

UNDERGRADUATE ADVISING CENTER

SEPTEMBER 2021 NEWSLETTER

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Support our Gator Athletes!

It's soccer and volleyball season- Attend an upcoming game- Cheer them on with our Gator Fight Song!



DATES & DEADLINES

8/23 - 9/13

Permission number needed to add a class to your schedule (see page 2)

9/6

Labor Day (campus closed)

9/7

Deadline to apply for Gator Leadership Circle, a special program designed to help first-year students with academic, career, and leadership development. Click here to learn more and apply.

9/13

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

9/14

Withdrawal Petition needed to drop a class

GET TO KNOW SFSU AT OUR GATORFEST! EVENTS

Check GatorXperience for upcoming events info!

GatorFest! campus activities and events will continue through September

GatorXperience also has a list of our campus organizations - you may find them tabling on the Quad in the next few weeks or running an online informational session.

Upcoming GatorFest events:

9/2 - Pick up a free reusable water bottle, 9-12pm, Malcolm X Plaza

9/3 - Learn about the RPT major and opportunities, 1-2pm, online



9/15 - Pets with Deans!, 12-1pm, Malcolm X Plaza

9/15 - Disability Pop Culture Trivia Night, 6-8pm, online

9/15 - Roller Rink with Campus Rec, 6-9pm, SFSU Parking Structure

9/27 - Safer Sex 101, 4-5pm, online

9/30 - Empowered Through Self-defense, 6-7:30pm, W. Campus Green

and More!



STUDY TIPS

Fall 2021

WHERE CAN I STUDY ON CAMPUS OR DO AN ONLINE CLASS?

The **SFSU Library** is
the main study
location on campus.
Spaces open are:

- **Ground Floor Study Commons**
(borrow headsets and /or semester loaner laptops here too)
- **1st Floor Main Study Area**
- **2nd Floor Study Collaboration Area**
- **2nd Floor 280 Computer Area**

Remember to bring
headphones!

Starting the semester off strong

- Start your study time out with a positive mindset. Encourage yourself and remember the reason you are taking on the challenge ahead – this assignment is one step in your larger university goal.
- Consider the tools and environment that will support your studying. Do you have wifi, power, pen, paper, headphones, textbooks ready? Are you sitting comfortably, and free from distractions?
- Take a break from tech distractions, turn off your phone, or social media alerts, try a distraction blocking app.
- Build study time into your schedule and stick to your schedule. The routine of studying at the same time can help your mind be ready to focus.
- Plan ahead for your due dates – enter assignments into your study calendar and space your work out so you do not leave everything until the last minute.
- Connect with your classmates, form a study group or a group text for questions. Plan a study date with a friend – set an amount of time to focus together and then reward yourselves with a fun break.

For more tips check out TASC's [Learning Online 101 iLearn](#), or connect with a tutor. (Learn more about TASC on page 3!)



CAMPUS CORRESPONDENCE TIPS:

How to Email Professors and Campus Resources

FOR ANY SFSU CORRESPONDENCE:

- Introduce yourself with your full name, and briefly explain your request or question.
- Write formally and in complete sentences.
- Use clear and concise language and include phrases like *please* and *thank you*.
- Explain your question or challenge with enough specifics to help the recipient respond effectively. Avoid general phrases like *I'm confused* without including further detail.
- For difficult personal circumstances, you do not need to overshare. Use phrases like *personal health issue*, *basic needs challenges*, or *family obligations*.
- Close your email with your name and student ID.

EMAILING YOUR INSTRUCTORS

- Include your student ID number in your subject line, the course number, and a brief description i.e. *123456789 – ENG 114.02 – 2nd Essay Clarification*
- Start your email formally addressing your instructor as Professor and their last name.

EMAILING YOUR CAMPUS RESOURCES

- Include your student ID number in your subject line, and a brief description i.e. *123456789 – Question About Financial Aid* or *123456789 – GE Requirement Not Showing Complete*.
- Start your email formally addressing the office you are contacting, for example, *Hello Financial Aid Team –*.

CAMPUS SPOTLIGHT

TUTORING and ACADEMIC SUPPORT CENTER (TASC)

Stay on top of your classes by connecting with TASC for tutoring sessions in-person or via Zoom. Stop by the TASC center on the 2nd floor of the Library (LIB 220), or sign up for Zoom advising. Learn about their services and how to sign up on their website:

tutoring.sfsu.edu

Q&A

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.

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) For in-person classes, you can also attend the class meeting and check with the instructor if a spot is available.
- 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.

San Francisco State University Student Center Enrollment: Add Classes

1. Select classes to add - Enrollment Preferences

Fall 2020 | Undergraduate | San Francisco State University
COMM 150 - FUNDAMENTALS OF ORAL COMM

Class Preferences

COMM 150-05 Lecture ☒ Open

Wait List ☐ Wait list class is full

Permission Nbr

Grading

Units 3.00

Enrollment Information

- Restricted to Undergraduate Students
- Lower Division
- GE A1: Oral Communication

Cancel Next

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