

# Undergraduate Connections

October/November 2013

## College of Business and Innovation (COBI)

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

Stranahan North, Room 3130

[COBladvising@utoledo.edu](mailto:COBladvising@utoledo.edu)

419.530.2087

### Withdrawing from Fall 2013 Classes

**The deadline to withdrawal from full term spring classes is October 25 – This Friday!** This is for the majority of classes at UT, which started on August 19th (the first day of classes) and go until December. To withdraw, you can either submit a withdrawal form to Rocket Solution Central in Rocket Hall, or you can withdraw online through myUT. Withdrawing from classes will not impact your GPA, but it may affect financial aid. If you have questions on whether withdrawing from a class will impact your financial aid, please consult Rocket Solution Central. If you have any HOLDS on your account you must withdraw in person at Rocket Solutions Central. The Withdrawal Deadline – for a class that just began mid-term in October is November 15<sup>th</sup>.

### Walk-in Advising Schedule Stranahan-North 3130

Walk-ins are an option we provide during peak advising/registration times so that students may be seen ASAP. Individual appointment times with advising staff are also an option – so please call our office or check at our front desk to check on 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-November

November 1	Friday	9:30 – 11 am
November 4	Monday	10:30am – noon
November 5	Tuesday	2 – 4 pm
November 12	Tuesday	4 – 6 pm
November 14	Thursday	2 – 4 pm
November 19	Tuesday	10am – noon
November 22	Friday	10am – noon
November 25	Monday	3 – 5 pm

### Walk-in Advising Schedule- December

Finals Week:

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

December 17 Tuesday 10am – noon

### **Quick Question Walk-in Wednesday Schedule Stranahan-North 3130**

November 6	9 am – 4 pm
November 13	9 am – 4 pm
November 20	9 am – 4 pm
December 4	9 am – 4 pm

In addition to our traditional Walk-in Advising times, we will also be participating in a campus-wide university initiative – for “Walk-in Wednesdays”.

During this time we will see current COBI students and students from other colleges pursuing Business minors. We will run degree audits and circle/discuss recommended courses for the upcoming term or verify questions the students may have about the courses they are scheduling for or for the current term.

If students want to sit down and actually schedule their classes, do a plan of study through graduation, fill out Financial Aid or ROTC plans of study, change colleges, discuss life choices or different major options – they will be directed to our normal walk-in advising times or to schedule an individual appointment. Students also cannot select which adviser they want to meet with during the “Wednesday” times – as all advisers are not available for the entire time.

### **If you have Registration Prerequisite Problems...**

As you register for fall 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. There are also A LOT of Prerequisite errors for ACCT course - please call us!

### **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 [COBIadvising@utoledo.edu](mailto:COBIadvising@utoledo.edu) with your Rocket # and the issue you are encountering. In some cases, our office has the ability to remedy your situation ;-)

### **BUAD 2030 - New Option to Fulfill Communication Requirement**

In addition to COMM 3880 student may take BMGT 1500 or the new course - BUAD 2030. All 3 courses now appear on your degree audit. Lots of great times available.

### **Course number & Prefix changes – Find your missing courses**

HURM 3630 is now MGMT 3630  
EFSB 3590 is now EFSB 4590  
ACCT 4310 is now ACCT 3320  
ACCT 4120 is now ACCT 3120

## **New Section of PSLS 4740 Added for Spring. There will not be a section this summer!! Register now if you plan to graduate soon.**

PSLS 4740-002 CRN 29681 MW 5:45-7pm ST-N 1200A

## **HURM 4660 & MGMT 4250 Registration Approval Required this term**

These courses appear as “Closed” because a registration permit is required to register. Spaces are reserved for Graduation issues. Because of departmental staffing issues, the courses were originally pulled, but we have made arrangements for students planning to graduate to be able to enroll. For students graduating next Fall 2014 or after – both classes will be offered then. Contact our office 419-530-2087 or [COBladvising@utoledo.edu](mailto:COBladvising@utoledo.edu) to request & receive your permit.

## **2014-2015 Academic Year Scholarships**

Attention all COBI students – the 2014-2015 academic year scholarship application process is about to begin! 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. Beginning November 15th - the application will be available online at the College of Business and Innovation’s site <http://www.utoledo.edu/business> All applications must be submitted online by January 31, 2014.

**The Scholarship Application will be available online November 15, 2013 – January 31, 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 Solution 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.

## **Student Appreciation Days**

Student Appreciation Days are almost here! They will be held November 5<sup>th</sup> from 10am -noon and November 6<sup>th</sup> from 5-7pm in the lower level of Stranahan South. There will be snacks, drinks, and a free raffle for prizes. Check it out!

## **Business Week Email Survey**

If you receive an email from Business Week regarding a UT – College of Business and Innovation ranking survey, please take the time to respond! Your response may assist us in obtaining a much deserved higher National Ranking than we did last year! Let’s Beat BG and the other MAC schools in the rankings!

Way to Go COBI Rockets for making it this far in the process!! We know continued success is just around the corner.

## **Online BUAD 2000 Career Development –for Assoc. Degree Students**

This section is only for students in the technical associates’ degree programs and will count as a technical elective or possibly a substitution for another required course. If you are in a technical associates’ degree program and would like the permit to be able to register for Career Development or understand how you may use it in your program, please contact Emily Creamer at [Emily.Creamer@utoledo.edu](mailto:Emily.Creamer@utoledo.edu) (pre-requisite: 30 earned hours and sophomore standing).

## **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** – November 15, 2013 (November 1<sup>st</sup> recommended to ensure processing)

**Summer 2014** – April 4, 2014 (Summer candidates Must apply by February 1, 2014 to participate in May 2014 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, so **please make sure your permanent mailing address is current in MyUT!**

\*\*Contact us **immediately** at [COBladvising@utoledo.edu](mailto:COBladvising@utoledo.edu) if you are graduating in December 2013 and have not applied to graduate.

**For Information on the December Commencement ceremony**, please check the Registrar's website:

<http://www.utoledo.edu/offices/registrar/commencement.html> The Registrar's Office will soon be emailing those students who applied for graduation to verify your name and majors to be listed in the Commencement Program. Please remember, however, that the College of Business verifies your degree requirements and the fact that your application is entered into the system is not approval of your degree requirements. The verification letters we mail prior to the last term verify courses and grade requirements and it is your responsibility to maintain those requirements. If you have any questions, please email us at [COBladvising@utoledo.edu](mailto:COBladvising@utoledo.edu) with your Rocket #.

## Upcoming Days of Importance

November 11	Monday	Veterans Day (UT closed)
November 27	Wednesday	No Classes
November 28	Thursday	Thanksgiving Day (UT closed)
November 29	Friday	Thanksgiving Holiday (UT closed)
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)
January 1	Wednesday	New Year's Holiday (UT closed)

**Spring classes begin Monday, January 6, 2014.**