



This **Advising Syllabus** is designed to outline what is expected of you in the academic advising process during your time as a first-year student at St. John's University. Our advisors are here to help you. Please refer to this document before each advising appointment to make sure that you are familiar with how to make the most of the advising relationship.

### Contact Information

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**Telephone:** (718) 990-5858

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**Office Hours:** Monday - Thursday: 8:30 a.m. - 4:30 p.m.  
Friday: 8:30 a.m. - 3 p.m.

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### Our Purpose

The Center for Student Success is a one-stop hub of resources for first-year students, inclusive of academic and career advising, academic achievement resources and tutoring, mentoring and other first-year transition programs. Our purpose is to foster a safe and supportive community of belonging which provides an opportunity for students to be seen, heard and succeed on their unique path into their personal and professional lives.

### Appointments

- ◆ **In-person or remote appointments with your academic advisor** 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.*
- ◆ Your advisor may also offer group sessions or workshops throughout the semester.
- ◆ 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.

### Academic Resources

#### [Undergraduate Bulletin](#)

This is your official guide to academic policies and course descriptions at St. John's University.

#### [St. John's University - My Applications](#)

St. John's University's student portal ([signon.stjohns.edu](http://signon.stjohns.edu)) connecting you to vital information such as DegreeWorks including a link to UIS, campus information, career services, and more.

## **DegreeWorks**

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.

## **Academic Calendar**

Remember to check the calendar often for holidays, withdrawal deadlines, and other important dates.

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:**

1. Click <https://ulc.mywconline.com/>
2. Click “register for an account”
3. Locate the dropdown called “Limit to.” and select the specific course.
4. Locate an available tutor and time that works best for you.
  - a. Available time slots are highlighted in white blocks.
  - b. Click on the white block and enter the specific information required.
  - c. Click on “Create Appointment” located on the bottom left side of the appointment form.
5. Congratulations, you have just made an appointment and will receive an e-mail confirmation!

**First-Year Career Advising** – The Center for Student Success is also home to dedicated, career advisors who will assist you with career exploration, resume’ preparation, and the development of career-readiness competencies.

**Case Management** – Our case management staff is available to help navigate /educate /provide resources in a non-clinical manner for students experiencing anxiety, stress or other challenges.

Please contact your academic advisor or scan the QR code at the bottom of this page and bookmark for future reference to access these important services.

## Communication

Your St. John's e-mail account is the primary means of communication. 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.

## The Advising Relationship

Expectations of Students	Expectations of Advisors
Demonstrate respect for self and others at all times	Advocate for student success and development
Take ownership of your academic plan and performance using a variety of resources and tools	Be knowledgeable about St. John's University policies and procedures
Assess your interests, abilities, values, and needs and to discuss these with your adviser. Clarify your educational, career and personal goals.	Serve as a liaison for students with campus resources, faculty and professional staff
Communicate with your advisor and adhere to deadlines	Maintain a courteous, respectful and supportive advising environment with timely communication
Be prepared to collaborate with your advisor and to set goals	Collaborate with students to generate solutions to challenges
Check your St. John's email account regularly, manage your inbox and respond to actionable items	Empower students to create an academic plan in attainment of degree completion and academic goals
Adhere to the St. John's University Code of Conduct, University policies and procedures	Adhere to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA)

