## Calendar Highlights 2009-2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Fall 2009</th>
<th>Spring 2010</th>
<th>Summer I 2010</th>
<th>Summer II 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day for 100% tuition refund upon withdrawal (WD)</td>
<td>August 31</td>
<td>January 19</td>
<td>May 17</td>
<td>June 28</td>
</tr>
<tr>
<td>First Day of Class</td>
<td>August 31</td>
<td>(Jan 16 Sat/Sun Classes)</td>
<td>May 17</td>
<td>June 28</td>
</tr>
<tr>
<td>Last Day to Add or Drop without a WD grade</td>
<td>September 14</td>
<td>February 2</td>
<td>May 24</td>
<td>July 6</td>
</tr>
<tr>
<td>Last Day to withdraw (WD) from a course</td>
<td>November 13</td>
<td>April 8</td>
<td>June 15</td>
<td>July 27</td>
</tr>
<tr>
<td>Dates that classes DO NOT MEET</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Labor Day September 7</td>
<td>Martin Luther King January 18</td>
<td>Memorial Day May 31</td>
<td>Independence Day July 4-5</td>
</tr>
<tr>
<td></td>
<td>Midterm Break October 27</td>
<td>Spring Break March 13 - March 19</td>
<td></td>
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<tr>
<td></td>
<td>Thanksgiving November 25 - November 28</td>
<td>Spring Holiday April 3 - April 4</td>
<td></td>
<td></td>
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<tr>
<td>Final Critique and Exams</td>
<td>December 14 through December 20</td>
<td>May 3 through May 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>December 20</td>
<td>May 10</td>
<td>June 26</td>
<td>August 7</td>
</tr>
<tr>
<td>Grades Due Online</td>
<td>December 22</td>
<td>May 12</td>
<td>June 29</td>
<td>August 10</td>
</tr>
</tbody>
</table>

### Important Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions (toll-free)</td>
<td>(800) 331-0834</td>
</tr>
<tr>
<td>Admissions</td>
<td>(718) 636-3514</td>
</tr>
<tr>
<td>Bursar</td>
<td>(718) 636-3539</td>
</tr>
<tr>
<td>Career Services</td>
<td>(718) 636-3506</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(718) 636-3599</td>
</tr>
<tr>
<td>Health &amp; Counseling Services</td>
<td>(718) 399-4542</td>
</tr>
<tr>
<td>International Affairs Office</td>
<td>(718) 636-3674</td>
</tr>
<tr>
<td>Library (Circulation Desk)</td>
<td>(718) 636-3420</td>
</tr>
<tr>
<td>Registrar</td>
<td>(718) 636-3663</td>
</tr>
<tr>
<td>Residential Life</td>
<td>(718) 399-4550</td>
</tr>
<tr>
<td>Security</td>
<td>(718) 636-3540</td>
</tr>
<tr>
<td>Student Activities and Orientation</td>
<td>(718) 636-3422</td>
</tr>
</tbody>
</table>

### Academic Advisors

<table>
<thead>
<tr>
<th>Program</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>(718) 399-4333</td>
</tr>
<tr>
<td>Art and Design</td>
<td>(718) 636-3611</td>
</tr>
<tr>
<td>Foundation Art</td>
<td>(718) 636-3617</td>
</tr>
<tr>
<td>Information and Library Science</td>
<td>(212) 647-7682</td>
</tr>
<tr>
<td>Intensive English Program</td>
<td>(718) 636-3450</td>
</tr>
<tr>
<td>Writing Programs</td>
<td>(718) 399-4497</td>
</tr>
</tbody>
</table>

Please note:
This calendar must be considered as informational and not binding on the Institute. The dates listed here are provided as a guideline for use by students and offices participating in academic and registration related activities. This calendar is not to be used for nonacademic business purposes. Pratt Institute reserves the right to make changes in the information printed in this bulletin without prior notice.
**REGISTRATION**

Monday, January 12  
PMC S1, S2/FA schedule due to Registrar's Office.

Monday, January 26  
Brooklyn S1, S2/FA schedule due to Registrar's Office.

Monday, February 9  
Fall schedule goes live on the web.

Tuesday, February 17  
Academic advisement begins.

Monday, March 23  
Online registration begins for continuing students.

Monday, May 11  
Last day of preregistration for continuing students.

Monday, July 13 - Friday, July 17  
Tentative date for new student online registration.

Monday, September 14  
Last day to add a class  
Last day to drop a class without a WD grade recorded. No new registrations accepted after this date.

Friday, November 13  
Last day for course withdrawal.

**NEW STUDENT ORIENTATION**

Wednesday, August 19 - Friday, August 21  
New international student orientation held.

Saturday, August 22 – Friday, August 28  
New student orientation held; loan entrance interviews.

**PAYMENT/FINANCIAL**

Friday, May 1  
Student loan application deadline.

Saturday, August 1  
Continuing students' tuition payment deadline.

Saturday, August 1  
New students' tuition payment deadline.

Sunday, August 2  
Late payment fee of $80 in effect for all students.

Monday, August 31  
Last day for 100% tuition refund upon withdrawal.

**HOUSING**

Wednesday, August 19  
New international students' check-in to residence halls, 9 AM to 5 PM.

Saturday, August 22  
Entering freshman, transfer, and graduate students check-in to residence halls, 9 AM to 5 PM.

Saturday, August 29  
Continuing students' check-in to residence halls, 9 AM to 5 PM.

Saturday, December 19  
Noon checkout deadline for graduating students and those who cancelled spring residence hall license.

**ACADEMIC**

Wednesday, August 12  
Graduate Design Management classes begin.

Friday, July 17, 24, 31, August 7, 14  
English Proficiency exam given for international students. (10:00)

Monday, August 17 – Saturday, August 22  
English proficiency exam given for international students. (10:00)

Saturday, August 22  
Arts and Cultural Management classes begin.

Monday, August 31  
Classes begin.

Monday, September 7  
Labor Day no classes.

Monday, September 14  
Last day to add a class or drop without a WD grade recorded.

Friday, October 9 – Sunday, October 11  
Tentative dates for Family Weekend.

Monday, October 12  
Columbus Day - classes meet, offices closed.

Tuesday, October 27  
Midterm Break. No classes. Institute offices open.

Friday, November 13  
Last day for course withdrawal.

Wednesday, November 25 – Sunday, November 28  
Thanksgiving - no classes. Offices open on 11/25 only.

Monday, December 14 – Sunday, December 20  
Final critique and exam week. Fall semester ends.

Monday, December 14  
Last day to change grades from previous spring/summer semesters.

Tuesday, December 15  
Last day for students to submit graduation applications to the registrar’s office for May graduation. Review for graduation begins January 4.

Tuesday, December 22  
All final grades due online by 3:00 pm.

Thursday, December 24 – Sunday, January 3  
Winter vacation.

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**Refund Schedule**

<table>
<thead>
<tr>
<th>Course Withdrawal Refund Schedule Fall 2009</th>
<th>Housing Cancellation Refund Schedule Fall 2009</th>
<th>Meal Plan Cancellation Refund Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to and including August 31</td>
<td>Prior to May 4</td>
<td>Please refer to the cancellation penalty schedule on the back of your meal plan contract to determine the cancellation penalty/refund</td>
</tr>
<tr>
<td>September 1 – September 7</td>
<td>May 4 – July 24*</td>
<td></td>
</tr>
<tr>
<td>September 8 – September 14</td>
<td>July 25 – September 1</td>
<td></td>
</tr>
<tr>
<td>September 15 – September 21</td>
<td>September 2 – October 9</td>
<td></td>
</tr>
<tr>
<td>After September 21</td>
<td>After October 9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No refund</td>
<td></td>
</tr>
</tbody>
</table>

The refunds above are calculated using the date you submit your completed drop/add form to the Office of the Registrar (Thrift 1). No penalty is assessed for undergraduate withdrawals when a full-time credit load (12-18 credits) is carried before and after the drop/add.

*Those sending applications received after May 4 and prior to July 14 will have a two week grace period from date of receipt to receive full refund. The refunds above are calculated based on the date you submit your completed Adjustment Form to the Office of Residential Life. Withdrawal from courses does not automatically cancel your Residence Hall License.
**Spring 2010**

**REGISTRATION**

- **Wednesday, August 26**
  PMC spring schedule due to Registrar’s Office.

- **Tuesday, September 15**
  Brooklyn spring schedule due to Registrar’s Office.

- **Monday, September 28**
  Spring schedule goes live on web.

- **Monday, October 5**
  Academic advisement begins

- **Monday, November 2**
  Continuing students’ online registration for spring begins.

- **Tuesday, February 2**
  Last day to add a class
  Last day to drop a class without a WD grade recorded.
  No new registrations accepted after this date.

- **Thursday, April 8**
  Last day for course withdrawal.

**NEW STUDENT ORIENTATION**

- **Wednesday, January 13 – Friday, January 15**
  New international student orientation held.

- **Thursday, January 14 – Friday, January 15**
  New student orientation held.

**PAYMENT/FINANCIAL**

- **Monday, October 5**
  Recommended date to file spring financial aid and student loan applications for students who did not file for fall term.

- **Friday, December 18**
  Continuing students’ tuition payment deadline for spring.

- **Saturday, January 2**
  All continuing students should begin to file financial aid forms for summer 2010/fall 2010/ spring 2011 financial aid award packages.

- **Friday, January 15**
  New student’s tuition payment deadline

- **Tuesday, January 19**
  Last day for 100% tuition refund upon withdrawal.

- **Thursday, January 21**
  Recommended filing deadline for financial aid applications for the next academic year.

- **Wednesday, April 7**
  Recommended filing deadline for 2010/11 student loan applications.

**HOUSING**

- **Tuesday, January 12**
  New international students’ residence hall check-in, 9 AM to 5 PM.

- **Wednesday, January 13**
  Entering freshman, transfer, and graduate students’ check-in to residence hall, 9 AM to 5 PM.

- **Tuesday, May 11**
  Noon checkout deadline for non-graduating students and those students without a summer session I residence hall license.

- **Saturday, May 15**
  Noon checkout deadline for graduating students.

**ACADEMIC**

- **Monday, October 26**
  All international students’ applications and documents due.

- **Saturday, January 9**
  Graduate Design Management and Arts and Cultural Management classes begin.

- **Friday, January 8 – Wednesday, January 13**
  English proficiency exam for international students.

- **Saturday, January 16**
  Sat/Sun classes begin

- **Monday, January 18**
  Martin Luther King Day - no classes.

- **Tuesday, January 19**
  Weekday classes begin.

**Refund Schedule**

<table>
<thead>
<tr>
<th>Course Withdrawal</th>
<th>Refund Schedule Spring 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to and including January 19</td>
<td>Full refund</td>
</tr>
<tr>
<td>January 20 – January 26</td>
<td>85% refund</td>
</tr>
<tr>
<td>January 27 – February 2</td>
<td>70% refund</td>
</tr>
<tr>
<td>February 3 – February 9</td>
<td>55% refund</td>
</tr>
<tr>
<td>After February 9</td>
<td>No refund</td>
</tr>
</tbody>
</table>

The refunds above are calculated using the date you completed your transaction online or submitted your completed drop/add form to the Office of the Registrar (Thrift 1). No penalty is assessed for undergraduate withdrawals when a full-time credit load (12-18 credits) is carried before and after the drop/add.

**Housing Cancellation Refund Schedule Spring 2010**

<table>
<thead>
<tr>
<th>Housing Withdrawal</th>
<th>Refund Schedule Spring 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to November 16</td>
<td>Full refund</td>
</tr>
<tr>
<td>November 17 – December 19*</td>
<td>$200 penalty</td>
</tr>
<tr>
<td>December 20 – January 20</td>
<td>75% refund</td>
</tr>
<tr>
<td>January 21 – February 27</td>
<td>50% refund</td>
</tr>
<tr>
<td>After February 27</td>
<td>No refund</td>
</tr>
</tbody>
</table>

*Those sending applications received after November 17 and prior to December 7 will have a two week grace period from date of receipt to receive full refund. The refunds above are calculated based on the date you submit your completed Adjustment Form to the Office of Residential Life. Withdrawal from courses does not automatically cancel your Residence Hall License.

**Meal Plan Cancellation Refund Schedule**

- **Tuesday, February 2**
  Last day to add a class or drop without a WD grade recorded.

- **Monday, February 15**
  President’s Day - classes meet.

- **Saturday, March 13 – Friday, March 19**
  Spring break.

- **Monday, March 22**
  Weekday classes resume.

- **Thursday, March 25**
  Last day to submit a graduation application for October and February graduation.

- **Friday, April 2**
  All Institute Day – classes meet, offices closed.

- **Saturday, April 3 – Sunday, April 4**
  Spring Holiday - no classes, Institute closed.

- **Thursday, April 8**
  Last day for course withdrawal.

- **Tuesday, May 4 – Monday, May 10**
  Final critique and exam week.

- **Monday, May 10**
  Last day to change grades from previous fall semesters.

- **Wednesday, May 12**
  All final grades due online.

- **Monday, May 10 – Thursday, May 13 (TENTATIVE)**
  Pratt Show

- **Monday, May 17 (TENTATIVE)**
  Commencement.
**Summer 2010 Sessions I and II**

**REGISTRATION**

**Monday, March 22**
Registration for all summer sessions begins.

**Monday, May 24**
Last day to add a class
Last day to drop summer I classes without a WD grade recorded.
No new summer session I registrations accepted after this date.

**Tuesday, June 15**
Last day for withdrawal (WD) from a summer I class.

**Tuesday, July 6**
Last day to add a class
Last day to drop summer II classes without a WD grade recorded.
No new summer session II registrations accepted after this date.

**Tuesday, July 27**
Last day for withdrawal (WD) from a summer II class.

**PAYMENT/FINANCIAL**

**Friday, April 23**
Summer session I tuition payment deadline for continuing students.
Thereafter, a $80 late payment fee charged to continuing students for summer session I.

**Friday, June 10**
Summer session II tuition payment deadline for continuing students; thereafter a $80 late payment fee.

**HOUSING**

**Sunday, May 16**
Summer session I residence hall check-in, 9 AM–5 PM.

**Saturday, June 26**
Noon checkout deadline for students without summer session II residence hall license.

**Sunday, June 27**
Summer session II residence hall check-in, 9 AM to 5 PM.

**Saturday, August 7**
Noon checkout deadline for students without fall residence hall license.

**ACADEMIC**

**Saturday, May 15**
Graduate Design Management and Arts and Cultural Management classes begin.

**Monday, May 17**
Summer session I classes begin.

**Monday, May 24**
Last day to add a class
Last day to drop without A WD grade recorded.
No new summer session I registrations accepted after this date.

**Monday, May 31**
Memorial Day - no classes.

**Tuesday, June 15**
Last day for course withdrawal from summer session I.

**Saturday, June 26**
Summer session I classes end.

**Monday, June 28**
Summer session II begins.

**Tuesday, June 29**
Summer I Grades due online by 3 pm.

**Summer 2010: Session I**

<table>
<thead>
<tr>
<th>Course Withdrawal Refund Schedule</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to and including May 17</td>
<td>Full refund</td>
</tr>
<tr>
<td>May 18 through June 1</td>
<td>55% refund</td>
</tr>
<tr>
<td>After June 1</td>
<td>No refund</td>
</tr>
</tbody>
</table>

The above refunds are calculated using the date you submit your completed drop/add form to the Office of the Registrar (Thrift 1).

<table>
<thead>
<tr>
<th>Housing Cancellations Refund Schedule</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to May 3</td>
<td>Full refund</td>
</tr>
<tr>
<td>May 3 through May 9</td>
<td>$50 penalty</td>
</tr>
<tr>
<td>May 10 through May 18</td>
<td>75% refund</td>
</tr>
<tr>
<td>May 19 through May 24</td>
<td>50% refund</td>
</tr>
<tr>
<td>After May 24</td>
<td>No refund</td>
</tr>
</tbody>
</table>

The refunds above are calculated based on the date you submit your completed adjustment form to the Office of Residential Life. Withdrawal from courses does not automatically cancel your residence hall license.

**Meal Plan Cancellation Refund Schedule**

Please refer to the cancellation penalty schedule on the back of your meal plan contract to determine the cancellation penalty/refund.

**Summer 2010: Session II**

<table>
<thead>
<tr>
<th>Course Withdrawal Refund Schedule</th>
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</thead>
<tbody>
<tr>
<td>Prior to and including June 28</td>
<td>Full refund</td>
</tr>
<tr>
<td>June 29 through July 13</td>
<td>55% refund</td>
</tr>
<tr>
<td>After July 13</td>
<td>No refund</td>
</tr>
</tbody>
</table>

The above refunds are calculated using the date you submit your completed drop/add form to the Office of the Registrar (Thrift 1).

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<thead>
<tr>
<th>Housing Cancellations Refund Schedule</th>
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</thead>
<tbody>
<tr>
<td>Prior to June 14</td>
<td>Full refund</td>
</tr>
<tr>
<td>June 14 through June 20</td>
<td>$50 penalty</td>
</tr>
<tr>
<td>June 21 through June 29</td>
<td>75% refund</td>
</tr>
<tr>
<td>June 30 through July 5</td>
<td>50% refund</td>
</tr>
<tr>
<td>After July 5</td>
<td>No refund</td>
</tr>
</tbody>
</table>

The refunds above are calculated based on the date you submit your completed adjustment form to the Office of Residential Life. Withdrawal from courses does not automatically cancel your residence hall license.

**Meal Plan Cancellation Refund Schedule**

Please refer to the cancellation penalty schedule on the back of your meal plan contract to determine the cancellation penalty/refund.

- **Tuesday, July 6**
  Last day to add a class
  Last day to drop without A WD grade recorded.
  No new summer session II registrations accepted after this date.

- **Sunday, July 4 – Monday, July 5**
  Independence Day - no classes.

- **Tuesday, July 27**
  Last day for WD from a summer II class.

- **Monday, August 7**
  Summer session II classes end.

- **Wednesday, August 10**
  Summer II Grades due online by 3 pm.