

# NEW FACULTY/STAFF CHECKLIST

## FALL 2007

### NEW HIRE PAPERWORK

- Employment Eligibility (I-9) Form
- Tax Withholding Forms, W-4 (Federal and State)
- Identification Authorization Form from HR
- Direct Deposit Authorization Form

HUMAN RESOURCES  
THRIFT HALL 2, 718-636-3787,  
HR@PRATT.EDU; WWW.PRATT.EDU/HR

### ORIENTATION SESSIONS

- Thu, Aug 23; Brooklyn Campus, Alumni Reading Room, Library 3
- Tue, Aug 28; Manhattan Campus, Room 213
- Wed, Aug 29; Manhattan Campus, Room 213
  
- I.D. Card (Identification Authorization Form from HR)
- Parking Permit
- Operation ID

SECURITY OFFICE  
ENG 111, 718-636-3542  
SECURITY@PRATT.EDU; WWW.PRATT.EDU/SECURITY

### COMMUNICATIONS AND RESOURCES

- Activate personal Pratt e-mail account: <http://webmail.pratt.edu>
- Access My Pratt: <http://my.pratt.edu>
- Access LMS, Learning Management System: <http://lms.pratt.edu>

ACADEMIC COMPUTING  
ENG 103, 718-636-3603  
HELPDESK@PRATT.EDU; [HTTP://PRATT.EDU/INFO\\_TECH](http://pratt.edu/info_tech)

- Access to Library (using barcode on Pratt ID) and password access to Library resources, such as Image Kiosk and electronic databases
- Classroom Assignment: Check with your department Chair

### FALL 2007

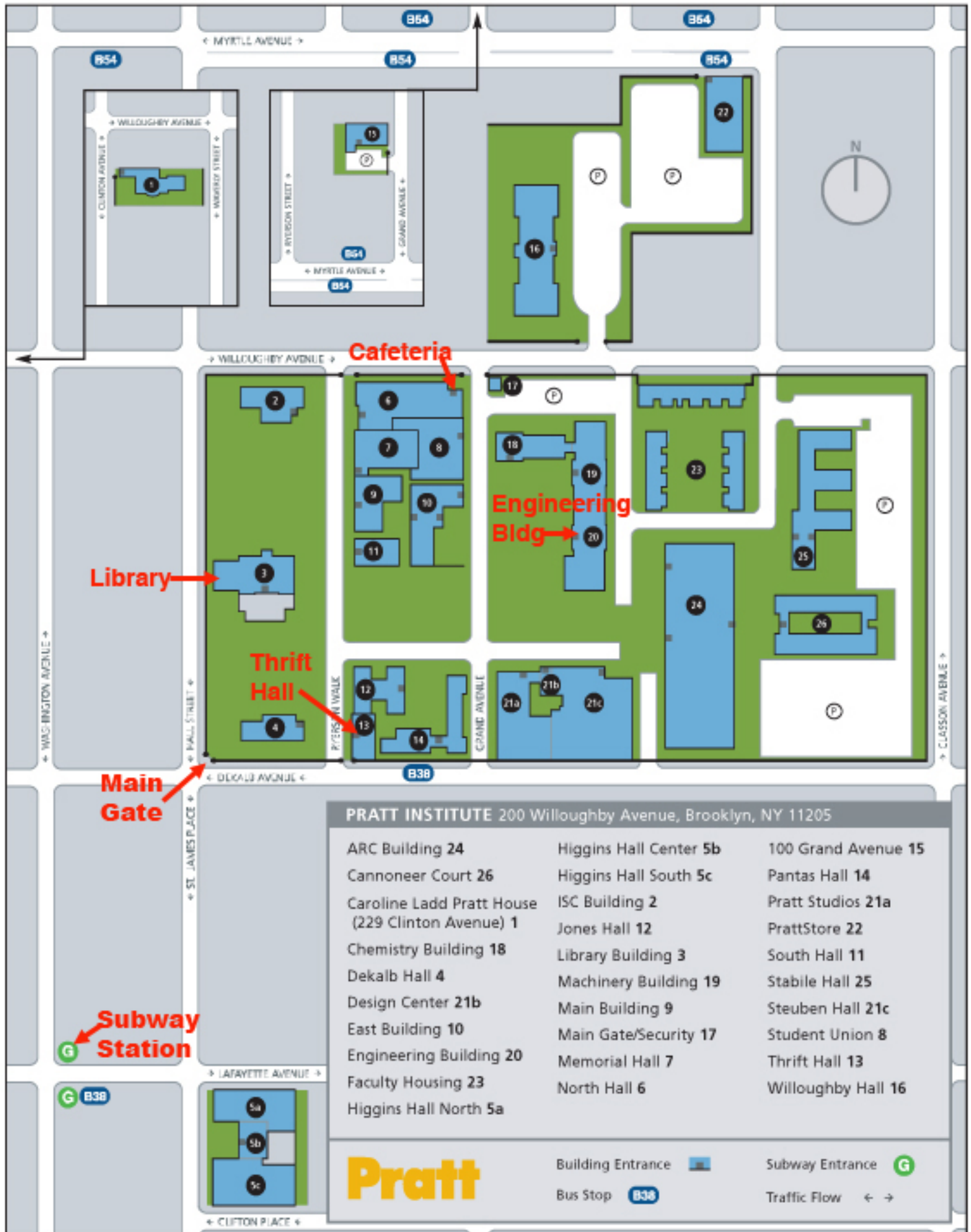
MON, AUG 27	First Day of Fall Semester
MON, SEP 03	Labor Day (no classes, offices closed)
Wed, SEP 19	President Schutte's Fall Party for Faculty and Staff Caroline Pratt House, 229 Clinton Ave (betw Willoughby & DeKalb)
MON, OCT 8	Columbus Day (classes meet, offices closed)
TUE, OCT 23	MidTerm Break
NOV 21-25	Thanksgiving Break; no classes, offices open on 11/21 only
DEC 10-16	Final Critique and Exams
SUN, DEC 16	Last Day of Class
TUE, DEC 19	Grades Due



## NEW HIRE FACULTY

- 1. Employment materials** - On or before your first day, go to the Office of Human Resources in Thrift Hall - Brooklyn Campus, 2<sup>nd</sup> Floor, and fill out forms required for employment. The forms include the I-9 -- evidence of ability to work in the United States, the W-4 -- tax exemptions, and Confidential Data Form. All new hires must have a C.V. on file with Human Resources. The I-9 requires that certain documentation be shown; please check the form via the link in HR Forms for details. Employment sessions will be held at our Pratt Manhattan campus, contact the Office of Human Resources for details x3787.
- 2. Orientation** – Orientation for faculty members is held in January and August, and covers teaching-related topics, payroll procedures, credit unions etc. Contact your department chairperson, Academic Senate or the Office of Human Resources for more information.
- 3. Electronic access** - E-mail accounts are set up automatically; your department will help you get access. For additional help contact the Office of Academic Computing (Help Desk) x3765.
- 4. ID Card** – Access to staff parking, library services, and some buildings is available only with the official institute ID-Card, which is issued by the Office of Security in Engineering Room 111. Please visit the Office of Human Resources to obtain the authorization form for ID-Card distribution.
- 5. Campus phone system** – Your hiring department will make arrangements to establish your voice-mail account if applicable. Please contact them for your extension number and password. For on-campus help with phone problems call x4200.
- 6. Campus Directory** – The most up-to-date directory information is online at [www.pratt.edu](http://www.pratt.edu) (search).

# Pratt Institute Main Campus Brooklyn campus shown.



# ACADEMIC CALENDAR

## Calendar Highlights 2007–2008

Date	Fall 2007	Spring 2008	Summer I 2008	Summer II 2008
<b>Last Day for 100% tuition refund upon withdrawal (WD)</b>	August 24	January 11	May 9	June 23
<b>First Day of Class</b>	August 27	January 14	May 12	June 24
<b>Last Day to Add or Drop without a WD grade</b>	September 10	January 28	May 19	July 1
<b>Last day to withdraw (WD) from a course</b>	November 9	April 3	June 10	July 22
<b>Dates that classes DO NOT MEET</b>	Labor Day September 3  Midterm Break October 23  Thanksgiving November 21 through November 25	Martin Luther King January 21  Spring Break March 17 through March 23  Spring Holiday March 22 through March 23	Memorial Day May 26	Independence Day July 4
<b>Final Critique and Exams</b>	December 10 through December 16	April 29 through May 5		
<b>Last Day of Class</b>	December 16	May 5	June 23	August 4

### Important Telephone Numbers

Admissions (toll-free)	(800) 331-0834
Admissions	(718) 636-3514
Bursar	(718) 636-3539
Career Services	(718) 636-3506
Financial Aid	(718) 636-3599
Health & Counseling Services	(718) 399-4542
International Affairs Office	(718) 636-3674
Library (Circulation Desk)	(718) 636-3420
Registrar	(718) 636-3663
Residential Life	(718) 399-4550
Security	(718) 636-3540
Student Activities and Orientation	(718) 636-3422

### Academic Advisors

Architecture	(718) 399-4333
Art and Design	(718) 636-3611
Foundation Art	(718) 636-3617
Information and Library Science	(212) 647-7682
Intensive English Program	(718) 636-3450
Writing Programs	(718) 399-4497

### 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 non-academic business purposes. Pratt Institute reserves the right to make changes in the information printed in this bulletin without prior notice.

## Fall 2007

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### REGISTRATION

#### Monday, March 26

Spring students' registration for Fall 2007 begins, weekdays 9 AM to 5 PM. Students billed by mail for fall only.

#### Friday, August 17

Last day for continuing students to get advisement for registration prior to August 28.

#### Monday, August 20–Friday, August 24

Tentative dates for on-site registration in ARC Building, weekdays 9 AM to 11:30 AM and 1 PM to 3:30 PM. *No advisement available for continuing students.*

#### Wednesday, August 22 –

#### Wednesday, August 29

Evening hours for registration 6 PM to 7:30 PM. Advisement available by appointment only. Make sure to call in advance for an appointment.

#### Monday, September 10

Last day to add a class or drop without a WD grade recorded. *No new registrations accepted after this date.*

#### Friday, November 9

Last day for course withdrawal.

### NEW STUDENT ORIENTATION

#### Wednesday, August 15 –

#### Friday, August 24

New international student orientation held.

#### Saturday, August 18 –

#### Friday, August 24

*New student orientation held; loan entrance interviews.*

### PAYMENT/FINANCIAL

#### Tuesday, May 1

Student loan application deadline.

#### Monday, July 23

Continuing students' tuition payment/validation deadline.

#### Tuesday, July 24 or after

\$50 late payment fee goes into effect for all continuing students.

#### Friday, August 24

New students' tuition payment/validation. Financial aid forms must be filed. Last day for 100% tuition refund upon withdrawal.

#### Sunday, August 26

Late payment fee of \$75 in effect for all students.

### HOUSING

#### Tuesday, August 14 –

#### Wednesday, August 15

New international students' check-in to residence halls, after 5 PM.

#### Saturday, August 18

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

#### Saturday, August 25

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

#### Saturday, December 15

Noon checkout deadline for graduating students and those who canceled spring residence hall license.

### ACADEMIC

#### Wednesday, August 15

Graduate Design Management classes begin.

#### Thursday, August 16 –

#### Friday, August 17

English proficiency exam for international students (see orientation schedule for times and locations).

#### Saturday, August 18

Arts and Cultural Management classes begin.

#### Monday, August 27

Classes begin.

#### Monday, September 3

Labor Day - no classes.

#### Monday, September 10

Last day to add a class or drop without a WD grade recorded.

#### Monday, October 8

Columbus Day - classes meet, offices closed.

#### Friday, October 12 –

#### Sunday, October 14

Tentative dates for Family Weekend.

#### Tuesday, October 23

Finals preparation day. No classes. Institute offices open.

#### Friday, November 9

Last day for course withdrawal.

#### Wednesday, November 21 –

#### Sunday, November 25

Thanksgiving - no classes. Office open on 11/21 only.

#### Monday, December 10 –

#### Sunday, December 16

Final critique and exam week. Fall semester ends.

#### Friday, December 14

Last day for students to submit graduation applications to the registrar's office for February graduation. All requirements must be fulfilled on or before January 15.

#### Friday, December 14

Last day to change grades from previous spring/summer semesters.

#### Tuesday, December 18

All final grades due to registrar for recording.

#### Monday, December 24 –

#### Wednesday, January 2

Winter vacation.

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## Refund Schedule

### Course Withdrawal Refund Schedule Fall 2007

Prior to August 27	Full refund
August 27 – September 3	85% refund
September 4 – September 10	70% refund
September 11 – September 17	55% refund
After September 17	No refund

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.

### Housing Cancellation Refund Schedule Fall 2007

Prior to April 29	Full refund
April 29 – July 20*	\$200 penalty
July 21 – August 28	75% refund
August 29 – October 8	50% refund
After October 8	No refund

\*Those sending applications received after May 1 and prior to July 10 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

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

## Spring 2008

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### REGISTRATION

#### Monday, October 29

Continuing students' registration for spring begins, weekdays 9 AM to 5 PM. Students billed by mail.

#### Wednesday, January 9 –

#### Wednesday, January 16

Evening hours for registration 6 PM–7:30 PM. Advisement available by appointment only. Make sure to call in advance for an appointment.

#### Monday, January 28

Last day to add a class or drop without a WD grade recorded.

#### Monday, March 24

Registration for summer and fall begins, weekdays 9 AM to 5 PM. Students billed by mail.

#### Thursday, April 3

Last day for course withdrawal.

### NEW STUDENT ORIENTATION

#### Monday, January 7 –

#### Friday, January 11

New international student orientation held.

#### Thursday, January 10 –

#### Friday, January 11

New student orientation held.

### PAYMENT/FINANCIAL

#### Monday, October 29

Recommended date to file spring financial aid and student loan applications for students who did not file for fall term.

#### Friday, December 14

Continuing students' tuition payment/validation deadline for spring.

#### Saturday, December 15 or after

\$50 late payment fee goes into effect for all continuing students.

#### Friday, January 4

All continuing students should begin to file financial aid forms for summer/fall financial aid award packages.

#### Friday, January 11

New students' tuition payment/validation deadline. Financial aid forms should be filed.

#### Saturday, January 12

Late payment fee of \$75 in effect for all students.

#### Thursday, January 24

Recommended filing deadline for financial aid applications for the next academic year.

#### Monday, April 7

Recommended filing deadline for next year's student loan applications.

### HOUSING

#### Sunday, January 6

New international students' residence hall check-in, 9 AM to 5 PM.

#### Wednesday, January 9

New and continuing students' residence hall check-in, 9 AM to 5 PM.

#### Tuesday, May 6

Noon checkout deadline for non-graduating students and those students without a summer session I residence hall license.

#### Saturday, May 10

Noon checkout deadline for graduating students.

### ACADEMIC

#### Monday, October 29

All international students' applications and documents due.

#### Tuesday, January 8–

#### Wednesday, January 9

English proficiency exam for international students.

#### Saturday, January 12

Graduate Design Management and Arts and Cultural Management classes begin.

#### Monday, January 14

Classes begin.

#### Monday, January 21

Martin Luther King Day - no classes.

#### Monday, January 28

Last day to add a class or drop without a WD grade recorded.

#### Monday, February 18

President's Day - classes meet.

#### Sunday, March 16

Spring vacation begins after last class.

#### Friday, March 21

All Institute Day - no classes, offices closed.

#### Saturday, March 22 –

#### Sunday, March 23

Spring Holiday- no classes, Institute closed.

#### Monday, March 24

Weekday classes resume.

#### Friday, March 28

Last day to submit a graduation application for May graduation.

#### Saturday, March 29

Weekend classes resume.

#### Thursday, April 3

Last day for course withdrawal.

#### Tuesday, April 29–Monday, May 5

Final critique and exam week. Classes end. Graduate Design Management and Arts and Cultural Management classes end.

#### Monday, May 5

Last day to change grades from previous fall semesters.

#### Wednesday, May 7

All final grades due to registrar for recording.

#### Tuesday, May 6 –

#### Thursday, May 8

Pratt Show

#### Friday, May 9

Commencement.

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## Refund Schedule

### Course Withdrawal Refund Schedule Spring 2008

Prior to January 13	Full refund
January 14 – January 22	85% refund
January 23 – January 29	70% refund
January 30 – February 5	55% refund
After February 5	No refund

The refunds above are calculated using the date you submit your completed drop/add form to the Office of the Registrar (Thrifty 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 2008

Prior to November 10	Full refund
November 12 – December 15*	\$200 penalty
December 16 – January 17	75% refund
January 18 – February 23	50% refund
After February 23	No refund

\*Those sending applications received after May 1 and prior to July 10 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

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

## Summer 2008 Sessions I and II

### REGISTRATION

#### **Monday, March 24**

Registration for all summer sessions begins, weekdays 9 AM to 5 PM. Students will not be billed by mail.

#### **Friday, May 9**

Last day for new student registration for summer session I prior to late fee, 9 AM to 6 PM.

#### **Monday, May 19**

Last day to add a class or drop summer I classes without a WD grade recorded. No new summer session I registrations accepted after this date.

#### **Tuesday, June 10**

Last day for withdrawal (WD) from a summer I class.

#### **Monday, June 23**

Last day for new student registration for summer session II prior to late fee, 9 AM to 5 PM.

#### **Tuesday, July 1**

Last day to add a class or drop summer II classes without a WD grade recorded. No new summer session II registrations accepted after this date.

#### **Tuesday, July 22**

Last day for WD from a summer II class

### PAYMENT/FINANCIAL

#### **Friday, April 25**

Summer session I tuition payment/validation deadline for continuing students. Thereafter, a \$50 late payment fee charged to continuing students for summer session I.

#### **Friday, May 9**

Summer session I tuition payment/validation deadline for new students. Thereafter, a \$50 late payment charged to new students for summer session I.

#### **Thursday, June 12**

Summer session II tuition payment/validation deadline for continuing students; thereafter a \$50 late payment fee.

#### **Monday, June 23**

Last day for registration for summer session II, 9 AM to 6 PM. Thereafter, a \$50 late payment fee charged to all students for summer session II.

### HOUSING

#### **Sunday, May 11**

Summer session I residence hall check-in, 9 AM–5 PM.

#### **Saturday, June 21**

Noon checkout deadline for students without summer session II residence hall license.

#### **Sunday, June 22**

Summer session II residence hall check-in, 9 AM to 5 PM.

#### **Saturday, August 2**

Noon checkout deadline for students without fall residence hall license.

### ACADEMIC

#### **Monday, May 12**

Summer session I classes begin.

#### **Saturday, May 17**

Graduate Design Management and Arts and Cultural Management classes begin.

#### **Monday, May 19**

Last day to add a class or drop without a WD grade recorded. No new summer session I registrations accepted after this date.

#### **Monday, May 26**

Memorial Day - no classes.

#### **Tuesday, June 10**

Last day for course withdrawal from summer session I.

#### **Monday, June 23**

Summer session I classes end.

#### **Tuesday, June 24**

Summer session II begins.

#### **Wednesday, June 25**

Summer I Grades due to Registrar.

#### **Tuesday, July 1**

Last day to add a class or drop without a WD grade recorded. No new summer session II registrations accepted after this date.

#### **Friday, July 4**

Independence Day - no classes.

#### **Tuesday, July 22**

Last day for WD from a summer II class.

#### **Monday, August 4**

Summer session II and Arts and Cultural Management and Design Management classes end.

#### **Wednesday, August 6**

Summer II Grades due to Registrar.

#### **Wednesday, August 27**

Last day for students to submit graduation applications to the registrar's office for October graduation.

#### **Thursday, September 11**

Last day to resolve any outstanding grades for October graduation.

## Summer 2008: Session I

### Course Withdrawal Refund Schedule

Prior to May 12	Full refund
May 12 through May 27	55% refund
After May 27	No refund

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

### Housing Cancellations Refund Schedule

Prior to April 30	Full refund
April 30 through May 7	\$50 penalty
May 8 through May 14	75% refund
May 15 through May 21	50% refund
After May 21	No 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

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

## Summer 2008: Session II

### Course Withdrawal Refund Schedule

Prior to June 24	Full refund
June 24 through July 5	55% refund
After July 5	No refund

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

### Housing Cancellations Refund Schedule

Prior to June 11	Full refund
June 11 through June 17	\$50 penalty
June 18 through July 24	75% refund
July 25 through July 28	50% refund
After July 28	No 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

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