

Advising Syllabus

University Freshman Center



UFC Contact Information:

Telephone: (718) 990-5858 or 2772

Office Hours: Monday-Thursday: 8:30 a.m. - 4:30 p.m.
Friday: 8:30 a.m. – 3 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: Your advisor may schedule workshops throughout the semester. Please sign-up for one, if you are e-mailed with instructions to do so.

In addition, in-person or remote appointments may be made by clicking the link at the bottom of your advisor’s e-mail. An appointment confirmation e-mail will be sent that includes *either your advisor’s office location or a link to access your WebEx appointment* at the scheduled day and time. *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. You may also opt to receive a text reminder 24 prior to your appointment.

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.

Make an appointment or contact your advisor via e-mail or phone anytime you need immediate assistance or have a question.

Scan the below code and bookmark for future reference to important University support services such as:

- **The St. John’s Connect APP – download and enable communications**
- **The UFC Instagram page**
- **The UFC Website**
- **The University Learning Commons (ULC) – Tutoring Services**
- **University Writing Center**
- **Center for Counseling and Consultation**



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 DegreeWorks:

- Click “SignOn” on the bottom left of the St. John’s home page or click [St. John's University - My Applications](#)
- Select “DegreeWorks”
- Enter your Student X Number
- If running a “*What If*” analysis to review other potential majors, please remember to select the academic year you entered the University in the dropdown menu.

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**

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Useful Resources:

- [Undergraduate 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.
- [St. John's University - My Applications](#): St. John's University's student portal connecting you to vital information such as DegreeWorks including a link to UIS, campus information, career services, and more.
- [Bureau of Labor Statistics](#): Look up your major and read relevant data
- [GPA Calculator](#): Download and save this form to help you calculate your GPA. Please open using *Google Chrome*.

The University Learning Commons (ULC) is pleased to offer remote tutoring appointments in many subjects. The first step is to *create an account*. Once completed, you may schedule an online tutoring appointment!

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

1. Click <https://ulc.mywconline.com/>
2. Click "register for an account"
- 3.
4. Locate the dropdown called "**Limit to.**" and select the specific course.
5. Locate an available tutor and time that works best for you.
 - Available time slots are highlighted in **white blocks**.
 - Click on the white block and enter the specific information required.
 - Click on "**Create Appointment**" located on the bottom left side of the appointment form.

Congratulations, you have just made an appointment and will receive an e-mail confirmation!

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