

Undergraduate Connections - January 2015

College of Business and Innovation (COBI)

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

Savage Business Complex, Suite 3130

COBIadvising@utoledo.edu (please include your R# when emailing any advisor)

419.530.2087

Advising Updates

COBI Scholarships 2015-2016 Academic Year DEADLINE February 15, 2015

Attention all COBI students – the 2015-2016 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>

[Please save your work every ten minutes and return to continue to avoid an unpleasant "time out". You may return to update, edit or continue as often as you like prior to the February 15th deadline.](#)

All applications for scholarships must be submitted online by February 15, 2015. 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.

Summer Registration Begins February 2, 2015 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 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".

Walk-In Advising Hours – SB 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. Our queuing system is viewable in the lounge at the end of the third floor hall (SB 3170) so that students have extra seating and study space if there is a wait. Please bring your Rocket ID or know your Rocket # so that you can successfully log into our queuing sign-in system.

Individual appointments may also be available by calling 419.530.2087

January 2015 Walk-in Schedule

January 29 Thursday 10am – Noon

February 2015 Walk-in Schedule

February 2 Monday 2 – 4 pm

February 5 Thursday 2 – 4 pm

February 11 Wednesday 10am – Noon

February 18 Wednesday 10am – Noon

February 24 Tuesday 4 - 6 pm

February 25 Wednesday 2 – 4 pm

Upcoming Days of Importance

February 2 Summer registration begins for all students

February 6 COBI Job Fair, Student Union Auditorium 1:00 pm – 4:00 pm

February 6 Deadline to apply for Summer 2015 graduation if attending the May 2015 ceremony

February 11 Student Appreciation Days, 5:00 – 7:00 pm, watch for location in ST/SB

February 12 Student Appreciation Days, 10:00 – Noon, watch for location in ST/SB

February 14 Are your taxes done? Remember to file your FAFSA for 2015-2016

February 15 Deadline to apply for College of Business Scholarships - online.

March 1 Deadline for Fall 2015 MBA graduate assistantship applications

March 9 – 13 Spring break/no classes

March 25 Fall 2015 priority registration begins – stay tuned for more info

March 27 Last day to withdraw from classes for Spring 2015

Job Fair – Friday, February 6, 2015 1-4pm Student Union Auditorium

See the link below for all the details!

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

Student Appreciation Days - Free raffle, prizes, and snacks.

We're glad you're in the College of Business and Innovation!

Stop by for free food and enter to win prizes:

February 11th 5:00 – 7:00 pm

February 12th 10:00 am - Noon

Watch for location in ST/SB

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 2015** – ****PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Summer 2015** – April 3, 2015 (Must apply by February 6, 2015 to participate in May 2015 Commencement ceremony)
- **Fall 2015**– April 3, 2015

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 2015 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 2015, was sent out in December 2014. **Students who applied for Spring graduation in January or after the deadline are encouraged to meet with an academic adviser to confirm all academic requirements are in progress for the term. Please make sure your permanent mailing address is current in MyUT!**

****Contact us immediately** at COBIadvising@utoledo.edu if you are graduating in **May 2015 and have not applied to graduate**. More information on Spring Commencement coming soon!

NEW! Students can now apply for graduation via the MyUT portal. The “apply to graduate” link is under the My Records Section of the Student Tab - under...More Record Options. You will want to select Spring 2015 as the current term and then it will allow you to select Summer 2015 or Fall 2015 as your graduation term. You have the ability to review your information prior to submitting it.

Staffing Changes

At the end of January 2015, we will say goodbye to advisor Emily Creamer because she has accepted a new job opportunity. If you have previously met with Emily for advising and need assistance or have any questions please call 419-530-2087 or email us at cobiadvising@utoledo.edu. Providing exceptional student services is very important to us and being under-staffed makes that more challenging. However, our full advising team will be available to support you until this position is re-filled.

College Computing Updates

Office 365 Now Free to all students –

<http://www.utoledo.edu/IT/office365/>

Check out the website above for all information.

This offer is available to all registered students at the University of Toledo. If you have any questions about this free program or need additional assistance, please contact the Information Technology department by phone at 419.530.2400, or on the web at <http://ithelp.utoledo.edu> for assistance.

Laptop Checkout in ST 125

- Students must provide current UT Rocket Card
- 4 hour time limit is strictly enforced

Free Network Cable for COBI Students!

Please present your UT ID in ST 125 (laptop check out room) to receive your cable. Every student is allowed one free cable during their enrollment as a UT COBI student. Don't run the risk of letting your computer connection fail during an exam or other important events. Pick up your cable today!

COBI Computer labs

- The college has 4 labs in addition to laptop check out – ST 120, 125, 127 & 1019
- For students needing Adobe CS6 for class – it is now available in ST 1019

Do you know about UT's Virtual Lab?

Students can access lab software from anywhere! Check out this link:

<http://www.utoledo.edu/it/vlab>

Rocket Card not working in Card Swipes?

If your ID/Rocket Card does not work in a card swipe, it may be that you have an old Rocket Card. Please order a new replacement card: <http://www.utoledo.edu/rocketcard/>

Email accounts forwarded directly to your phone

Set up your email on any of the following devices to receive instant emails:

- Android
- Apple iPhone, iPod, iPad
- Windows Mobile

<http://www.utoledo.edu/business/InfoTech/ITDocs/PhoneEmailSpring2013.pdf>