

Undergraduate Connections

December 2013

College of Business and Innovation (COBI)

[Office of Student Retention and Academic Success](#) (Student Services/Academic Advising)

Stranahan North, Room 3130

COBIadvising@utoledo.edu

419.530.2087

Good Luck on Final Exams!

Be sure you know your correct exam time for all your Fall courses. If you are unsure – check out the schedule on the Registrar’s website – listed below:

http://www.utoledo.edu/offices/registrar/exam_schedules.html

Walk-in Schedule Stranahan-North 3130

Walk-ins are an option we provide during peak advising/registration times so students may be seen ASAP. Individual appointment times with advising staff are also an option. Please call our office or check at our front desk to regarding availability if you would prefer to schedule an appointment.

Sign-in for Walk-in Advising begins ½ hour prior to the start time. All students who sign-in will be seen – but must be present by the scheduled end-time. Our queuing system is operational in the lounge at the end of the third floor hall so that students have extra seating and study space if there is a wait.

Walk-in Advising Schedule- December

Finals Week:

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| December 9 | Monday | 2 – 4 pm |
| December 10 | Tuesday | 10am – noon |
| December 11 | Wednesday | 4 – 6 pm |
| December 12 | Thursday | 2 – 4 pm |
| December 13 | Friday | 10am – noon |

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|-------------|---------|-------------|
| December 17 | Tuesday | 10am – noon |
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If you have Registration Prerequisite Problems...

As you register for classes on the web – if you have been advised to register for a course and the system tells you that you do not meet a pre-req – **please call** the COBI Office of Student Retention and Academic Success at 419-530-2087, M-F 8:30am-5pm, and let us know the course or courses you are having difficulty registering for. We will verify the prerequisite, enter an approval into the system, notify you and then you will be able to register for the course. A number of prerequisites including those for BUAD 2060 have not been updated in the system and we must enter the overrides manually.

If You are Graduating in May and are Having Scheduling Issues...

If you are graduating in May and need assistance regarding a closed class or other conflict, please email us at COBIadvising@utoledo.edu with your Rocket # and the issue you are encountering. In some cases, our office has the ability to remedy your situation ;-)

2014-2015 Academic Year Scholarships

Attention all COBI students – the 2014-2015 academic year scholarship application process has begun! The College of Business and Innovation awards scholarships to students every year based on academic merit and/or financial need and other criteria. Only one application is required to be considered for all COBI scholarships. The Application is available online now at the College of Business and Innovation's site: <http://www.utoledo.edu/business/StuServ/Scholarships.html>
All applications must be submitted online by February 15, 2014.

The Scholarship Application will be available online until February 15, 2014.

Please note this is a separate application process from UT's application for next year's financial aid and scholarships. You will need to complete a FAFSA every year based on you and parents/guardians' tax information. Please consult Rocket Solutions Central in Rocket Hall 1200 if you have questions or concerns regarding financial aid and UT General Scholarship procedures. University applications should be available beginning December 2013. Visit <http://www.utoledo.edu/financialaid/> for all the details.

Graduation Application Deadlines and Ceremony Information

EVERY student must apply to graduate, and that usually takes place several months before the term in which you intend to graduate. **The application is not accepted or rejected based on your current registration – but merely identifies you as intending to graduate in the designated term.**

Below are the graduation application deadlines for the next four academic terms:

Fall 2013 – **PAST DUE – ACTION REQUIRED IMMEDIATELY

Spring 2014 – **PAST DUE – ACTION REQUIRED IMMEDIATELY

Summer 2014 – April 4, 2014 (Summer candidates Must apply by February 1, 2014 to participate in May

2013 Commencement ceremony)

Fall 2014 – April 4, 2014

If you apply by the posted deadline, you will receive two benefits. One, your name will appear in the commencement program, and two, you will receive a letter from the College of Business and Innovation regarding academic requirements to graduate. For example, if you are applying to graduate in May/Spring 2014, you will get a letter prior to classes beginning in January that states based on your current registration, if any deficiencies exist that you will need to address in order to graduate or if you are all set as registered.

We will soon be sending a letter to all students who have applied to graduate in the May term. The letters will be sent out in December 2013, to **your permanent mailing address which is listed in MyUT!**

Contact us **immediately at COBIadvising@utoledo.edu if you are graduating in December 2013 and have not applied to graduate.

Fall Graduation Breakfast

The College of Business will host a breakfast in Stranahan Hall North the morning of Fall Commencement, December 15th. You should have received a notice from the Dean's Office. If you have questions on the graduation breakfast, please contact Sandy Whitman at 419-530-5426 or sandra.whitman@utoledo.edu.

Upcoming Days of Importance

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|-------------|-----------|----------------------------------------|
| December 6 | Friday | Last Day of Classes |
| December 13 | Friday | Last Day of Finals Week |
| December 15 | Sunday | Fall Commencement |
| December 24 | Tuesday | Christmas Holiday (UT closed) |
| December 25 | Wednesday | Christmas Holiday (UT closed) |
| December 27 | Friday | Spring Bills Due |
| January 1 | Wednesday | New Year's Holiday (UT closed) |
| January 13 | Monday | Late Fees assessed – Past Due Balances |
| January 20 | Monday | Martin Luther King Holiday (UT closed) |
| February 3 | Monday | Summer Registration Begins |

Spring classes begin Monday, January 6, 2014.