

4. ACADEMIC RECORDS

OFFICE	REGISTRAR
LOCATION	Thrift Hall 1
PHONE	(718) 636-3663
OFFICE HOURS	During Drop/Add period 9:00 am – 4:00 pm Monday-Wednesday, Friday 9:00 am – 6:00 pm Thursday During remainder of semester 10:00 am - 4:00 pm Monday-Wednesday, Friday 10:00 am – 6:00 pm Thursday 9:00 am - 4:00 pm Monday-Friday (Summer)
E-MAIL	reg@pratt.edu
URL	http://www.pratt.edu or http://my.pratt.edu

MISSION/OVERVIEW/SUMMARY

The Office of the Registrar supports the academic mission and the educational programs of Pratt Institute. The office seeks to:

- Create and maintain accurate student academic records in compliance with applicable policies, laws, and regulations.
- Ensure student/faculty centered service through good management practices, the utilization of resources, and advanced technological methods.
- To provide an effective method of service and support related to: class registration, enrollment, and graduation.
- Make student data available in easily accessible formats to departments for administrative purposes and research.

- Interpret Institute and governmental policies to faculty, staff, students, parents, and the general public.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. How do I access my.pratt?

A. The MY.PRATT web site address is <http://MY.PRATT.EDU> and can be used once you have been issued a Pratt USER ID and PASSWORD. You can find your MY.PRATT username by following the “Need Your User Name and Password?” link from the MY.PRATT for faculty page. You will be prompted to choose a different password after you log in the first time. The Help Desk can assist you with password questions or changes. They are located on the lower level of the Engineering building, or you may call them at (718) 636-3765 or e-mail them at helpdesk@pratt.edu. Detailed instructions for accessing MY.PRATT can be found on the main MY.PRATT page.

Q. How do I access the “online advisement and registration guide”?

A. Go to MY.PRATT.EDU and click on the Faculty link on the Main Menu. On the Faculty Menu you will see the link “Faculty and Advisor User Manual” under Faculty Help Section. Click on this link to access the user manual.

Q. I need to teach my class in a specific classroom. How do I arrange this?

A. Contact your department chair. They coordinate requests for room assignments within your discipline. The department chair will then communicate those requests to the Registrar’s Office.

Q. Another class is using the classroom I ‘m suppose to be in . Help!

A. Contact your department chair first, then contact the Registrar’s Office if you’re unable to resolve the conflict. If you’re meeting at a time other than your normal scheduled class time, be aware that we do schedule other events in unused spaces.

Q. My classroom needs maintenance. Who do I contact?

A. Your department chair should be notified first, followed by Physical Plant.

Q. When do I turn in grades? Can I use my.pratt to record grades?

A. Grades for each section must be submitted to the Registrar’s Office or online by 3:00 pm on a specified date each semester. (see Academic Calendar) This date is usually within 48 hours of the final class meeting.

Yes, you can use MY.PRATT to submit grades, however, departmental procedures vary regarding use of MY.PRATT to record grades; consult your chair for their recommended procedures.

Q. I have students on my roster who aren't in class and/or students in class but not on my roster. How can i check their status?

A. Your class roster on MY.PRATT is current and up to date. Please check your roster before each class (during drop /add period) to see who has dropped and added your course. If you have students on your roster that are not attending, you can see their e-mail address and phone number to try and contact them for more information about their situation or to advise them that they need to drop the class. If you have students that are attending that are not on your roster, you should send them to the Registrar's Office immediately. If they are not on your roster they will not get a grade or credit for the course. Although there is no policy permitting administrative withdrawals, generally, any unexcused absences may affect the final grade, and three unexcused absences may result in course failure at the discretion of the instructor.

NOTE: The class roster in the LMS is not updated immediately. Please do not use the LMS roster to verify students enrolled in your course.

Q. When do I receive class rosters for the sections I teach?

A. You may access your class rosters at any time on MY.PRATT. These online rosters also link to contact and advisor information for students in your classes so that you can advise them of assignments, changes in schedules, or check on absences. It is recommended that the instructor print a new class roster before each class meeting during the drop/add period.

Q. How do I report student attendance?

A. Printed attendance rosters with spaces for attendance are provided every four weeks by the Registrar's Office. Attendance should be recorded on the attendance roster with the symbols X, A, and L for present, absent, and late respectively. The original attendance rosters must be returned to the Registrar's office for permanent retention and proof of attendance for federal reporting and other important tasks.

Q. Who do I report student conduct issues to?

A. Academic integrity problems (e.g., cheating or plagiarism) should be reported to the Registrar. The Institute's current policy on academic integrity, which includes language that should appear in your course syllabi, should be found on the MY.PRATT for Faculty web site, along with the infraction report form. This information is also available from your department chair. Student conduct issues other than academic integrity are not handled by the Registrar; Student Affairs and your department chair should be contacted.

Q. Who haven't I been issued a Pratt ID card or e-mail address?

A. Your employment paperwork with Human Resources may not be completed. Check with HR to make sure your file is current. Once completed, your e-mail address and ID number will be mailed to you within a few days, and your name will appear on your class rosters.

PLEASE REFER TO THE FACULTY HANDBOOK FOR THE FOLLOWING INSTITUTE POLICIES:

ACADEMIC STANDARDS; *Excerpted from the Pratt Student Handbook*

ADD/DROP POLICIES; *Excerpted from the policies of the Registrar's Office*

ATTENDANCE POLICIES; *Excerpted from the Pratt Student Handbook*

CLASS ROSTERS; *Excerpted from the policies of the Registrar's Office*

COURSE EVALUATIONS

COURSE OFFERINGS, THE ORGANIZATION OF

EXAM POLICIES

GRADE DISPUTES; *Excerpted from the Pratt Student Handbook*

GRADING POLICIES

Guidelines for Completion and Return of Grade Sheets

PLAGIARISM; *Excerpted from the Academic Integrity Code and Judicial Process section of the Pratt Student Handbook.*

PRIVACY AND CONFIDENTIALITY

REGISTRATION POLICIES; *Excerpted from the Pratt Student Handbook*

Admission to Class

Registration Periods

Drop/Add Processing

Change of Major

Complete Withdrawal from the Institute

RETENTION OF STUDENT WORK

STUDENT ADVISEMENT

STUDENT-FACULTY GRIEVANCES; *Excerpted from the Pratt Student Handbook*

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