

COBI Student Services – Undergraduate News

Spring Semester - March 2017

Important Summer & Fall Registration Information & Updates!!!!

Fall 2017 Priority Registration – Are you ready?	News Flash!!! New Course offerings for Summer 2017 Check it out!	I Need to See an Advisor! Walk-Ins or Call for Appointment?
5 Things our Advisors want you to know For a Successful Semester!	Watch for our next Newsletter March 24 Fall info including new COBI minors available	Hot Topics – 15-week Semester, Scholarships, Tutoring Schedules, BCP Event, Searles Ambassadors

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 included your R# when emailing any advisor)

419.530.2087

Fall 2017 Priority Registration – Are you ready?

Fall 2017 Registration Priority Times Begin **March 15, 2017**

- Priority registration is based on **earned hours** – see below. **Earned hours** are posted on your DARS (degree audit). Example below:

	UT QUAL	UT QUAL	UT	TRAN	HIGHER	TOTAL
LEVEL	HOURS	POINTS	GPA	GPA	ED GPA	EARNED HOURS
UG	16.00	42.00	2.625	0.000	2.625	16.00

- Fall courses available for viewing online NOW.
- For optimal scheduling register ASAP – after your Priority Time opens. Some classes have limited space or some classes may be cancelled due to lack of registration.
- If you are graduating this fall - Check the Fall course offerings and times IMMEDIATELY for any potential scheduling problems. We can only try to correct prior to March 15th!
- Some class times for fall term have already been changed to avoid conflicts – so double check times prior to registration.**

Priority Registration - Refer to the chart below to determine your assigned date based on earned hours:

Continuing & Transfer Readmit Student Groups – PRIORITY Registration Dates	Fall 2017
Honors, Graduate levels, Athletes, ROTC (Only ROTC Scholarship Cadets), Salford Students, Students with Disabilities, Student Disability Services Note Takers and Military/Veteran	03/15/2017

Distance Learning Only Program	03/16/2017
100 or more earned hours	03/17/2017
90 or more earned hours	03/20/2017
80 or more earned hours	03/22/2017
UWD (Undergraduate with Degree)	03/24/2017
70 or more earned hours	03/27/2017
60 or more earned hours	03/29/2017
50 or more earned hours	03/31/2017
40 or more earned hours	04/03/2017
30 or more earned hours	04/05/2017
20 or more earned hours	04/07/2017
10 or more earned hours	04/10/2017
1 or more earned hours	04/12/2017
New Students in current Spring term	04/14/2017

Take advantage of your priority registration date and register as early as possible to get the times, dates and sections of the courses you want! Additional registration information can be found at http://www.utoledo.edu/offices/registrar/registration_dates_fall.html

Our office will send email reminders that your priority registration time is approaching – but we suggest marking your calendars to avoid missing your start time!

Summer 2017 Registration is currently in progress

- **Register now – many classes are closing – not all classes in all terms**
- Summer Session 1 Classes - summer 1 - May 15, 2017 – June 23, 2017
- Summer Session 2 Classes - summer 2 - June 26, 2017 – August 4, 2017
- Summer Session 3 Classes - summer 3 - June 12, 2017 – August 4, 2017
- Full Term Summer Classes - summer 4 - May 15, 2017 – August 4, 2017

News Flash – Updated Course Offerings for Summer 2017

New course sections/times for summer 201730:

**BUAD 2080 Section 011 CRN 36548 – Global Environment of Business
MTWR 1:30-3:10pm – S. Smallman – session 1**

**BUAD 3030 Section 011 CRN 36536 – Managerial & Behv Processes in Org
MTWR 11:30am-1:20pm – S. Ariss – session 1**

**FINA 4090 Section 911 CRN 36559 – Financial Mkts & Institutions
Online/DL – A. Petkevich – session 1**

**INFS 4680 Section 021 CRN 36159 – ERP Systems Impl & Integration
TR 5:30-8:50pm – E. Jung – session 2**

This course can be used as both an Info Systems major elective or an Operations/Supply Chain Mgmt major elective – or as a double dip with those majors!! Ask your adviser for more information.

Popular course sections still open for summer 201730:

**ACCT 3310 Section 921 CRN 36146– ACCT Info Systems & Controls
Online/DL – A. Holder – Session 2. This course is a pre-req for ACCT 4420.
Contact COBI Student Services for a permit to register for this course if you have had or are currently registered for ACCT 3110.**

An error in the system is preventing students from registering.

**BUAD 3040 Section 921 CRN 30023 – Prin of Financial Mgmt
MTWR 5:30-7:10pm – S. Smallman – session 2**

**BMGT 1500 Section 921 CRN 33970 – Workplace Communication
TWR 1:30-3:40pm – A. King – session 2**

**INFS 3150 Section 911 CRN 36488 – Prin of Programming & Probl Solving
Online/DL – T. Keefe – session 1**

**INFS 3150 Section 011 CRN 36488 – Prin of Programming & Probl Solving
MW 5:30-8:50pm – T. Keefe – session 1**

**PSLS 3450 Section 911 CRN 38595 – Account & Territory Mgmt
Online/DL – M. Mallin – session 1**

And many more....check the Schedule of Classes online

**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 there may be a wait. 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.

Please review our new sign-in procedures available in our office.

Individual appointments may also be available by calling 419.530.2087. Plan ahead!

March 2017 Walk-in Advising Schedule

March 13	Monday	10 am – Noon
March 14	Tuesday	1:30 pm – 3:30 pm
March 15	Wednesday	10 am – Noon
March 16	Thursday	3:30 pm – 5:30 pm
March 17	Friday	10 am – Noon
March 20	Monday	10 am – Noon
March 22	Wednesday	2 pm – 4 pm
March 23	Thursday	10 am – Noon
March 24	Friday	10 am – Noon
March 27	Monday	10 am – Noon
March 28	Tuesday	2 pm – 4 pm
March 29	Wednesday	1 pm – 3 pm
March 30	Thursday	2 pm – 4 pm

Our next newsletter will contain our April walk-in schedule – stay tuned!

5 Things our Advisors want you to know for a Successful Semester!

1. Second Half of Term Course Reminder (Spring 2017) POT 9

Check your schedule to determine if any of your classes are beginning the second half of the term which is the week of March 13, 2017.

2. The Withdraw Deadline for Spring 2017 Classes (Full Term Classes) - is Friday March 24th!!

The deadline to withdraw from full term (POT 1) spring classes is March 24, 2017. This is for the majority of classes at UT, which started on January 9, 2017 (the first day of classes) and go until May 5, 2017.

To withdraw, you can either withdraw online through the [MyUT portal](#), or submit a withdrawal form to Rocket Solution Central (RSC), Rocket Hall, Room 1200. If you have a HOLD on your account, you **must** withdraw in-person at RSC.

Withdrawing from classes will not impact your GPA, but it may affect financial aid. If you have further questions on regarding whether withdrawing from a class will impact your financial aid, please consult Rocket Solution Central, Rocket Hall, Room 1200 or by telephone at 419.530.8700.

POT	Start Date	End Date	# of Weeks	Last Day to Add	Instructor's & College Dean	Last Day to Drop	Withdraw	Tuition Due Dates & Refund Periods
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				via Web	In-Person	Signatures Required to Add	via Web	In-Person	Begins	Ends	Due	100% Ends	80% Ends	60% Ends	40% Ends
1	1/9	5/5	16	1/13	1/23	1/14	1/23	1/23	1/24	3/24	12/30	1/15	1/22	1/29	2/5

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

As you register for summer and fall terms 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. If you know you may have a prerequisite problem with a course, you may contact the office prior to your registration date.

4. Summer Classes will be Dropped on March 27th, if Spring Bill Still Due!!

If Students owe \$500 or more for Spring 2017 or previous terms, their Summer 2017 courses will be dropped on March 27, 2017. Amount Due must be received by March 27th. Installment payments (IPP) due on March 21st. Contact Loans & Special Accounts at (419) 530-5789 or visit us in room 1850 of Rocket Hall if you have an outstanding balance or additional questions. Summer 2017 e-statements will be available to view March 29, 2017.

5. Always ask

If you have a question, always ask an adviser 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.

Watch for our next Newsletter – Coming out March 24th

Info on Fall courses, activities - plus new minors in the College of Business

**Hot Topics –
New 15-week Semester, Scholarships, Tutoring Schedules,
BCP Event, Searles Ambassadors**

New 15-week semester begins August 28th – new class time blocks

Because we will now be in class a week less beginning this fall, the times of the individual classes will be a little longer as required by the state. You will notice the “new” times when you review your fall classes.

Additional Scholarship Opportunities

Even though the deadline for COBI scholarship application has passed, other UT scholarships applications are

still available into April. See the link below and check things out – for most students – see the General Scholarship area.

<http://www.utoledo.edu/financialaid/scholarships/index.html>

Alan Barry Accounting Lab (SB 2130)

The Allan Barry Accounting Lab will offer tutoring and other services – please visit their website for more information- <http://www.utoledo.edu/business/ACCT/ACCTAccountingLab.html>

The Allan Barry Workshop Series:

The accounting department is pleased to announce the following free workshops to the accounting students enrolled in **External I (ACCT3110) and External II (ACCT 3120)** – please see their website for more information: <http://www.utoledo.edu/business/ACCT/index.html>

Information, Operations and Technology Management Department

Tutoring available in ST 4037 for BUAD 2060, BUAD 2070 and BUAD 3020:

Monday	12:00 pm – 4:00 pm
Tuesday	9:00 am – 3:00 pm
Wednesday	9:00 am – 4:00 pm
Thursday	9:00 am – 3:00 pm

Finance Department Tutoring Hours

Tutoring available in ST 4007 for BUAD 3040:

Monday	9:30 am – 2:00 pm; 3:30 pm – 5:00 pm
Tuesday	11:00 am – 3:30 pm; 5:00pm – 8:00pm
Wednesday	9:30 am – 12:00 pm; 3:30 pm – 5:00 pm; 7:00 pm – 10:00 pm
Thursday	11:00 am – 4:00 pm
Friday	11:00 am – 3:00 pm
Sunday	12:00 pm – 9:00 pm

Power Networking – A Great Start to Begin Your Connection to the Future! Thursday, March 30, 2017 6:00 pm – 8:00 pm Libbey Hall

This free event, limited to the first 70 juniors, seniors and MBA/MSA students who register, will build professional networking skills by learning how to grip, grin and grasp a hand with poise and confidence! Registration Opened: March 13, 2017 – To register, email BusinessCareers@utoledo.edu
Subject Line: Power Networking Reservation – You will receive a reply stating receipt of your request and any desired follow-through.

Get Involved in the Searles Ambassadors

Do you want to get involved in the College of Business & Innovation? Do you feel you would make a good representative? If so, we have the perfect group for you!! This honorary group was created in tribute to Dr. Clair Searles, the first dean of the College of Business (1930-1958). Membership for this organization is an application and interview process that takes place in the spring semester of each academic school year. Specific requirements are set in order to become a Searles Ambassador and represent approximately one percent of the College of Business. Searles Ambassadors help with recruitment and retention of the business students in the college such as the open houses, student picnics and high school events. They are also selected to be peer mentors in the BUAD 1000 course. **Applications for 2017-2018 are due by April 3, 2017 and available in SB 3130. Questions...Email Darlene Stevens at darlene.stevens@utoledo.edu.**