessness.

- Fraternity and Sorority Life (FSL)
Pratt has four Greek Letter organizations, two sororities and two fraternities. These students are academically high achieving and very involved on campus. FSL provides another opportunity for students to build community within the larger Pratt student body. Students can join these organizations at the beginning of each semester.

- Program Board (PB)
PB is a student led organization that focuses on planning programs/events on and off campus. The goals of these events are to encourage student interactions across disciplines and promote a work/social balance. Popular PB programs include off campus trips, movies on the lawn, Fall and Spring Fests, Ski Trips, and Late Night Breakfasts.

**BROOKLYN CAMPUS STUDENT UNION**
The Student Union reopened Summer 2018 after a multi-year renovation. The Union is the heart of campus and provides a space that is student focused, including the office for SGA. As the campus “living room”, students can hang out, study, eat or just relax. Events that happen in this space include movies, lectures, music, and comedy shows. If your students want to meet people and get involved, send them here.

**MANHATTAN CAMPUS STUDENT UNION**
Renovated in the summer of 2018, and located on the 7th floor of Pratt’s Manhattan campus, this is a space for students to relax, create, or collaborate. The space includes a comfortable lounge with couches, tables, and a Micromart with a selection of food and beverages. In addition, the 7th floor is staffed with student services including: Academic Advising, Counseling Services, Health Services, CCPD, L/AC, Student Financial Services, and Student Involvement.

**FIND MORE INFORMATION AT WWW.PRATT.EDU/INVOLVEMENT**
Providing a safe and inviting environment for the Pratt community to engage in recreational activities is one of our primary objectives. Being physically active is a great way to relieve stress, enhance self-esteem, build relationships, and have fun. Recreation is an important aspect of the college experience.

THE ARC
The Activity Resource Center (ARC), built in 1975, is home to Cannoneers athletics and the recreation, wellness, and intramural sports programs at Pratt Institute. The ARC offers six multipurpose athletic courts that can be used interchangeably for basketball, tennis and volleyball. A four lane 200 meter track lines the perimeter of the gym floor. The men’s and women’s locker room facilities are located on the first floor of the building. Each locker room has shower facilities, sauna, and lockers. Lockers can be rented through the Recreation Office on a semester or yearly basis, and we offer limited daily use lockers free of charge.

GROUP FITNESS
Group Fitness classes are offered during the fall and spring semester each year and include yoga, pilates, Zumba, Spin, weights and HIIT, and much more! All classes are free to attend for students. We also offer incentive programs in which students can earn prizes (water bottles, t-shirts, etc.) for attending classes and working out in the facility. Most classes are held in the dance studio on the second floor of the ARC gym, with a select few held in various locations on the Brooklyn campus, as well as on the Pratt Manhattan Campus.

FITNESS CENTER
Our fitness center, located on the mezzanine of the ARC, and is equipped with a complete assortment of cardio and resistance machines, free weights, lifting racks, Olympic platform, turf/ agility space, TRX equipment and more. The Fitness Center is also accompanied with a dance studio that is readily available for however you engage in wellness.

VARSITY ATHLETICS
In spring 2019, Pratt Athletics became Division III NCAA members. Our teams compete in the Capital Athletic Conference (CAC). Pratt sponsors 15 intercollegiate athletics teams. For more information on the Cannoneers programs, visit our website, www.goprattgo.com

The team offerings include:
- Men’s and Women’s Basketball
- Men’s and Women’s Cross-Country
- Men’s and Women’s Indoor/Outdoor Track
- Men’s and Women’s Soccer
- Men’s and Women’s Tennis
- Men’s and Women’s Volleyball
- COED Equestrian

INTRAMURALS
Our Intramural sports calendar for the 2021–22 academic year includes soccer, basketball, and dodgeball. Dates and registration information can be found on the website.

FIND MORE INFORMATION AT WWW.GOPRATTGO.COM
The mission of the Office of International Affairs (OIA) at Pratt is to welcome, advocate for and serve our international community by providing high quality and expert service. As international educators, the OIA enables the Pratt community to appreciate the wisdom, breadth, and cultural diversity of our international students and exchange visitors.

VISION STATEMENT

• The Office of International Affairs (OIA) strives to assist international students with cultural, social, and educational adjustments so that they can achieve their educational goals.

• The OIA endeavors to provide excellent customer service to assist our students, faculty and exchange visitors about all immigration matters and is responsible for government compliance.

• The OIA, serving the most culturally diverse population on campus, pursues a safe and inclusive environment for international students regardless of their country of origin, race, religion, gender or identification.

• The OIA promotes cultural exchange and empowers international students to become lifelong Pratt Cannoneers who provide valuable contributions to the world and Pratt community.

• The OIA is committed to the professional advancement of our members and a work environment that emphasizes work-life balance.

• The OIA is the advocate for international students’ welfare and rights.

HOW TO CONTACT OFFICE OF INTERNATIONAL AFFAIRS
ISC Building, Third Floor
Phone: 718.636.3674
Email: oia@pratt.edu

OFFICE OF INTERNATIONAL AFFAIRS LOCATION
Myrtle Hall, 2nd Floor
Room 2E.5

FIND MORE INFORMATION AT WWW.PRATT.EDU/OIA
Welcome

I’d like to take this opportunity to introduce all students’ families to Pratt Institute’s residence halls. Outside of classes, the residence hall is the place where your student will be spending the most time growing, meeting new people, making new friends, and having new experiences. As part of that growing experience, it is our charge to help students learn skills necessary to become independent, successful professionals. You have the ability to help us do so.

It is vital, especially in this new way of living we are all experiencing, for the Institute and the Department of Residential Life and Housing to partner with families in order to allow students to make the most of their experiences. Often, when things are not ideal for students (and there are bound to be many such times!), they will turn to their parents to “fix things.” It is natural to react and try to do just that. I offer you a challenge: Let us help your student learn to “fix things” for themselves while you continue to be the solid support your student knows and trusts. Your support can help your student feel confident to address the challenges college life can bring. Our mission is to help students learn to navigate the challenges by providing resources and enhancing skills.

Please use this guide, an abridged version of the student’s guide, as your reference. Do not hesitate to contact any of the professional staff for consultation or advice during your student’s college journey.

Christopher Kasik
Director, Residential Life and Housing
ON-CAMPUS LIVING

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

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

Residential Life and Housing holds the belief that student development and learning go on outside the classroom as well as inside the classroom. To foster a learning-centered environment, it is critical that the department ensures efficient and effective administrative and operational functions. The policies, procedures, and programs are those that enhance student learning and involvement outside the classroom.

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 Residential Life and Housing), Sustainability and Dining Services Representatives, and the Connections leadership class.

Participation in these activities exposes students to other departments at the Institute while providing leadership skills.

The Residential Life staff strives 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 HALLS AND THE STAFF

Pratt Institute has seven residence halls designed to meet the needs of first year through graduate students.

First Year Halls for 2021-2022
- Vincent A. Stabile Hall
- Leo J. Pantas Hall
- Emerson Place Residence
- Esther Lloyd-Jones Hall Triples
- Grand Avenue Residence Triples
- Willoughby Hall Triples

Upperclass Halls
- Esther Lloyd-Jones Hall
- Willoughby Hall (and graduate students)
- Townhouses (junior class standing through graduate only)

Most residence halls are grouped into living communities. Emerson is paired with Grand Avenue, Stabile is paired with the Townhouses, and Pantas and Esther Lloyd Jones Halls are paired, offering first year students the opportunity to interact with and learn from upperclass students.

Each floor in most residence halls has a Resident Advisor (also known as RA). Every residence hall is supervised by a Hall Director. They are in turn supervised by an Assistant Director for Residential Life.

The RA is a Residential Life student employee whose primary responsibility is to provide assistance, guidance, and direction to the residents on the floor. The RA’s job is to function in the following major capacities: community builder, informal counselor/helper, activities planner, disciplinarian/limit setter, and finally, a floor administrator. RAs serve “on duty” in every hall so that every night and weekend, an RA is available for emergencies and assistance.

The Hall Director is a full time professional considered the primary administrator for a residence hall area. Hall Directors work closely with the RAs and Residence Hall Councils fostering a community and safe haven augmenting and supporting the students academic endeavors. They directly supervise the RAs and work to create positive and supportive relationships with the residents.

Assistant Directors for Residential Life are full-time professionals with at least two years of experience working in college residence halls and with college students. They are each responsible for an administrative area of the campus and serve as on-site coordinators for all operations and programmatic functioning of their respective areas. In supervising the Hall Director, they support and coordinate the work that the student staff undertake and augment the student experience by providing a consistent and supportive presence in the residence hall area.
**EXPECTATIONS**

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 with Involvement

The educational mission of Pratt Institute is actively pursued in the residence halls. We expect that students will learn to deal with problems that arise and take responsibility for their choices and behavior. If students make inappropriate choices, they should expect to be held accountable and we hope they will learn from their mistakes moving forward.

It is vital for students living on campus to have the capacity to respect others despite their differences. All new first year students are required to live with another student. Though matches are attempted with some criteria, it is not uncommon for conflict to arise. The education of each student in how to deal with this conflict is this department’s responsibility. On the following pages, you will find the roommate contracting process outlined.

Though, ultimately, students may be moved or granted room changes to resolve conflict, this is never the desired first option. It is expected that students will actively participate in resolving conflict with the intervention of paraprofessional and professional staff members.

The Institute also places great value on respect for the environment. As such, vandalism is treated with zero tolerance. Students found vandalizing or creating graffiti on Pratt property will face dismissal from school. Keeping 100+ year-old facilities in good order is a difficult task. Having to “clean up” after adults is not acceptable.

Through the on-campus experience, students will leave Pratt with a better understanding of themselves and others, a greater appreciation for themselves and their surroundings, and the ability to make informed choices and accept the consequences of those choices. Reinforcement of these principles on the “home front” allows this learning process to flourish.

**LEARNING GOALS**

As a result of participating in programs and procedures available through living on campus, students will learn valuable skills. Part of the mission of Residential Life and Housing is to promote a learning-centered environment that challenges and supports students to enhance self-understanding, value community responsibility, and learn from their experiences.

**MISSION PRIORITIES**

**RESIDENT LEARNING GOALS**

**Self-Understanding**
- Identity Awareness
- Personal Responsibility and Informed Decision Making
- Personal Health and Wellness

**Community Responsibility**
- Healthy Social Relationships
- Diversity Awareness and Appreciation
- Leadership Development

**Reflective Learning**
- Conflict Resolution
- Critical Thinking
- Academic and Career Issues
ROOMMATES AND ROOMMATE CONFLICT
Roommates can be the source of enjoyment and fun times, but they can also be the cause of anxiety and frustration. Learning to live in close proximity with another person and having to share space and appliances is an exciting and challenging part of the college experience. Because we truly believe in this opportunity for enrichment, Residential Life and Housing is committed to providing students with the necessary tools to live successfully with another student. To that end, the Roommate Contracting Program was designed by students to serve as a proactive means of achieving success.

All students are introduced to the program through the Learning Management System (LMS) in the summer. The program continues when students arrive on campus. To help set forth their expectations, students are given a Roommate Contract Guide. Samples of the guide can be found below. Completion of the contract takes place during the first week of classes with roommates and suitemates, and is referred to whenever a conflict arises. The key factor in utilizing the contract effectively is honesty. Students must state their expectations and be willing to compromise on those items that have less importance to them.

Basic tenets of living with a roommate
Roommates agree to treat each other with courtesy and respect.

- Roommates agree to be conscious of one another’s needs and rights (e.g., the right to study in one’s room, the right to entertain friends in one’s room, etc.).
- Roommates agree to discuss problems and work through disagreements, as well as to enlist the assistance of the RA or HD if necessary, to settle disputes.
- Roommates agree to be aware of and adhere to all Residential Life policies (including the housing license) and the Institute Code of Conduct. This can be found in the Student Handbook.

When conflicts arise, it is vital that roommates first make an attempt at working out their difficulties. The following steps have proven successful in resolving a roommate conflict:

- Go to the RA for advice and direction.
- Talk honestly with your roommate, clearly stating problems and expectations.
- The RA will talk with the roommates, and if the problem persists, hold a mediation session to work on the conflicts.
- If the RA is not able to resolve the conflict, the RA will get the Hall Director involved.

SAMPLE ROOMMATE CONTRACT QUESTIONS

Housekeeping

- Do you want the windows open or closed? Do you like a warm room or a cool room? What are your temperature preferences?
- Who does the dishes? When?
- Who cleans the bathroom? How often and when?
- Do you use your own cleaning supplies or share one set of cleaning supplies?
- Who takes out the garbage? How often and when?
- Do you have specific hours that you'd prefer cooking not take place?
- How do you deal with unpleasant cooking smells and noise?
- What are your preferences as to how the room/suite/house is decorated?
- In general, do you prefer the room to be more neat or “lived-in”?

Work and Study Time

- How do you work best in silence or with music on?
- What kind of music is okay and at what time?
- What times do you like to work and sleep?
- Since some art supplies smell bad, are there any that you would not want to be used in the room?
- What day(s) is/are your “major” class(es) and will you be working diligently the night before? Will you require extra sleep that night?
- How do you feel about friends in the room either working or visiting you or your roommate?

Visitation / Guests

- How do you feel about friends/significant others staying overnight? What are your feelings about this person using the house/suite bath for showering?
- How do you arrange visitation with your roommates/suitemates/house mates?
- Is there a time after which you do not want friends to stop by or knock?
- Since your room/house is shared, how will you feel if roommates/suitemates/house mates have friends over when you’re not around?
- What are your feelings about visitors’ uses of common areas (kitchen/bath)?

Quiet Hours

- In general, do you feel as though you are an early riser or a late sleeper?
- When do you generally like to go to bed?
- When do you like to wake up/shower?
- What are your feelings about late night phone calls?
- Do you snore? Sleepwalk? Talk in your sleep? Have insomnia? Other sleep disorders?
Personal Property

- What did you bring from home? What do you intend to bring from home?
- Which of your items can be shared (food, dishes, toiletries, TV, computer)?
- Which of your items cannot be shared?
- Would you prefer to set down borrowing rules in general or to be asked each time?

Other

- Do you have any medical or health conditions that your roommate should know about in case of emergency?
- How do you react when you’re upset?
- How do you expect your roommate/suite/housemate to communicate with you if there is a problem?
- What are your music preferences?
- Do you feel it is important to designate what part of the room is yours and what part of the room is your roommate’s?
- If your roommate does not have English as a first language, how would you feel if they spoke their native language to friends?
- Are there words or expressions you use regularly that you feel are important for your roommate to know?

CHANGING ROOMS

Room change is a way to change room type, or building, or to live with a friend. It is not a student-determined means of resolving a conflict. Students with conflicts need to participate fully in the roommate contracting and mediation process. Making a room change does not always make the conflict disappear, and conflict resolution is part of a resident student’s Pratt experience. All students are required to participate in the roommate contracting process. Though ultimately students may be moved or granted room changes to resolve conflict, this is never the desired first option. It is expected that students will actively participate in resolving conflict with the intervention of paraprofessional and professional staff members.

Room changes are only permitted during designated time periods. Typically, the room change period is held during the first or second week of each semester. In addition, if space allows, there will be a designated period at the end of fall semester, during which students can make room change requests for the following spring. All details pertaining to room changes will be posted and published in the residence halls and on the Residential Life and Housing website at: www.pratt.edu/reslife

STUDENT CONDUCT AND HOUSING POLICIES AND PROCEDURES

Student Conduct Process

Pratt Institute has certain values and standards, the violation of which constitutes unacceptable behavior. The student conduct process has been established to evaluate whether or not these values and standards have in fact been violated, to what extent they have been violated, and to assess penalty. The student conduct process is not a legal process, but rather is intended as an educational process, the goal of which is to promote justice and fairness while at the same time providing the student with an experience from which they can learn. A complete explanation of the Pratt and Residential Life student conduct process is available from Residential Life and Housing.

Pratt Institute standards are listed in the Bulletin and the Student Handbook. Resident students are expected to be familiar with these standards and with the regulations that govern community living in residence halls.
Students who run low on points can add points in $25 increments via the Pratt card website (www.prattcard.com).

Pratt Bucks may not be used for meal plans, and meal plan money may not be used at the PrattStore or copying services on campus.

MAIL

Central Mailboxes

Students living in the residence halls will be assigned individual mailboxes, centrally located in Thrift Hall. This mailbox assignment will remain with the students for the tenure of their time at Pratt until they leave the residence halls. All mail and package slips will be delivered to students’ central mailboxes. Students will be issued a key to their mailbox upon check-in to the residence halls and must return this key when they leave the residence halls. Lost keys should be reported immediately and will necessitate core and key replacement. A core and key replacement fee will apply.

The way to address mail is the following:

Student Name
200 Willoughby Avenue, Unit XXXXX
Brooklyn, NY 11205

INSURANCE

Renter’s insurance is recommended for resident students. This insurance usually covers water damage, fire, and theft, as well as some other options. Be aware, Pratt Institute does not provide renter’s insurance. Students may be covered under their parents’ homeowners insurance policy—it’s worth checking.

SUMMER HOUSING

Pratt Institute does provide summer housing for registered students. Typically, all summer housing is assigned in Willoughby Hall.

Summer housing costs can be calculated easily by taking the semester rate for the room (for the academic year immediately preceding the summer month) and dividing that rate by 16. This will give you the weekly rate. Then simply multiply that weekly cost by the number of weeks in the summer session. The costs for both summer sessions would equal the rate times 12 weeks.

To reserve summer housing, a $50 deposit is required at the time the application is made. Summer housing is typically not offered in all halls and is restricted to certain floors. Students must take classes or work on campus to be eligible for summer housing. Additional details are published during the month of March.
**HOUSING SELECTION**

All continuing students must participate fully in the annual room selection process in order to guarantee themselves housing for the following year. The 4 steps in the process are:

1. Attend one of the info sessions in March
2. Pay $300 housing deposit
3. Sign up to retain current room OR enter a specific room selection process (ie Singles, Doubles, Triples room selection)
4. Show up at room selection appointment time to select room

Students who do not fully participate are not guaranteed housing and will be waitlisted for housing.

The room selection process allows students to state preferences for singles, doubles and triples in any of the upper class halls as well as select specific students to live with. Based on availability, students get, if not the specific room, the specific room type desired. Typically, a student has to have lived on campus for 3-4 semesters in order to be able to select a single, again, based on availability. Full details are made widely known in March via website, email, information sessions and through the RA. It is critical to pay, sign up and show up to obtain a room.

If a student is interested in participating in the room selection process while out of the country (ie Exchange) the student can pay deposits prior to departure or have a friend or family member pay in February/March to be included/authorized to complete the on-line sign up process.

Any and all questions about room selection can be directed to the Residential Life and Housing Office in the early Spring semester.

**CANCELLATION OF HOUSING**

There is a liberal cancellation penalty schedule that should be consulted prior to canceling your housing. The schedule is published in the Residence Hall License and in the On-Campus Living Guide for Students.

**CANCELING SPRING SEMESTER**

Cancellation of spring semester means moving out of the halls at the end of the fall semester. Withdrawal from school does not cancel housing. A written request submitted via email (reslife@pratt.edu) or in person at Residential Life and Housing is required.

Students going abroad: If a student is going abroad, they must cancel housing according to the schedule published in the Residence Hall License. If the student is studying on a Pratt-sponsored program, they will be guaranteed housing upon returning as long as Residential Life and Housing is notified of the need for housing upon returning to Pratt, and necessary request forms and deposits are made prior to departure.

**MOVE-OUT**

Students are expected to make an appointment with their RA at least 48 hours in advance for an official move-out.

**ROOM CHANGES**

When making a room change, including transitions from spring to summer and summer to fall, students are responsible for moving out of their old space. A student may move into their new space and maintain the keys to the old space for 48 hours, the time allowed to move belongings. An official move-out appointment must be scheduled with an RA to avoid improper check-out penalties. Not moving out of the old room more than 48 hours after receiving the keys to the new room may result in charges for occupying two rooms.

**ROOM CONDITION REPORTS**

Students can obtain a copy of their Room Condition Report (RCR) at move-in and move-out. The changes in condition between the two documents will determine if you are charged for damages.

**OFFICE OF RESIDENTIAL LIFE AND HOUSING**

Phone: 718.399.4551
Email: reslife@pratt.edu
Website: www.pratt.edu/reslife

Assistant Director-
Emerson Place, Grand Avenue Residences, Pantas/ELJ: 718.399.4557

Assistant Director-
Willoughby Residence Hall, Stabile Hall/Townhouses: 718.399.4559