

COBI Student Services – Undergraduate News

August 2016

Please read all of the great information in this edition...

Register NOW for your Fall classes – if you haven't already done so!!

I Need to See an Advisor! Walk-In Advising Times	Updates on Course Offerings for Fall 2016 & Things to Know
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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

I Need to See an Advisor!
Walk-Ins or Call for Appointment?

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 hallway (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.

All appointments times are currently filled – Walk-in advising is your only remaining option.

If you are a student in an on-line degree program and unable to come to campus during the first week of classes, please call our office for the on-line availability during those walk-in times.

August 2016 Walk-in Advising Schedule

August 18 Thursday 4 – 6 pm
August 19 Friday 10 am – noon

Classes Begin August 22

August 22 Monday 9 am – 6 pm
August 23 Tuesday 10 am – 6 pm
August 24 Wednesday 10 am – 4 pm
August 25 Thursday 10 am – 4 pm
August 26 Friday 10am – noon

Instructor signature required to add -

August 29 Monday 1 – 3 pm
August 30 Tuesday 10 am – noon

September 1 Thursday 2 – 4 pm
September 2 Friday 10 am – noon

Updates on Course offerings for Fall 2016

New sections opened!!

BUAD 2030 –

BUAD 2030-006 – Executive Communication Essentials, CRN 50372, MW 3:30-4:45, SB 1160

BUAD 2030 –

BUAD 2030-901 – Executive Communication Essentials, CRN 50373, ONLINE – Distance Learning

BUAD 3030 –

BUAD 3030-004 – Managerial & Behavioral Processes in Organizations, CRN 50133, TR 3:30-4:45, ST 131

New course offered!!

FINA 4900-001,

Contemporary Topics - SERIES-7 FOR Certified Financial Planners

FINA 4900-001 - CRN 49377, Tuesday 5:30-8pm, ST 114

This course is designed for those who would especially like to work in the “Financial Services Industry”. The Fall 2016 FINA 4900-001 will use a “Securities Trading Corporation” book, which is used as a basis for the exam, by instructors from the financial services industry in Toledo area. For any prospective CFP, this is a must-have course.

The only pre-requisite for this course is BUAD 3040. Unfortunately the pre-req in the system is not correct (and lists higher level FINA courses).

If you would like to take the course and are blocked when you try to register – just call “Student Services” at 419-530-2087 with your Rocket # or stop by SB-3130 and request the permit to register for FINA 4900-SERIES-7 FOR CFP”. Our COBI staff members will gladly assist you.

This course is approved for Finance and Financial Services majors as well as many of the FINA dept minors – your degree audit will be adjusted for this course substitution. Email us at COBIadvising@utoledo.edu if you have any questions – include your Rocket #!

Graduation Problems?

If you need a course for graduation and it is closed, a time conflict or any other related problem – speak to your advising staff first. We may be able to help you resolve the issue.

Things our Advisors want you to know:

1. If you have Registration Problems....pre-requisite error??

As you register for fall term on the web – if you have been advised to register for a course and the system states that you do not meet a pre-requisite – **please call** the COBI Student Services Center at 419-530-2087. Let us know your Rocket # and the course or courses you are having difficulty registering for. We will verify the prerequisite, enter an approval into the system and then you will be able to register for the course.

2. December graduation letters are on their way – IF you applied to graduate Fall 2016

The letters along with a copy of your degree audit are mailed to whatever address is listed as your Permanent address in the UT portal. (Always be sure your addresses are up to date!!) If no deliverable address is available, the letters are emailed to you. The letters and DARS contain information as to whether or not you are registered correctly for your last term. If not – you are instructed as to what you can do to correct this and still graduate. If you believe you applied or applied late and do not receive your letter, please email us at COBIadvising@utoledo.edu with your Rocket # and we will check into this for you.

3. Always ask

If you have a question, always ask an advisor or our Student Services staff. If we are not the appropriate office to answer your question – the least we will do is give you the referral to who may be able to assist you.



Graduation Application Deadlines

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:

- **Summer 2016** – ****PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Fall 2016** – ****PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Spring 2017** – **Due November 2016**

******Contact us **immediately** at COBIadvising@utoledo.edu if you are planning to graduate in **August or December 2016 and have not yet applied to graduate.**

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. You will want to select the current term and then it will allow you to select Summer 2016, Fall 2016, Spring 2017 as your graduation term. You have the ability to review your information prior to submitting it.