Advising Syllabus
University Freshman Center (UFC)

Location: St. Augustine Hall (Library), Room 104
Telephone: (718) 990-5858, 5809 or 2772
Office Hours: Monday-Thursday, 8:30 a.m. - 4:30 p.m./Friday, 8:30 a.m. – 3:00 p.m.

Mission of the University Freshman Center:
The mission of the University Freshman Center is to promote first-year success by assisting students with their overall transition, acclimation and integration into the University community. Using a student-centered approach inspired by the spirit of St. Vincent DePaul and grounded in the Developmental Advising Model, the Center will initiate and maintain an on-going relationship with each and every first-year student to focus on academic success, student development, individual satisfaction, and ultimately retention. The Center prides itself on “going the extra mile” in making each student know that he or she is an important part of St John’s University.

Appointment System: Appointments are made by visiting or calling the office. It is important to be on time for appointments. Be aware, if you are late 10 minutes or more for a scheduled appointment, you will need to reschedule.

How We Communicate: Your St. John’s e-mail address is an official form of University communication. We will use this e-mail as the primary means of contacting students. Please check your St. John’s email account at least once per day.

How to look up the course requirements for your current degree requirements: Please make sure that you familiarize yourself with your program requirements. You may do this by logging into the UIS system and reviewing your advisement report. This report will list future courses needed to complete your program, as well as, the courses that you have already completed/are currently completing.

The following are steps to log in to your Advisement Report:

1. Log in to St John’s Central and select “UIS” (middle of page)
2. Select “Student & Financial Aid”
3. Select “Student Records”
4. Select “Advisement Report”
5. Click “Generate New Evaluation”
6. Click the circle next to “Program”
7. Click “Generate Request”
8. Click “Generate New Report”
9. Click “Detail Requirements”
10. Click “Submit”
Here are a few things to remember:

- Advising is a partnership between the student and advisor
- Build a connection to the University community
- Take responsibility and take ownership of your education
- Schedule your meetings with your advisor as required and whenever needed
- Follow through with tasks/referrals and read your e-mail!
- Clarify your values, interests and goals
- Learn policies, procedures and requirements
- Take advantage of opportunities

Useful Resources:

- **University Bulletin** – This is your official guide to academic policies and regulations at St. John’s University ([http://www.stjohns.edu/bulletins](http://www.stjohns.edu/bulletins))
- **Academic Calendar** – ([http://www.stjohns.edu/academics/office-registrar/academic-calendar](http://www.stjohns.edu/academics/office-registrar/academic-calendar))
- **St. John’s Central** – Your home page connecting students to St. John’s via the internet ([https://cpprod.stjohns.edu/cp/home/displaylogin](https://cpprod.stjohns.edu/cp/home/displaylogin))
- **Registration Manual** – Step-by-step guide instructing students on the procedures for selecting classes. (Located on the UFC website under “Useful Links”) [Click Here](#)
- **University Learning Commons** – Provides academic support (tutoring) in an inviting, collaborative and contemporary environment. See below to how to make an appointment ([www.stjohns.edu/ulc](http://www.stjohns.edu/ulc))

**How to Make an appointment at the University Learning Commons (ULC):**

We are pleased to offer you the ability to schedule appointments with tutors online. To get started:

1. You must create an account. Students need to sign on through St. John’s Central. Log on to St. John’s Central, scroll down to “University Learning Commons” and click “Make an Appointment.”

2. You will be asked to create an account. It is important to fill out the form completely. We strongly suggest that you provide a cell phone number so that we can contact you if we need to re-schedule your appointment. **Your St. John’s email** address is required to receive a confirmation email that your account is active. Click “Register.” Make a note of your password, as you will need it each time you access the system to make appointments.
Making a Tutoring Session

1. At the main page, enter your email address and password and click “Log In.”
2. This page display begins with the current day of the week and the tutors who are scheduled to work. Scroll down to find the remainder of the week.
3. **Please Note: Before making an appointment, you must choose a subject.** To search for a tutor by subject, locate the “Limit To” box at the top, middle of the page. Click the down arrow, and choose the subject.
4. A list of tutors and their times is displayed. Find the time and click the white box. (Note: the white boxes indicate open times).
5. A form opens up in a new page. Fill out the form completely. Click “Save Appointment.”. Please note one appointment per day in the same subject is allowed. Double booked appointments are not permitted.

The University Learning Commons is located in
St. Augustine Hall, Room 103
Monday-Thursday: 8am-8pm
Friday 8am-3pm
Sunday 12pm-6pm

Follow us on Facebook @STJLearningComm and Twitter @STJLearningComm

Email the Associate Director
Dr. Michael Brown @ Brownm2@stjohns.edu

### Additional Resources:

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Admission</td>
<td>Welcome Center (Next to Library)</td>
<td>(718) 990-2000</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Marillac Hall, Lower Terrace</td>
<td>(718) 990-6247</td>
</tr>
<tr>
<td>Campus Ministry</td>
<td>Marillac Hall, Terrace</td>
<td>(718) 990-6255</td>
</tr>
<tr>
<td>Career Center</td>
<td>CCK Building</td>
<td>(718) 990-6375</td>
</tr>
<tr>
<td>Center for Counseling and Consultation</td>
<td>Marillac Hall, Room 130</td>
<td>(718) 990-6384</td>
</tr>
<tr>
<td>Office of Student Financial Services</td>
<td>Bent Hall, Garden Level</td>
<td>(718) 990-2000</td>
</tr>
<tr>
<td>Health Services</td>
<td>DaSilva Hall</td>
<td>(718) 990-6360</td>
</tr>
<tr>
<td>Library Services</td>
<td>St. Augustine Hall</td>
<td>(718) 990-6201</td>
</tr>
<tr>
<td>Registrar</td>
<td>Newman Hall, Room 149 (Marillac Hall breezeway)</td>
<td>(718) 990-2000</td>
</tr>
<tr>
<td>Residence Life</td>
<td>Donovan Hall, Ground Floor</td>
<td>(718) 990-2417</td>
</tr>
<tr>
<td>Student Engagement</td>
<td>D’Angelo Center, Room 124</td>
<td>(718) 990-5400</td>
</tr>
<tr>
<td>University Learning Commons (Tutoring)</td>
<td>St. Augustine Hall, Room 103</td>
<td>(718) 990-1367</td>
</tr>
<tr>
<td>Writing Center</td>
<td>St. Augustine Hall (1st floor, Opposite University Freshman Center)</td>
<td>(718) 990-2171</td>
</tr>
</tbody>
</table>