

INSTRUCTIONAL SUPPORT

Center for Student Success (CSS)

Through the Center for Student Success, St. Francis College facilitates the positive transition to college for all freshmen and first semester transfer students. Its mission is to develop and implement new student experience programs that significantly improve the academic and social integration necessary for college student persistence and success. The Center facilitates first semester course registration, conducts orientation, academic advisement, as well as academic support and success programs. Prior to registration, each freshman and transfer student's academic profile (GPA, SAT scores and placement test scores) and their anticipated major field of study are reviewed to create an appropriate schedule of courses for each student. Freshmen receive their schedule during the orientation programs, which also provides them with important information on the College. Transfer students register in-person with an academic advisor and then attend a separate orientation session. During their first semester, all freshmen are enrolled in the Freshman Seminar course SFC-1001 Freshman Seminar. The seminar is taught by the academic advisors in the Center, so that students can experience both group and individual sessions with an advisor. Transfer students have a dedicated team of advisors in the Center to assist them with their transition into a new institution but may discuss enrolling in SFC-1001 Freshman Seminar, if interested.

Academic Advisement

Advisement is an important aspect of each student's academic career. Advisement is an opportunity for students to discuss academic goals, understand degree requirements, and ensure they are staying on track for graduation. It is the responsibility of each student to know and meet graduation and other school requirements and to meet with an academic advisor in the Center for Student Success, during the advisement period. Advisors assist students with clarification of their educational and career goals, review of their academic progress, and selection of an appropriate major. The Center for Student Success is also responsible for assisting with the advisement of the College's Student-Athlete population. Student-athletes meet with a specific advisor to discuss progress towards degree percentage, academic support, GPA requirements for the NCAA, and course planning to avoid scheduling conflicts.

Removing Obstacles to Success (ROS) Program

Removing Obstacles for Success (ROS) is an early intervention and retention program aimed to help students recover academically. Through academic planning, tutoring, monthly check-ins with the Assistant Director of Academic Resource and Recovery Programs, and one-on-one academic success coaching, students develop the necessary skills to be successful in and out of the classroom. The ROS program supports all students who require academic support, but students who have a cumulative GPA below 2.0 are required to participate each semester. The ROS program works closely with other departments on campus, such as the Center for Student Success, the Health and Wellness Center, Student Activities, and the Career Center, to provide holistic programming to support students.

Transfer Student Services

St. Francis College actively supports its incoming transfer students throughout their first journey at the college to ease their transition into a new academic community. After acceptance into the college, academic advisors in the Center for Student Success work closely with the college's transfer credit specialists to advise transfer students on their first semester coursework based on incoming credit, a student's academic profile, and major interests during registration sessions. During registration sessions, transfer students review their transfer credits and register for classes with an academic advisor. St. Francis College hosts Transfer Registration and Orientation Sessions, where transfer students learn about important information about the college and meet with faculty, administration, and staff. Upon the start of the semester, the college hosts many social and academic events for transfers to help them feel at home at SFC and address any concerns they may have. Events include academic workshops, major workshops, advisement and registration support, and social opportunities. Advisors are always available for transfer students in the Center for Student Success to answer any questions and work one-on-one with students.

Undeclared Majors

The Center for Student Success provides resources and holistic support for students in their freshman and sophomore year who have not decided on a major (exploratory students). Students are encouraged to explore all the majors offered at St. Francis College and connect with faculty and advisors. Exploratory students will meet with an advisor in the Center for Student Success for one-on-one support in identifying student's academic interests, skills, and occupational goals. An advisor will work with students to determine appropriate courses to aid in the exploratory journey to help students gain a better understanding of a given field. In addition to the individualized attention given to students, CSS hosts a number of events and programs to engage the exploratory student population, such as Meet the Majors, Major & Career Exploration workshops, and Career Planning Seminar. All students are required to declare their major at the end of their sophomore year (upon completing 60 credits).

The Center for Learning and Leadership (CLL) (Formerly the Academic Enhancement Center)

Staffed by professional and peer tutors, the CLL gives students the opportunity to develop the skills necessary for academic success and independence at the college level. The Center provides academic support and coaching for content area courses, classroom success skills and offers the following programs and resources to support student persistence:

Workshops on a variety of skill development topics including how to take notes, how to be present in class, what it takes to achieve academic excellence, time management, learning strategies everyone should know and the following writing topics including: starting the essay; thesis development, identifying and gathering pertinent research; and revising strategies are offered each semester.

Skills Assessment in Writing and Mathematics are required for all incoming students. Transfer students who have received transfer credit for writing and/or mathematics can be exempt from taking one or both parts of the assessment. Results are used to place students

in Composition and Math courses based on their demonstrated proficiency and degree needs.

Leadership Academy is designed to provide SFC students with the opportunity to employ your voice, agency, and experience to inform, inspire and challenge your fellow Terriers. The Peer Leadership Academy has two main goals: 1) personal and professional development for the peer leaders and 2) peer support for the success of all SFC students. This academy will be entirely driven by student leaders for their student peers. Students will also have the opportunity to participate in the Driven by Dreams Development Program which is a program through which students will create and foster a solid foundation for professional identity and personal leadership. Program is made up of 4 workshops that will identify, investigate and practice transformative and transferable skills, including introspection and self-awareness, communication, resilience, problem solving, preparation and research. At the end of this four week learning experience students will be well positioned to act and represent their best self in their internship and career candidacy. Participating in the Driven by Dream Development Program is the first key step towards a successful transition into one's career after graduation. This series will be student centered and participant focused. For more information visit Room 2302.

Financial Coaching Support service to help students navigate and comprehend finances in a way that allows for better understanding and advocacy for financial, academic, and personal success. Obstacles to financial success could look like having trouble understanding your student account, filing/refiling for FAFSA and/or TAP, finding additional financial resources, or working on your budgeting skills as a college student. The Finance Coach is available to connect students with resources and information. Through 1-1 sessions or group events, the coach will be able to collaborate on finding and developing solution-based plans towards maximizing success throughout one's college career. Appointments can be made via email, Navigate, or by seeing the Finance Coach in RM 7315.

Project Access is an academic support program run by the Center for Learning and Leadership for incoming first-year students who demonstrate a need to develop their reading, writing, critical thinking skills while transitioning to college. The program begins with a Summer Bridge program which serves as a primer for becoming a college student by presenting intensive lessons in reading and writing. This summer component also serves as a bridge to college as it helps new students familiarize themselves with the College's resources prior to the start of the semester, thereby easing the transition. In the fall semester all Project Access students are enrolled in the SFC 0040 course, delivered as two hours of weekly instruction with one academic credit granted. The course focuses on helping students develop sound strategies for academic success that will be applicable across their college experience. Other components of the program include tutoring, peer-led interactions, community building events and programming focused on career readiness and success skill development.

Testing Accommodations for students who qualify are provided by the Center in partnership with the office of Accessibility and Accommodations and SFC faculty. Exams are administered by professional staff according to the specific test conditions prescribed by the DSO.

The Office of Opportunity Programs presents programs designed to enhance student success by providing pathways to educational opportunities, resources, community, and professional development.

Situated within the Academic Affairs division of the College, the Office of Opportunity Programs is responsible for overseeing two key programs:

McGuire Scholars Program

The Robert J. McGuire Scholarship was established in 2015 in support of St. Francis College's mission to make possible the gift of education and opportunity for our future leaders. Thanks to the overwhelming generosity of Mr. Fred Wilpon, former chairman and CEO of the NY Mets, and his wife Judy, as well as other generous McGuire Scholar believers, the program has already provided more than \$6 million in scholarships to more than 100 students.

McGuire Scholars participate in a summer program and have a dedicated advisor to help plan their academic and career goals from the beginning of their studies until graduation. Scholars participate in regular coaching sessions and they receive a book stipend to help cover the costs of attendance. During the semester, Scholars receive invitations to special events on and off campus throughout the year including a Mets game at Citi Field, lectures and guest speaker series. These networking opportunities create unique educational experiences which can lead to greater career awareness and preparation, internships and job placement.

To learn more visit: <https://www.sfc.edu/alumni/give/endedscholarship/mcguire> (<https://www.sfc.edu/alumni/give/endedscholarship/mcguire/>)

Collegiate Science & Technology Entry Program (CSTEP)

The St. Francis College Collegiate Science and Technology Entry Program (CSTEP) serves undergraduate students interested in the sciences, health related fields, and careers in licensed professions such as psychology, social work, and accounting.

Funded by a grant from the New York State Department of Education, CSTEP fosters academic excellence by ensuring students have the support services, summer programming, financial assistance, and career and research opportunities they need to succeed. Most importantly, CSTEP students are part of a vibrant community of scholars who dream, serve, and achieve together as they pursue their professional goals. By graduation, students in CSTEP are highly prepared to enter the workforce and pursue graduate work in their field of study.

Accessibility and Accommodations (formerly Disability Services)

Accessibility and Accommodations at St. Francis College are committed to ensuring that all individuals with a disability (including learning, physical, mental health, and temporary conditions) are afforded equal access to the programs and services of the college. Accessibility and Accommodations provides reasonable accommodations to students with documented disabilities. Any student interested in obtaining accommodations should complete the Request for Accommodation form via Accommodate and upload any relevant documentation. Once an application and documentation has been submitted, students will be contacted to participate in an intake appointment to determine which accommodations are reasonable and appropriate. All accommodations decisions are made as part of an interactive process with the Office of Accessibility and Accommodations and the student, and are determined on a case-by-case basis. Once reasonable accommodations have been determined and approved, accommodation letters will be generated and sent to the student's faculty members. For any questions on accommodations or the office, please contact the Office of Accessibility and Accommodations by emailing oa@sfc.edu or calling 718-489-2040.

The Office is located in room 3307. You can also follow the office on Instagram at @sfc.accessibility.

Instructional Computing

Technology plays an important role in the academic lives of students at St. Francis College. More than 900 computers are continually upgraded to ensure that state-of-the-art computer hardware. In instructional and general computer lab spaces computers, scanners, printers, internet, and software are available to students and faculty. In our dozens of Smart interactive classrooms and science computer labs we provide our students and faculty the latest technology for their academic disciplines. Our state of the art High Definition Television Studio provides students the ability to learn film and media technology in both theory and practice with hands on instruction in the use of the technology. Each of the College's computers can access file directories and software on local-area-network-based file servers and through the College's Intranet and Internet facilities. High-speed Internet access opens the campus to the World Wide Web for email and research. The McArdle Student Center is equipped with wireless Internet access, plasma televisions and computer kiosks for web surfing. Academic departments utilize specialized hardware and software, leveraging technology in the classroom for instructional presentations with Smartboard technology, and introducing technologies related to students' fields of study. Students have the opportunity to work hands-on with the technology they will encounter in the workplace when they begin their professional careers. The College currently provides the following student-centered technology services:

Canvas Learning Management System provides access to SFC courses through online syllabi, notes, links to sites, and online discussions/chat sessions. Students and faculty are able to send e#mail to an entire class or a selected group as well as create announcements throughout the semester. Students also have access to "digital drop boxes" for assignments.

WebAdvisor provides students access to academic information, including web registration from any browser. Features include e#mailing an advisor, spam filtering, student e#mail directory and address book, and the ability for SFC administration to send important messages to students. Students can check their records by entering the appropriate SFC login.

The *library* provides an online portal that allows students to use the library's circulation system to access its catalog and select websites from a single, easy-to-use home page.

SFC Files provides students access to their files, on campus or remotely, from any web browser using cloud technology. Files stored here are backed up nightly.

Student Technology Services provide students with support for Canvas Learning Management System, WebAdvisor, SFC Files, printing, and other technology resources. Students may contact STS in room 4211 by calling 718.489.5454 or emailing servicedesk@sfc.edu to create a workorder request for help with technology.

Information Technology Resources

The primary purpose of student related information technology resources at St. Francis College (SFC) is to enhance and support the educational mission of the College. Access to the College's student related technology resources is a privilege granted to SFC students. These resources include hardware, software, computer accounts, local area networks as well as connections to other computer networks via the Internet. All students using these resources are responsible for

using them in an appropriate, ethical and lawful manner. Your use of these resources must conform to laws and College policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. This applies to the downloading or distribution of protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.

Students must refrain from the following activities:

- Using computing resources to violate any college policy or regulation, or federal, state or local law including those related to copyright, patents, and trademarks.
- Entering, without authorization, into any user account to use, read, transfer or change the contents in any way.
- Using computing facilities to send obscene, abusive, threatening, defamatory, or harassing messages.
- Using the resources for activities not directly related to academic or research endeavors in such a way that it causes disruption to other users.
- Installing or using unauthorized copyrighted materials or licensed software.
- Using computing resources to interfere with the normal operation of college computing systems and connected networks including, but not limited to, introducing viruses, flooding the network with messages, sending chain letters, or unfairly monopolizing resources that results in the exclusion of others.
- Sharing or downloading of copyrighted material without permission is illegal and as such is against college policy. If you share copyrighted files without the permission of the copyright holder, you are breaking the law and may face civil and/or criminal prosecution, in addition to college discipline.
- Intentional failure to comply with this policy may result in action that may include suspension of user privileges or other disciplinary action.

Library

The St. Francis College Library is the center of academic pursuit at the College. The Library offers on-site access to more than 115,000 books, 3,500+ items in the media collection and on-site and remote access to more than 150,000 e-books, 70,000+ e-journals, 100+ subject-specific and multi-disciplinary databases and streaming video collections.

The collection has been developed specifically to support student research needs and departmental curricula. The Library is also a member of several cooperative borrowing consortia. These consortia provide St. Francis College students' on-site use and borrowing of materials not included in the Library's collection. Traditional interlibrary loan is also available.

In addition to its extensive collection of resources, the Library supports students' academic needs by providing a wide array of services, such as computer access, dedicated study spaces, and reference help. The Library circulates 10 laptops and 20 iPads to students to supplement the computer terminals available in the reference area, the computer lab and the Cellar Level. Students can also receive one-on-one or group instruction on the use of Library resources, as well as individual reference assistance for research projects. Library instruction classes are held in the Library's "smart" classroom.

The Library's hours of operation vary. When classes are in session, the Library is open 63 hours a week. During the week prior to finals and the week of finals, hours are extended to meet students' needs.

SFC Policy Regarding Copyright, Intellectual Property and File-Sharing

The St. Francis College Copyright, Intellectual Property, and File-sharing Policy creates guidelines regarding the use of copyrighted materials.

The use of file-sharing networks by students or employees to download and share copyrighted works without written permission from the copyright owner – like software, music, movies, TV shows, games and images – violates copyright laws and the policies of St. Francis College (the “College”).

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities in addition to sanctions imposed by the College. Both the person who makes a copy of a copyrighted work available for unlawful download and the person who receives or downloads an illegal copy have violated copyright laws and College policies.

Even if you lawfully purchased a song, it is illegal to allow others to make and keep a copy of that song. Under the Digital Millennium Copyright Act (DMCA), a copyright owner or an authorized agent may lawfully scan Internet traffic and send a complaint to the College. If the copyright owner chooses to follow-up with civil litigation, it may file a “John Doe” lawsuit against your IP address, and the College would have to provide the identity of the College network user in response to a valid subpoena. Infringement of a copyright can result in substantial penalties including any of the following:

- Actual damages
- Statutory damages fixed at not less than \$750 and not more than \$30,000 per violation
- In cases of “willful” infringement the court can impose a penalty of \$150,000 per work infringed
- Cost and attorney's fees
- Injunction
- Impoundment of the illegal work
- Criminal penalties including up to five years imprisonment for “willful” infringement and fines up to \$250,000 per offense