

Parent Orientation

Office of the Registrar



Registrar's Office

- Supports the academic mission & educational programs of Pratt Institute.
- Interprets and enforces policies and procedures for faculty, staff, students, parents, and public.
- Maintains Institute records including registration, graduation, course scheduling, course enrollment, grade reporting.
- Compliance with State and Federal Government reports, policies, guidelines.

pratt.edu/Registrar

OFFICE OF THE REGISTRAR

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The myPratt Portal

(www.pratt.edu/mypratt)

Students use the myPratt portal to:

- View their personal information
- Search the course catalog
- Register for classes through Student Planning
- View their grades
- Request an enrollment verification
- Pay their bill
- View their financial aid awards
- Set up the Parent Module

The screenshot shows the Pratt Academic Tools portal. At the top, there's a dark header with the Pratt logo and 'Academic Tools' text. Navigation links for 'Log Out', 'Main Menu', and 'Students Menu' are on the right. Below the header, a grey bar displays 'CURRENT STUDENTS - STUDENTS MENU' and a personalized welcome message 'Welcome Lillian!'. The main content area contains a disclaimer about confidential information and a grid of links categorized into: Financial Aid, Communication, Planning & Registration, Graduation, Bursar, My Personal Information, My Grades and Transcripts, My Courses, and Parent/Sponsor Information.

Pratt Academic Tools Log Out Main Menu Students Menu

CURRENT STUDENTS - STUDENTS MENU Welcome Lillian!

The content provided here will allow you to view your personal information, monitor your finances, review your academic status and plan and register for courses. To begin select an option from one of the menus below.

THE FOLLOWING LINKS MAY DISPLAY CONFIDENTIAL INFORMATION.

Financial Aid Financial Aid Status by Year Financial Aid Status by Term Accept or Reject My Financial Aid Awards Change My Requested Loan Amount	My Personal Information Parent Module Student User Guide Profile Summary Admissions and Placement Scores Student Health Insurance (external link) Student Tuition Insurance (external link) Grant Parent/Sponsor Rights Request New Parent/Sponsor
Communication My Documents Contact Advisor(s)	My Grades and Transcripts Current Term Grades GPA (Grade Point Average) Official Transcripts (external link) Unofficial Transcripts
Planning & Registration Degree Audit Check My Hold Status Student Planning	My Courses Class Schedule Request Proof of Enrollment Request Status (Proof of Enrollment)
Graduation Graduation Quick Tips Apply for Graduation	Parent/Sponsor Information Access Your Child's Information Parent Module Parent User Guide
Bursar Bursar Quick Tips View My Tuition Bill Make a Payment/Account Summary	

Parent Module

Students can allow their Parents, Employer, or any third party to have access to their:

- Financial Aid Records - Awards
- Financial Records - Bills
- Academic Records - Grades

...or all three!

Request New Parent/Sponsor

The information provided here will be submitted to the appropriate department and added as soon as possible.

* = Required

Prefix	<input type="text"/>
Parent First*	<input type="text"/>
Middle	<input type="text"/>
Parent Last*	<input type="text"/>
Suffix	<input type="text"/>
Birth Date*	<input type="text"/>
Last 4 of Social	<input type="text"/>
Relationship*	<input type="text"/>
Email Address*	<input type="text"/>

Instructions for students to provide access to the Parent Portal:

https://www.pratt.edu/tiny_mce/plugins/imagemanager/files/Parent_Module_Tutorial.pdf

FERPA: Family Educational Rights & Privacy Act

Protects students' personal information

School officials may not disclose personally identifiable information about students nor permit inspection of their record without written consent of the student.

“Directory information” may be disclosed.

Students must be permitted to inspect their educational record.



Forms of Communication

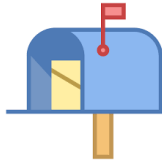
We use many forms of communication to get in touch with our students.



Packets



Student
Planning



Letters



Email
you@pratt.edu



Holds

But the Pratt email address is the **official mode of communication** for the Institute, so students must use this email address to communicate school matters and remember to check their inbox regularly.

Academic Advisement

The Registrar's Office and Academic Advisement work closely with each other.

Advisement begins on October 15—Students must make an appointment with their advisor to plan their classes for the following semester.

All courses must be approved by an academic advisor before registration.



Registration

Registration dates/times are assigned based on number of credits earned.

The registration date can be found on your degree audit.

All courses must be approved by Academic Advisor before registration.

The tuition statement is generated after class registration.

Students must be registered for any class they attend.

Undergraduate Students		Graduate Students	
Full Time: 12-18 credits	Billed at a flat rate each semester	Full time: 9+ credits	Billed per credit
Part Time: < 12 credits	Billed per credit	Part Time: < 9 credits	Billed per credit

Students must withdraw from classes by FIRST DAY OF THE TERM, not the CLASS, or they will be billed a portion of the tuition.

Drop/Add Procedures

The Drop/Add period is the first two weeks of the semester.

August 24	August 25 - August 31	September 1 - September 6	September 7	September 8 - September 14	September 15+
First day of classes / Last day for 100% tuition refund	85% tuition refund for dropped classes	70% tuition refund for dropped classes	Last day to add classes, or drop a class without a WD	55% tuition refund for dropped classes	No refunds for dropped classes

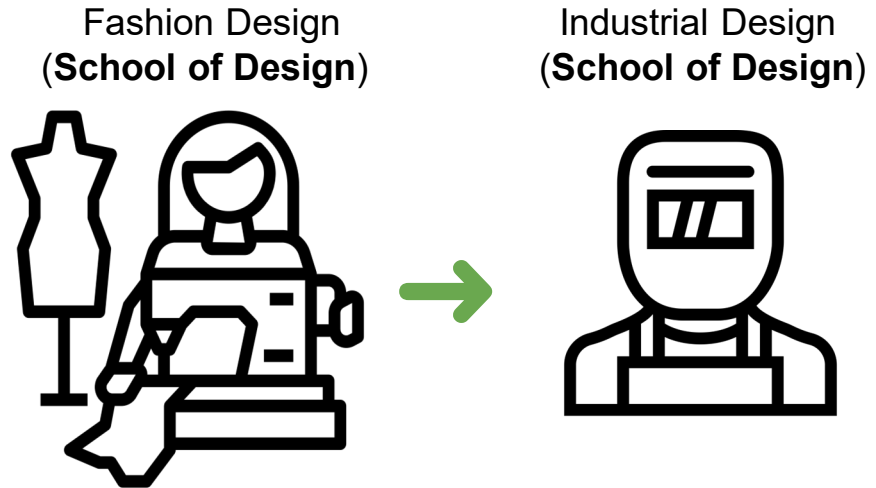
November 6 is the last day to withdraw (WD) from a course.

Undergraduate students who stay between 12 and 18 credits will not be charged a forfeiture fee.
Undergraduate students drop below 12 credits (under full time), you will be charged a tuition forfeiture fee.

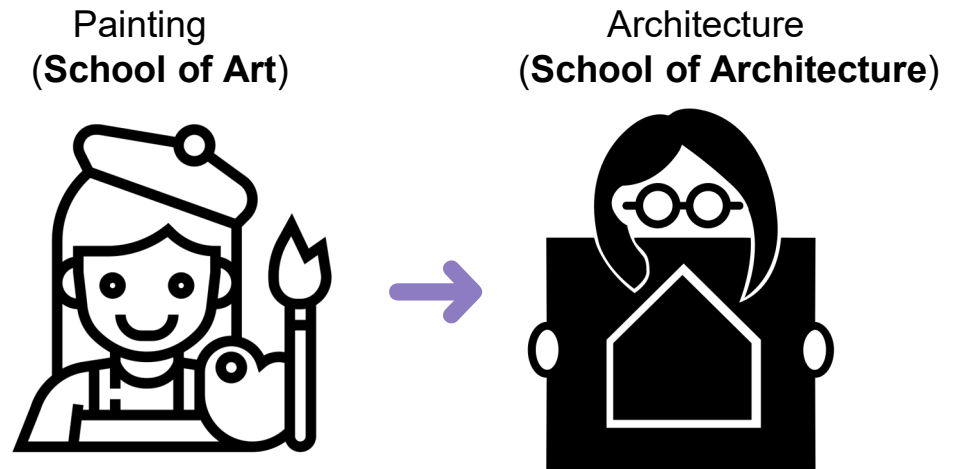
Graduate students who fall below the number of credits they started the semester with will be charged a penalty (tuition forfeiture fee) for the credits dropped.

Change of Major

An undergraduate student who would like to change majors within the **same school** must see their academic advisor and department chair.



All graduate students, and undergraduate students who would like to change majors within **different schools**, must see Admissions.



Adding a Minor

Undergraduate students may submit a Minor Request Form any time before their last semester.

The minor is added to the degree audit, modifying the requirements for graduation to include the minor.

Community Art and Design Education
Ceramics
Film/Video
Photography
Architectural Theory and Technology
Construction Management
Morphology
Fashion Design
Interior Design
Museum and Gallery Practices
Cinema Studies
Creative Writing

Cultural Studies
History
History of Art
Literature and Writing
Media Studies
Performance and Performance Studies
Philosophy
Psychology
Social Justice/Social Practice
Sustainability Studies
Customized/Individualized Minor

Student Record Changes

These changes may only be initiated by students. Parents cannot make record change requests on behalf of their children.

Change of Address

It is important that the official school record have correct home and local mailing addresses. Students can change their address by filling out the Change of Address form or emailing the Registrar's office: reg@pratt.edu

Legal Name Change

If a student has had a legal name change, they must submit a Legal Name Change form to update their legal name on our records.

Chosen Name

If a student goes by a nickname or chosen name other than the one on their Pratt application, they may submit a Chosen Name Form to have their chosen name show up on their Pratt ID and course rosters.

These forms can be found at pratt.edu/registrar, under “Registrar Forms.”

Grades and Academic Standing

Grades are due from faculty two days after the semester ends.

Students will be able to view grades after the course review process for that semester has ended.

The lowest passing grade for a student at the graduate level is C. Grades of C-, D+, or D are not acceptable and are recorded as F.

Grades without Quality Points			
WD - Withdrawn			
IP - In Progress			
WF - Failed, never attd.			
CR - Credit			
INC - Incomplete			
P - Pass			
For students completing 12 or more credits in a term			
3.6+	3.0 - 3.59	<3.0	<2.0
President's List	Dean's List	Academic Probation (Graduate)	Academic Probation (Undergraduate)

Students must maintain a GPA of at least 2.0 at the undergraduate level, and 3.0 at the graduate level, to maintain good academic standing. If the GPA falls below this threshold at any time, it may result in academic discipline or probation.

Attendance

Students are expected to attend all classes. Any unexcused absences may affect the final grade. Three unexcused absences may result in course failure at the discretion of the instructor.

Students should check their course syllabus for details on the attendance policy.



Enrollment Verification

- Official document showing proof of student's registration status at the Institute.
- Provides information about a student's full time or part time registration status, dates of enrollment, expected graduation date, and current enrollment.
- Often required by insurance companies, loan agencies, employers, landlords and other organizations.
- myPratt → Academic Tools → Verifications and Transcripts

Transcripts

Record of all courses completed at Pratt

- Download your unofficial transcript through myPratt → Academic Tools → Verifications and Transcripts
- Request official transcripts from [GetMyTranscript.com](https://getmytranscript.com)

The Registrar's Office must have the ***student's*** written request or authorization to issue transcripts.

reg@pratt.edu



9:00am - 5:00pm, Monday - Friday