Office Hours: 7:30am to 6:00pm Monday through Thursday; 7:30am to 4:30pm on Friday
To make an appointment: http://www.stthomas.edu/ocbappointments or phone: 651.962.5544
Facebook: https://www.facebook.com/pages/UST-Opus-College-of-Business-undergraduate-advising

Business Program Advisor Information
Joanie Kylko – Business students whose last names begin with A-E; students seeking credit for internships; liaison with the Career Development Center.
Betsy Lofgren – Business students whose last names begin with F-K; SIFE (Students in Free Enterprise); Take a Tommie to Lunch; liaison with the Alumni Association.
Emily Straker-Barak – Business students whose last names begin with L-Q; UBC (Undergraduate Business Council); oversees all business clubs.
Jesse Langer – Business students whose last names begin with R-Z; all student-athletes who are business majors; all business majors who study abroad.

UST Mission Statement
Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely and work skillfully to advance the common good.

OCB- Undergraduate Programs Advising Mission Statement
Undergraduate Business Program Advisors in the Opus College of Business inspire students to take responsibility in the development of meaningful education plans. In partnership with faculty, we connect students to the people, programs and resources that will enrich their college experience so they may achieve their academic, career, and personal goals.

Opus College of Business Code of Ethics
As a student in the Undergraduate Program of the UST Opus College of Business, I will adhere to the university academic integrity policy, and I will act with honesty, integrity, respect and accountability in all my actions.

Advising Learning Outcomes
You will:
• Understand your degree evaluation and articulate a basic understanding of degree requirements
• Formulate and clarify goals related to your academic and career choices
• Create an appropriate academic plan based on those goals
• Identify and utilize resources that will help in your personal and professional development

Responsibilities of Students
• Be prompt in scheduling and attending meetings, submitting transcripts, declaring your major, and taking placement exams
• Be fully engaged in the advising session (no texting or other distractions)
• Meet with faculty advisor at least once a semester (some faculty advisors will require that you meet with me to create a 4-year plan before you see them; you are always encouraged to meet with me at any time)
• Check your UST email daily  
• Be an active learner by participating fully in the advising experience  
• Follow through on tasks assigned and referrals made by your advisors  
• Understand and accept the consequences of your academic decisions

Responsibilities of Business Program Advisors
• provide basic introductory information about the business major and concentrations  
• assess the students’ academic progress  
• assist students in establishing realistic academic goals  
• determine eligibility and satisfactory progress towards degree requirements  
• advise students on academic process issues  
• provide information regarding department, College and University support services  
• provide degree planning, registration and scheduling assistance  
• interpret University policies and regulations regarding graduation  
• maintain accurate records of student advising meetings, contact, and communication

Responsibilities of Faculty Advisors
• provide information about the profession, careers, and career paths  
• provide help in formulating career objectives and long-term goals  
• provide assistance in developing a career strategy  
• discuss the relationship of course content to career area  
• provide help in selection of electives relevant to career goals  
• be aware and/or share information about internships  
• assist students in researching and applying for graduate programs  
• remove students’ advising hold for registration

How to Prepare for an Advising Session
• Review your degree evaluation in Murphy Online  
• Think about what classes you want to take in the next semester (consult the course catalog website)  
• Reflect on your learning from this current semester, particularly how core curriculum courses are relevant to your overall educational goals  
• Reflect on things that went well for you (academically, socially, and personally) and what you would change if you could (academically, socially, and personally)

Campus Resources
• Academic Counseling – for non-business majors, as well as: connecting with tutoring; help with managing the reading load; creating individualized majors; and other tips for academic success: http://www.stthomas.edu/academiccounseling/  
• Enhancement Program-Disability Services - Students qualify for services through the Enhancement Program upon self-disclosure of a disability and the presentation of current and comprehensive documentation. Reasonable academic accommodations are arranged on an individual basis: http://www.stthomas.edu/enhancementprog/  
• Math Resource Center (MaRC) – We can’t guarantee that you won’t struggle in math, we can guarantee that you won’t struggle alone: http://www.stthomas.edu/mathematics/marc/  
• The Center for Writing – get help at any stage of the process: http://www.stthomas.edu/writing/
• Departmental Tutoring – *Each department offers tutoring, some have regular hours and others are individually arranged*:\n  [http://www.stthomas.edu/academicsupport/tutors/default.html](http://www.stthomas.edu/academicsupport/tutors/default.html)

• Career Development – *helping to explore career interests connected to educational plans for students at all stages of education*:\n  [http://www.stthomas.edu/careerdevelopment/](http://www.stthomas.edu/careerdevelopment/)

• Counseling & Psychological Services – *college is stressful under the best conditions, this is a source of help and support for all students*:\n  [http://www.stthomas.edu/counseling/](http://www.stthomas.edu/counseling/)

• Study Abroad – *opportunities of a lifetime*:\n  [http://studyabroad.stthomas.edu/](http://studyabroad.stthomas.edu/)