Advising Syllabus
University Freshman Center

UFC Contact Information:
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 (UFC) is to promote first-year success by assisting students with their overall transition, acclimation and integration into the University community. The University Freshman Center will maintain an on-going relationship with each and every first-year student to focus on academic success, student development, and individual satisfaction. The Center prides itself on “going the extra mile” in making each student know that they are an important part of St John’s University.

Appointments: 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.

Communications: Your St. John’s e-mail account is the primary means of contact. Please check your St. John’s email account at least once per day.

How to look up the course requirements for your current degree: Students must familiarize themselves with their program requirements. Follow the steps below to review your advisement report, which will list future courses needed to complete your program, as well as the courses that you have already completed/are currently completing.

How to log in to your Advisement Report:
• Log in to MySJU and select UIS (right side of page)
• Select “Student”
• Select “Student Records”
• Select “Advisement Report”
• Click “Generate New Evaluation”
• Click the circle next to “Program”
• Click “Generate Request”
• Click “Generate New Report”
• Click “Detail Requirements”
• Click “Submit”

Important 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
• Read your email!
• 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 course descriptions at St. John’s University.
- **Academic Calendar**: Remember to check the calendar often for holidays, withdrawal deadlines, and other important dates.
- **MYSJU**: St. John’s University’s student portal connecting you to vital information including a link to UIS, campus information, career services, and more.
- **Bureau of Labor Statistics**: Look up your major and read relevant data
- **University Learning Commons (ULC)**: Provides academic support (tutoring) in an inviting, collaborative and contemporary environment. See below to how to make an appointment.
- **GPA Calculator**: Download and save this form to help you calculate your GPA.

How to Make an Appointment at the ULC (Our Tutoring Center):

- Log on to **MYSJU**. Scroll down to “University Learning Commons” and click “Make an Appointment.”
- To create an account, 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**.
- Click “Register.” Make a note of your password, as you will need it each time you access the system to make appointments.
- After verifying your email address, return to main “University Learning Commons” page via **MYSJU**. Enter your email address and password and click “Log In.”
- **Before making an appointment, you must choose a subject**. Locate the “Limit To” box at the top, middle of the page. Click the down arrow, and choose the subject.
- This page 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.
- A list of tutors and their times is displayed. Find the time and click the white box. (The white boxes indicate open times.)
- A form opens up in a new page. Fill out the form completely. Click “Save Appointment.”
  - **One appointment per day in the same subject is allowed. Double booked appointments are not permitted.**
## Important Resources:

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<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>University Learning Commons (Tutoring)</td>
<td>St. Augustine Hall Room 103</td>
<td>(718) 990-1367</td>
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<td>Writing Center</td>
<td>St. Augustine Hall 1st floor (Opposite UFC)</td>
<td>(718) 990-2171</td>
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<tr>
<td>Center for Counseling and Consultation</td>
<td>Marillac Hall Room 130</td>
<td>(718) 990-6384</td>
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## Additional Services:

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<th>Service</th>
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<tbody>
<tr>
<td>Bookstore</td>
<td>Marillac Hall (Lower Terrace)</td>
<td>(718) 990-6247</td>
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<tr>
<td>Campus Ministry</td>
<td>Marillac Hall (Terrace)</td>
<td>(718) 990-6255</td>
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<tr>
<td>Career Center</td>
<td>CCK Building</td>
<td>(718) 990-6375</td>
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<tr>
<td>Office of Student Financial Services</td>
<td>Bent Hall (Garden Level)</td>
<td>(718) 990-2000</td>
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<td>Health Services</td>
<td>DaSilva Hall</td>
<td>(718) 990-6360</td>
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<td>Library Services</td>
<td>St. Augustine Hall</td>
<td>(718) 990-6201</td>
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<tr>
<td>Registrar</td>
<td>Newman Hall Room 149 (Marillac Hall breezeway)</td>
<td>(718) 990-2000</td>
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<td>Residence Life</td>
<td>Donovan Hall (Ground Floor)</td>
<td>(718) 990-2417</td>
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<tr>
<td>Student Engagement</td>
<td>D’Angelo Center Room 124</td>
<td>(718) 990-5400</td>
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