

Undergraduate Connections

January 2014

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

COBI Scholarships 2014-2015 Academic Year DEADLINE February 15, 2014

Attention all COBI students – the 2014-2015 academic year scholarship application process is coming to a close! 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 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. Please note that this is a separate application process than UT's application for next year's financial aid (FAFSA) and other University based scholarships.

Walk-In Advising Hours – ST North 3130

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.

February 4	Tuesday	2 – 4 pm
February 11	Tuesday	4 – 6 pm
February 13	Thursday	10am – noon
February 18	Tuesday	10am – noon
February 24	Monday	2 – 4 pm
February 27	Thursday	10am – noon

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 – you 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.

Quick Question Walk-in Wednesday Schedule

February 5

February 12

February 19

February 26

Upcoming Days of Importance

February 3	Summer registration begins.
February 7	Deadline to apply for Summer 2014 graduation if attending the May 2014 ceremony
February 7	Job Fair, Student Union 1:00 – 4:00
February 11	Student Appreciation Days, 10:00 – Noon, Stranahan North - First Floor
February 12	Student Appreciation Days, 5:00 – 7:00 pm, Stranahan North - First Floor
February 14	Are your taxes done? Remember to file your FASFA for 2014-2015
February 15	Deadline to apply for College of Business Scholarships - online.
March 1	Deadline for Fall MBA graduate assistantship applications
March 3 – 7	Spring break/no classes
March 19	Fall priority registration begins – stay tuned for more info

Summer Registration Begins February 3rd If you have Registration Prerequisite Problems...

As you register for summer 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. Also, the system cannot distinguish between summer 1 and summer 2. If you are taking a class in summer 1 that is a pre-req to a class in summer 2, we will need to “tell” the system that you are “ok”.

Job Fair – Friday, February 7, 2014

See the link below for all the details!

<http://www.utoledo.edu/business/BCP/BCPEvents.html>

Student Appreciation Days - Stranahan North – First Floor

February 11th 10:00 am - Noon

February 12th 5:00 – 7:00 pm

Free raffle, prizes, and snacks.

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. Below are the graduation application deadlines for the next three academic terms:

Spring 2014 – **PAST DUE – ACTION REQUIRED IMMEDIATELY

Summer 2014 – April 4, 2014

(However - Summer Candidates Must apply by February 7, 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 regarding academic requirements to graduate. For example, if you are applying to graduate in August 2014 you will get a letter prior to classes beginning in May that states based on your current registration, if there are any deficiencies that you will need to address in order to graduate – or if you are all set as registered to graduate.

The letter for those student who applied to graduate in May 2014, was sent out in December 2013. Students who applied for Spring graduation in January are encouraged to meet with an academic adviser to confirm all academic requirements have been met. **Please make sure your permanent mailing address is current in myUT!**

****Contact us immediately** at COBladvising@utoledo.edu if you are graduating in May 2014 and have not applied to graduate. More information on Spring Commencement coming soon!

COBI Student Services/Office of Student Retention and Academic Success Staffing Changes

We have been successful in filling our vacant staff positions. We would like to welcome new advisers Whitney Walker and Pat Dymarkowski. We are so pleased to have Whitney and Pat join our team. Our Office Coordinator position has been filled by Carole Sedlock. Welcome to all!

COBI Office Moves

The first floor area where the POD was in Stranahan Hall-South room 1022 has been renovated and turned into two offices and waiting area where Emily Creamer and Darlene Stevens are now located. The following AOT faculty have been relocated to Stranahan Hall-South; Mary Humphrys (STS 1029); Carol McCormick (STS 1028); John Morris (STS 1045); Jeff Osthimer (STS 1027) and Jackie Oricko (STS 1025).

COBI Advising Email Address

Our office has a generic email address: COBIadvising@utoledo.edu. You can email this address with general questions (**please include your rocket number**), and your email will be answered by one of the COBI academic advisers or staff members. We recommend this email so that you get the best service. We will still answer questions on the phone at 419-530-2087 and in person in Stranahan North, Room 3130, but this is one more option.

Grade “Deletions”/GPA Recalculation

- Students who have repeated a course to get a passing or better grade [must complete a grade recalculation form](#) to remove the original grade from the GPA.
- Grade deletions do not happen automatically simply because a student retakes the course.
- Only the original grade can be removed from the GPA calculation, but it is up to the student to request this.
- Grades are not actually removed from the transcript – but are removed from the GPA calculation.
- If the repeated course was a COBI course, the [form](#) can be submitted to Stranahan North, Room 3130 for further processing.
- University of Toledo students are permitted to grade delete a maximum of 12 credit hours.

Winter Weather Policy

In the event of a major snow or ice storm or other inclement weather that necessitates UT delaying or suspending classes or campus events, the University will announce this information through several communication vehicles:

- UT Alert text message and email: [Sign up for UT Alert](#);
- Web: utoledo.edu and myut.utoledo.edu;
- Phone: 419.530.SNOW (7669);
- Social media: UT on [Facebook](#) and [Twitter](#); and
- Local media.

Financial Aid (non-COBI financial aid)

Students need to complete a FAFSA every year based on you and parents/guardians' tax information. Please consult Rocket Solution Central, Rocket Hall Room 1200 if you have questions or concerns regarding financial aid and work study eligibility and procedures. The University also has other scholarships not specific to the College of Business and Innovation. Visit <http://www.utoledo.edu/financialaid/> for all the details.

FAFSA for 2014-2015

Remember...when you complete your 2013 income taxes, begin working on the FAFSA for next year. Organize your papers and file income taxes early! New rules for receiving Financial Aid began July 2011 – so please visit the Financial Aid website for more information. <http://www.utoledo.edu/financialaid/dates.html>. If you are taking classes for Summer 2014, you

must request financial aid specifically for the summer term. For further details, please contact Rocket Solution Central by visiting Rocket Hall, Room 1200 or by telephone at 419.530.8700.

Did you know? Trio Student Support Services

TRIO Student Support Services (SSS) is a retention program at UT that will serve undergraduate students who have limited income, are the first in their families to attend college, or have a disability. TRIO also needs students to tutor. Interested? Call 419.530.3849 or click utoledo.edu/success/trio.

Registration Dates - 2014 Spring

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

See important registration dates, deadlines and refund information below.

Note the withdraw deadline for the first 8 week term is Feb 7th and for full-term courses on March 21st.

POT	Start Date	End Date	# of Weeks	Last Day to Add		Instructor's & College Dean Signatures Required to Add	Last Day to Drop		Withdraw		Tuition Due Dates & Refund Periods				
				via Web	In-Person		via Web	In-Person	Begins	Ends	Due	100% Ends	80% Ends	60% Ends	40% Ends
1	1/6	5/2	16	1/10	1/17	1/11	1/20	1/17	1/21	3/21	12/27	1/12	1/19	1/26	2/2
8	1/6	2/28	8	1/10	1/13	1/11	1/13	1/13	1/14	2/7	12/27	1/8	1/12	1/15	1/16
9	3/10	4/25	7	3/14	3/17	3/15	3/17	3/17	3/18	4/11	12/27	3/12	3/16	3/19	3/20
Law	1/13	5/9	16	1/17	1/27	1/18	1/27	1/27	1/28	3/28	12/27	1/19	1/26	2/2	2/9
O	varies	varies	varies	1/5	varies	varies	1/5	varies	varies	varies	12/27	varies	varies	varies	varies

Course registrations after the end of the on-line add period will require signatures of the instructor and the Dean's authorization – ST-N 3130 COBI Student Services. Course registrations after the add/drop period for each Part of Term must be requested on the Request for Non-Funded Late Registration form and have the additional signature of the appropriate Provost; Main Campus, UH 3340.

Outstanding Adviser Award nominations due February 21, 2014

The deadline to nominate someone at UT for the 2014 Outstanding Adviser Award is 5 p.m. Friday, February 21.

"The award is for those advisers who have gone above and beyond to help empower their students," said Associate Professor Christina Fitzgerald, chair of the Outstanding Adviser Award Selection Committee. "We really want nominations from students, because they are the ones who work with advisers most, and whose academic lives are affected the most by outstanding advisers."

Past recipients are not eligible to win the same award. In COBI, Barb Robertson and Debbie Jones have received this award.

Members of the campus community interested in nominating an outstanding adviser can do so at:

www.utoledo.edu/offices/provost/adviser_award.