

# REGISTRATION AND ENROLLMENT

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

1. Be formally approved for admission.
  - Matriculated students will receive an acceptance letter/email that includes a OneKey (username) and ID number (initial password). It may also include additional requisites required for admission to a program.
  - All final and official college and high school transcripts (indicating date of graduation) must be submitted to the Institute prior to enrollment.
  - Non-matriculated/non-degree students will be provided this information once they submit a non-matriculated student application in the Registrar's Office. They do not have to follow steps 2 and 3.
2. Meet with an academic adviser and have a program of courses approved by that adviser on Student Planning—the platform that allows students to register for classes, add or drop sections, view their grades, and review their degree audit. Your academic adviser and your appointment dates for advisement and registration are listed on your degree audit. Students should contact their adviser for assistance.
3. Register for the approved courses online during the designated registration period. A student's registration date is displayed on Student Planning. Online registration is done on Student Planning.
4. Pay prescribed tuition and fees to the Student Financial Services. Students—and persons approved by that student via the Proxy Module—can view the bill on OnePratt. See the Tuition and Fees section of this catalog for more information.

Students are fully responsible for tuition and fees after they complete steps 1 through 3 above. If students do not complete step 4 before the first day of class, their unpaid registrations may be canceled according to the payment schedule. Responsibility for a correct registration and a correct academic record rests entirely with the student. Students are responsible for knowing regulations regarding withdrawals, refund deadlines, program changes, and academic policies.

Instructors will not admit students to classes in which they are not officially registered. Proof of official registration may be obtained in the Office of the Registrar or through the Academic Tools. Any student who attends a class without valid registration (i.e., they are not on the official class roster) will not have credits or a grade recorded for that course.

## Identification Cards and Services

As part of orientation, new students are issued identification cards. Students must present their PrattCard to receive services and privileges, gain entry into campus buildings, and identify themselves to Institute officers as necessary. People who cannot, or will not, produce a student identification card are not recognized as students and are not entitled to student services. To find out more about the PrattCard, visit <https://www.prattcard.com/>. The PrattCard Office is located in the Activities and Resource Center (ARC), Lower Level, Room A109.

## Pratt Email Accounts and OnePratt Access

OnePratt ([one.pratt.edu](http://one.pratt.edu) (<http://one.pratt.edu/>)) is Pratt's interactive student gateway. It provides access to grades, schedules, bills, applications for graduation, and transcripts, as well as other academic information. All student user names are automatically assigned by the Information Technology Office. Pratt email and OnePratt accounts are assigned to all students at the time of admission. The Admissions Office mails a letter to all deposited students with their Pratt email address and ID number.

Pratt online accounts must be used for all official Institute communication through the internet as an individual's Pratt email address is the only way to validate the authenticity of the requester. No official requests will be fulfilled from any email address that does not come from the pratt.edu domain. Likewise, all official Institute communications sent electronically are emailed to this address. Some notices are only sent electronically. Students are responsible for the information sent to their Pratt email.

## New Student Initial Registration

Entering new students will receive information about registration in the mail once they have paid their deposit. They may be required to attend individual or group pre-registration advisement with an academic adviser, depending on the department. Incoming first-year undergraduate students indicate their preferences with a pre-registration form. Contact your academic advisor for further information.

After new students are registered for classes, payment of tuition and fees must be completed before August 1 to avoid a late fee.

## Continuing Student Registration

Continuing students are assigned a registration date based on their degree progress. Official registration dates can be found in the Academic Calendar. To avoid late fees, all registered students who plan to continue in subsequent semesters are required to register during the open registration period. This registration period closes at the end of the previous semester. Failure to register during the open registration period and make payment in advance may result in late fees. Late registrations will also jeopardize a student's chances of obtaining their preferred academic course schedule.

## Late Registration

New and continuing students who do not complete registration during their designated registration periods are subject to a late fee. The amounts and timing of these fees are described in the Tuition and Fees section of this catalog. Registration or reinstatement after the published add/drop period requires a written appeal to the Office of the Registrar.

## Course/Section Changes

The Institute recognizes no change of course(s) or section(s) as official unless the change is processed online through OnePratt or is communicated with the Office of the Registrar. Courses and course sections may be changed online during the first two weeks of each semester. Once this add period is over, no courses may be added to the student's schedule. Students paying a per-credit rate who drop a course on or after the first day of the term will be charged a percentage of the course fee (tuition forfeiture fee). Please refer to the Academic Calendar for the appropriate dates.

It is the responsibility of the student to officially withdraw from any registered course or section. This decision must be completed online through OnePratt or by communicating with the Office of the Registrar.

Failure to attend classes, to notify the instructor, or to make or complete tuition payment does not constitute an official withdrawal. A student who does not officially withdraw from a registered course will receive a WF for nonattendance. Students who stop attending a course without having officially dropped the course during the published refund period will not be eligible for a retroactive refund.

Students may withdraw from a course during the first 11 weeks of the fall or spring semesters. A class that is dropped from a student's schedule after the second week of the semester will remain on the student's academic record with the noncredited designation of WD (withdrawal). No course withdrawal will be accepted after the published deadline. WD grades earned via the official withdrawal procedure cannot be changed.

## Admission to Class

It is the responsibility of each student to obtain an official schedule (detailing registered courses, section numbers, credits, and meeting times) on OnePratt after completion of the registration process. Students are strongly cautioned to review and confirm all data. If any course/section/credit correction is necessary, the student may make adviser-approved changes to their schedule on Student Planning during the add/drop period only.

## Undergraduate Enrollment in Graduate Classes

This policy addresses undergraduate student interest in enrolling in graduate-level courses, and does not bear on linked courses that blend undergraduate and graduate students in one course.

Undergraduate students who have completed at least 50% of the credits required for completion of their degree may be permitted to enroll in a graduate class, with the written permission of the faculty member teaching the class and the faculty member's Department Chair, along with the Chair of the petitioning student's degree program. The Chair of the department in which the course is taught should notify the School Dean of all such decisions.

Further, individual departments may set specific guidelines, to be approved by their School Dean, for who may be admitted to graduate classes.

Students petitioning for enrollment in a graduate class should have a minimum cumulative GPA of 3.3, and should not be the subject of any current academic or disciplinary action. The final decision about whether to admit an undergraduate student to a graduate class will be made on a case by case basis, by the faculty member and Chair, through the process noted above.

Undergraduate students enrolled in a graduate course are held to the same work expectations and evaluation standards as the graduate students in the course.

Graduate credits earned by undergraduate students will count towards a student's All-Institute elective credits, or—with permission of the department—toward departmental electives. They may not substitute for General Education courses or for required courses in the student's major.

Note: Undergraduate enrollment in any graduate class is contingent on space being available in the graduate class in which enrollment is requested. Further, undergraduate enrollments do not count toward the minimum number of graduate student enrollments required for a course to run.

## PROCEDURE

1. Student discusses the pros and cons of taking a graduate course with Advisor
2. Student should then contact the following via email:
  - a. Instructor of course
  - b. Chair of instructor's department
  - c. Chair of petitioning student's degree program
3. Faculty and chairs send approval email to reg@pratt.edu authorizing graduate level course registration.
4. The Registrar's office confirms eligibility by checking for 3.3 minimum GPA, 50% completion of total credits for degree, and no academic or disciplinary actions.
5. The Registrar's office will register the student and verify the class on the degree audit.
6. Registrar's office will then notify the student, faculty, chairs, and advisor that the transaction is complete.
7. All email documentation will be archived into the student's record on Docuware.

## Residency Requirement

Every undergraduate must complete at least 50 percent of the credits required for graduation—including final 30 credits—at Pratt. Credits earned through approved study abroad programs will be considered to be earned in residence. To be considered for graduation honors, a student must have completed a minimum of 50 percent of the credits required to complete the degree at Pratt.

## Student Status

### Full-Time Undergraduate

To be classified as a full-time student, undergraduate students must enroll for 12 or more semester credits (or an equivalent combination of credits and activities recognized as applicable). Students registered for Intensive English are considered registered in activities equivalent to two credits for each section.

### Part-Time Undergraduate

Undergraduate students are classified as part-time if they schedule or drop to fewer than 12 credits (or equivalent, see above) of registered coursework.

## Attendance Policy

Pratt Institute understands that students' engagement in their program of study is central to their success. While no attendance policy can assure that, regular class attendance is key to this engagement and signals the commitment Pratt students make to participate fully in their education.

Faculty are responsible for including a reasonable attendance policy on the syllabus for each course they teach, consistent with department-specific guidelines, if applicable, and with Institute policy regarding reasonable accommodation of students with documented disabilities. Students are responsible for knowing the attendance policy in each of their classes; for understanding whether a class absence has been excused or not; for obtaining material covered during an absence (note: instructors may request that a student obtain the material from peers); and for determining, in consultation with the instructor and ahead of time if possible, whether makeup work will be permitted.

Consistent attendance is essential for the completion of any course or program. Attending class does not earn students any specific portion of their grade, but is the precondition for passing the course, while missing class may seriously harm a student's grade. Grades may be

lowered a letter grade for each unexcused absence, at the discretion of the instructor. Even as few as three unexcused absences in some courses (especially those that meet only once per week) may result in an automatic “F” for the course. (Note: Students shall not be penalized for class absences prior to adding a course at the beginning of a semester, though faculty may expect students to make up any missed assignments.)

Pratt Institute respects students’ requirements to observe days of cultural significance, including religious holy days, and recognizes that some students might need to miss class to do so. In this or other similar, circumstance, students are responsible for consulting with faculty ahead of time about how and when they can make up work they will miss.

Faculty are encouraged to give consideration to students who have documentation from the Office of Health Services. Reasonable accommodations for students with disabilities will continue to be provided, as appropriate.

## Enrollment Verification

Students can generate a watermarked PDF record of their periods of enrollment and current status at Pratt Institute online through the National Student Clearinghouse. This service can be accessed at any time through OnePratt:

1. Log in to OnePratt with your OneKey.
2. Find Academic Tools under the Academics Menu.
3. After the system logs you in, click on the “Students” menu on the sidebar.
4. Click on “Request Proof of Enrollment” and follow the instructions to request an enrollment verification.

Through the Self-Service menu, a student may also:

- Obtain a Good Student Discount Certificate.
- View the enrollment information on file with the National Student Clearinghouse. (Enrollment information is provided to the National Student Clearinghouse by many postsecondary institutions. Enrollment in those schools is included.)
- View the student loan deferment notifications that the Clearinghouse has provided to your loan holders (lenders and guarantors).
- View the proof(s) of enrollment that the Clearinghouse has provided to your health insurers and other providers of student services or products.
- Order or track a transcript.
- View specific information about your student loans.

A student may request a physical enrollment verification letter on Pratt Institute letterhead in several ways:

- Through the Academic Tools student menu (under My Courses).
- A written request including ID number and mailing/fax destination from a student’s Pratt email account.
- In person at the Registrar’s Office with a Pratt ID.

In all cases where the student is not the direct recipient, the student must provide written permission to release the information as well as the name and address of the company or person that is to receive the verification letter.

## Leave of Absence

A student in good academic and financial standing may request a leave of absence for not more than two consecutive semesters (excluding summer sessions). The Leave of Absence form is available online at <https://www.pratt.edu/about/offices/office-of-the-registrar/registration/registrar-forms/>.

- Students must apply for a leave of absence on or before the last day to withdraw from classes for any given semester.
- Only students in good academic and financial standing will be approved.
- A leave of absence will not be granted once a student’s thesis is in progress.
- International students must obtain authorization from the Office of International Affairs.
- A student who wishes to register after an undocumented absence must apply for readmission.
- Students requesting leave for medical reasons must obtain authorization from Health Services.

## Permanent Withdrawal from the Institute

Students who are leaving Pratt without graduating are required to fill out a Permanent Withdrawal form. This form permits the Registrar to drop or withdraw a student from all registered classes. The form also serves to advise relevant offices that a student is no longer enrolled. Students who withdraw need to be advised about any financial obligations and any academic repercussions of their actions.

The Permanent Withdrawal form is available online at <https://www.pratt.edu/about/offices/office-of-the-registrar/registration/registrar-forms/>. The date that the form is received to the Registrar’s Office is the official date used for withdrawal. This date determines eligibility for WD grades and a student’s charges for the term of withdrawal. Only the submission of a Permanent Withdrawal form will deactivate your status as a currently enrolled student. Until that time, registration and billing stay in effect and grades of WF will be issued for class absences.

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

- Notifying a faculty member, department chair, or academic adviser that you wish to withdraw.
- Failing to pay the student account
- Failing to attend classes

Students who are not enrolled during either the fall or the spring semester and have not completed a Permanent Withdrawal or Leave of Absence form will be officially withdrawn from the Institute and will need to apply for readmission.

## Readmission

Students who do not attend Pratt for a semester or more without receiving an official leave of absence must apply for readmission. Applications for readmission are available at <https://www.pratt.edu/about/offices/office-of-the-registrar/>.

Degree requirements are updated to reflect the current catalog when a student is readmitted to a program (rather than the one used in the initial acceptance).

The readmission application deadlines for each semester are below.

Semester	Date
Fall	August 15
Spring	December 15
Summer	May 1

## Veterans Affairs

### Veterans Affairs

Pratt Institute participates in the following Veterans Administration Benefits:

- Chapter 33 Post 9/11 GI Bill ®
- Chapter 30 Montgomery GI Bill (MGIB)
- Chapter 1606 Montgomery GI Bill (MGIB SR)
- Chapter 31 Veteran Readiness and Employment
- Chapter 35 Dependents Education Assistance

Because the New York Regional Veterans Administration (VA) will not accept certification of enrollment before the first class day of any session, students planning to enroll under any of the VA programs should initiate the certification procedure by making an appointment to see the veterans' adviser in the Office of the Registrar after registration is completed. Depending on the Chapter, students receive monthly checks from the VA or the VA will send the check directly to Pratt six to eight weeks after certification. Failure to request certification upon completion of registration may result in a four- to six-week delay in the receipt of the first benefit check. As of January 1976, those students receiving survivor's benefits (children of deceased veterans) are no longer required to be certified by the school. Appropriate forms may be obtained at the student's VA Regional Office. New transfer students who have already received educational benefits should bring their VA claim number to the veterans' adviser.

New students who have been in active military service must submit a certified copy of their DD 214 (discharge papers). Students in Active Reserve should be certified by their commanding officer, and the signature of the Pratt veterans' adviser should be obtained from the Registrar's Office. Students who support spouses, children, or parents should submit birth certificates or marriage certificates as appropriate. Students in the Reserve (Chapter 1606) seeking to obtain educational benefits should see their commanding officer for eligibility counseling and forms and, if eligible, should then see the Pratt veterans' adviser for certification. All students receiving benefits under Veteran Readiness and Employment (Chapter 31) should contact their counselors at the VA, who will forward an "authorization form" to Pratt's veterans' adviser.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) 9/11 GI Bill® (Ch. 33) or Veteran Readiness and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class
- Provide written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Veterans receiving an allocation for books should note that Pratt Institute does not maintain the campus bookstore. The VA should be notified accordingly. Final and official authorization cannot be forwarded to the VA until the student has completed registration. Pratt Institute serves only as a source of certification and information to the VA Regional Office. The student must carry out all financial transactions with the VA directly. All transactions are carried out with the Buffalo Office:

P.O. Box 4616  
Buffalo, NY 14240

The New York Regional Office is at:

245 W. Houston Street (at Varick Street)  
New York, NY 10014

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

## AUDITING A COURSE

Current Pratt students and Pratt alumni may audit regular Pratt courses. Students receive no credit or grade for an audit course. The audit application ([https://www.pratt.edu/uploads/Audit\\_Form.pdf](https://www.pratt.edu/uploads/Audit_Form.pdf)) is available for download.

### Current Students

If you are a current Pratt student and wish to audit a course, you must take the following steps:

1. Get the course approved on your academic worksheet by your Academic Advisor.
2. Obtain permission from the course's department Chairperson to audit the course.
3. Obtain permission from the course's faculty member to audit the course. The faculty member must also provide a brief description of the amount of work you'll be expected to do as an auditing student.
4. Turn the form ([https://www.pratt.edu/uploads/Audit\\_Form.pdf](https://www.pratt.edu/uploads/Audit_Form.pdf)) in to the Office of the Registrar.

Non-degree seeking students who wish to audit must also fill out the Non-matriculated Student Application ([https://www.pratt.edu/uploads/Non\\_Matric\\_Registration\\_Form.pdf](https://www.pratt.edu/uploads/Non_Matric_Registration_Form.pdf)).

All paperwork must be turned in to the Office of the Registrar by the end of the add/drop period in a semester (<https://www.pratt.edu/academics/academic-resources/academic-calendar/>). You will receive a grade of "AUD" for an audited course, which confers no credit and does not affect your GPA. All attempts to receive credit/grades for a course you audited will be denied. The cost to audit a course is 50% of the (<https://www.pratt.edu/about/offices/finance-and-administration/student-financial-services/estimated-costs/cost-of-attendance/>) regular tuition (<https://www.pratt.edu/student-life/student-services/services-financial-aid/estimated-costs/tuition-and-fees-undergraduate/>) costs. Students

cannot use an audit course to bump them from part-time to full-time status, as audit courses confer no credits.

## Alumni

If you are an alum of Pratt Institute and wish to audit a course, you must take the following steps:

1. Obtain permission from the course's department Chairperson to audit the course.
2. Obtain permission from the course's faculty member to audit the course. The faculty member must also provide a brief description of the amount of work you'll be expected to do as an auditing student.
3. Turn the form ([https://www.pratt.edu/uploads/Audit\\_Form.pdf](https://www.pratt.edu/uploads/Audit_Form.pdf)) in to the Office of the Registrar.

All paperwork must be turned in to the Office of the Registrar by the end of the add/drop period in a semester (<https://www.pratt.edu/academics/academic-resources/academic-calendar/>). You will receive a grade of "AUD" for an audited course, which confers no credit or GPA. All attempts to receive credit for a course you audited will be denied. The cost to audit a course is 50% of the regular tuition (<https://www.pratt.edu/about/offices/finance-and-administration/student-financial-services/estimated-costs/cost-of-attendance/>) costs, with an additional 10% off as an alumni discount. You will still be responsible for all academic and health fees, which are not covered by your alumni discount.

If you are an alum of Pratt and want to take courses through the School of Continuing and Professional Studies (<https://www.pratt.edu/academics/continuing-education-and-professional/>), you may register yourself on their website through the Instant Enrollment process. Instant Enrollment will recognize your status as an alum when you register and automatically apply your 10% discount to the tuition costs. You will still be responsible for application and lab fees.

Employees of Pratt: Please note that tuition remission does not apply to courses you audit.

Alumni and non-matriculated students who do not have access to campus buildings or cannot otherwise obtain chair and faculty signatures on forms may mail or email their application materials to Sabrina Coles for signatures. If you have any further questions, contact Sabrina Coles in the Office of the Registrar at 718.399.4573 or send an email to [scoles@pratt.edu](mailto:scoles@pratt.edu).

## NON-DEGREE REGISTRATION

People may enroll in courses without matriculating into Pratt Institute. Applications are welcome from all qualified students including transfer students. No more than 18 total credits may be taken by a person with non-matriculated student status, including no more than six credits a semester. Complete the non-degree application form ([https://www.pratt.edu/uploads/Non\\_Matric\\_Registration\\_Form.pdf](https://www.pratt.edu/uploads/Non_Matric_Registration_Form.pdf)). Please remember to include your official transcript with your application.

### IMPORTANT NOTES

- Non-matriculated applicants are not candidates for a degree from Pratt Institute.
- Financial aid is not available for non-matriculated students. Non-matriculated students must pay full price for tuition and student fees.
- International students may not take courses as non-matriculated students. They must be full-time matriculated students to meet immigration regulations.

- Persons interested in certificates or not-for-credit professional development should consider Pratt's School of Continuing and Professional Studies (<https://www.pratt.edu/academics/continuing-education-and-professional/>).

Non-degree undergraduate applicants include students taking up to six credits in a semester and visiting students from other institutions of higher education who must attend full-time for a semester or two with the intent of transferring the course credit to their school. Neither would be candidates for a degree from Pratt Institute.

Applicants must provide an official transcript showing proof of a high school degree or GED. Those matriculated at another college or university must submit an official transcript of all work completed.

Acceptance as a non-degree student is based on the applicant's background and ability to complete successfully the work of the course. All correspondence is to be through the Registrar's Office. Student's admittance will be based upon the written permission of the department chairperson. Additional documentation including a portfolio or letters of recommendation may be requested by the department for further evaluation.

### INTERNATIONAL APPLICANTS

I-20 forms are not issued for Non-Degree students; however, I-20's are issued for Visiting Students. Other non-immigrant statuses like O1, H1B, J1, J2, can be Non-Degree students. International people in other statuses such as Visa Waiver (ESTA), B1/B2, C (Transit), or F2 may not be Non-Degree students or Visiting Students.

For questions about international Non-Degree students, please contact The Office of International Affairs, [uia@pratt.edu](mailto:uia@pratt.edu), +1.718.636.3674.

### APPLICATION PROCESS

Non-Matriculated students wishing to take courses at Pratt Institute must complete the form below and send it to the Registrar's Office with an official high school/college transcript.

Pratt Institute  
Office of the Registrar  
200 Willoughby Avenue  
Brooklyn, NY 11205  
[reg@pratt.edu](mailto:reg@pratt.edu)

Applications will not be evaluated until all materials are received.

The Registrar's Office must obtain permission from the Department Chairperson offering the course before a non-matriculated student can be registered for any classes. Please allow three weeks for this process. Applicants whose proposals are approved will receive a registration statement via email and in the mail. The Office of the Registrar will contact applicants by phone if any issues come up during the process. Non-Matriculated students are not eligible for financial aid. Applicants will be responsible for all tuition and fees upon acceptance (though non-matriculated students may waive the Institute's health insurance fee if they already have a provider). Further information on current tuition rates and fees can be found on the Student Financial Services webpage (<https://www.pratt.edu/about/offices/finance-and-administration/student-financial-services/>).