

## 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 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 DegreeWorks:

- Log in to MYSJU and select the “Academics” tab at the top
- Select “Academic Advisement Report – DegreeWorks” at the middle, right-hand part of the page
- 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**

### 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.
- [Registration Manual](#) : Step-by-step guide instructing students on the procedures for selecting classes.
- [Bureau of Labor Statistics](#): Look up your major and read relevant data
- [University of 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 University Learning Commons (ULC)

The ULC offers tutoring and is located in St. Augustine Hall, Room 103)

- Log on to MySJU and click "Academics." Scroll down to the "University Learning Commons" icon on the right-hand side. Click "Make an Appointment." You will be asked to create an account.
- **Once you have created an account and are on the ULC appointment page, it is important to click the "Limit to" line at the top to choose your subject.** The white boxes indicate an available appointment. Click on a white box at a time convenient for you and fill in the information.
- Congratulations! You are done. You will receive an e-mail confirmation of your appointment. Please call the ULC at 718-990-1367 or stop by (St. Augustine Hall, 103, opposite the cafe), if you have any questions or concerns.

# Advising Syllabus University Freshman Center

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## Important Resources:

University Learning Commons (Tutoring)	St. Augustine Hall Room 103	718-990-1367
Math Learning and Study Center	St. Augustine Hall Room 103	718-990-1367 Hours are the same as the University Learning Commons
Writing Center	St. Augustine Hall 1 <sup>st</sup> floor (Opposite UFC)	718-990-2171
Center for Counseling and Consultation	Marillac Hall Room 130	718-990-6384

# Advising Syllabus



## Additional Services:

Bookstore	Marillac Hall (Lower Terrace)	718-990-6247
Campus Ministry	Marillac Hall (Terrace)	718-990-6255
Career Center	CCK Building	718-990-6375
Office of Student Financial Services	The Peter J. Tobin College of Business (Garden Level)	718-990-2000
Health Services	DaSilva Hall	718-990-6360
Library Services	St. Augustine Hall	718-990-6201
Registrar	Newman Hall Room 149 (Marillac Hall breezeway)	718-990-2000
Residence Life	Donovan Hall (Ground Floor)	718-990-2417
Student Engagement	D'Angelo Center Room 124	718-990-5400

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