WELCOME FIRST-YEAR FRESHMEN AND UNDECLARED STUDENTS!

The Undergraduate Advising Center (UAC) is the home base for undeclared students and all freshmen during their first year at SF State. While the UAC is entirely virtual due to COVID-19, our academic counselors are ready to support on your path at SF State.

You have an academic counselor who will be your first point of contact when you have questions about academic planning, major exploration, or simply how to navigate the university and make the most of your time here. Be sure to check your SF State email for a message from your academic counselor and plan to connect with your counselor during the fall semester for advising.

**APPOINTMENT**

Your assigned counselor will send emails throughout the year to invite you to schedule an appointment so check your SF State email regularly.

**DROP-IN**

Starting 9/7/20, you can visit your counselor for drop-in advising when you have quick advising questions that can be answered in 10-15 minutes.

**EMAIL**

Email your counselor from your SF State email as all responses will be sent to that account. Depending on the question, an appointment or drop-in session may be recommended.

**DATES & DEADLINES**

8/24 - 9/14: Permission number needed to add a class to your schedule (see page 2)

9/7: Labor Day (campus closed)

9/8: Deadline to apply for Gator Leadership Circle, a new program designed to help first-year students with academic, career, and leadership development. Click here to apply.

9/14: Deadline to drop classes through your Student Center without a "W" (withdraw) grade.

9/15: Withdrawal Petition needed to drop a class

ADVISING.SFSU.EDU
CAMPUS SPOTLIGHT
TUTORING and ACADEMIC SUPPORT CENTER (TASC)

Stay on top of your classes by connecting with TASC for tutoring sessions via Zoom. Contact tutoring@sfsu.edu from your SF State email and provide your name, ID, course(s), and availability.

ueap.sfsu.edu/tutoring

HOW TO CRASH CLASSES

Once the semester starts, you'll need a permission number from the professor if you want to add a class through your Student Center.

1. Look up the professor's email address in the directory.
2. Email the professor to request permission to add the class. Include your name, student ID number, and the course information (i.e. COMM 150, Section 2, Class Number 12345).
3. If the professor provides a permission number, add the course through your Student Center by the add/drop deadline. While adding the course to your Shopping Cart, add the permission number in the box (see below), and select Next. Continue through the enrollment steps until you are officially enrolled.

Q: WHAT ARE OFFICE HOURS?
A: Professors offer office hours to give you the opportunity to ask questions, prepare for tests/assignments, and seek help. It's also one of the best ways to get to know your professors and to ask questions related to their career and field of study. Check your syllabus for your professors' office hours and don't miss out!

Q: I’VE NEVER TAKEN A COURSE ONLINE. HOW SHOULD I PREPARE?
A: Taking courses online requires you to manage your time so you don't fall behind in the class. Check out SF State's Student Technology Quickguide for tips to get set up for online learning.

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