

Undergraduate Connections

April 2014

College of Business and Innovation (COBI)

Office of Student Retention and Academic Success

(Student Services/Academic Advising)

Stranahan North, Room 3130

COBladvising@utoledo.edu

419.530.2087

Walk-in Schedule Stranahan-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. 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.

Finals Week & May Walk-in Schedule – Stranahan North 3130

Finals Week:

April 28	Monday	3 pm – 5 pm
April 29	Tuesday	4 pm – 6 pm
April 30	Wednesday	2 pm – 4 pm
May 2	Friday	9:30 am – 11:30 am

May Advising Schedule:

May 7 Wednesday 2 pm – 4 pm

Classes Begin May 12:

May 12	Monday	10 am – Noon
May 13	Tuesday	2 pm – 4 pm
May 20	Tuesday	1 pm – 3 pm

In addition to our traditional Walk-in Advising times, we also participate in the 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 Wednesdays

May 7th 9 am - 4pm

May 14th 9 am - 4pm

May 21st 9 am - 4pm

May 28th 9 am - 4pm

Spring/Summer Graduation Ceremony Information

If you applied to graduate by February for the spring or summer of 2014, you should have received information on Commencement from the Registrar’s Office via email regarding verifying your diploma name, degree, address, etc. Letters regarding academic honors earned and an invitation from the Provost’s Office should have also been mailed.

More information on Commencement can be found at <http://www.utoledo.edu/commencement/index.html> and <http://www.utoledo.edu/offices/registrar/commencement.html>

- COBI students will be recognized at the University Commencement on **Saturday, May 3** at 2:00 p.m. in Savage Arena. No tickets are required.
- COBI also has a separate ceremony on **Friday, May 2** at 5:30 p.m. in Nitschke Auditorium. The dean's office mailed information on the college ceremony but all information is also online. **The deadline for students to reserve tickets and confirm their attendance for the Friday night college ceremony was April 18, 2014 however, if you would still like to attend please contact the Office of the Dean at 419.530.2558 or visit their office in Stranahan South, 5th floor as soon as possible.** If you have questions, please call 419.530.2558.

COBI graduation information may be found at:

<http://www.utoledo.edu/business/Convocation/index.html>

- Neither ceremony is mandatory – participation is based on a student's preference.

Information on Applying to Graduate

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** – ****PAST DUE – ACTION REQUIRED IMMEDIATELY****
- **Fall 2014** – April 4, 2014 ****PAST DUE – ACTION REQUIRED IMMEDIATELY**** Rocket Solution Central is still accepting applications
- Spring 2015 – November 14, 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 applied to graduate in May 2014, you received 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.

Graduating in May with a Bachelor Degree and want an MBA?

Congratulations on nearing the successful completion of your BBA, BS or BAT. Consider the opportunity to enroll in the Master of Business Administration (MBA) program beginning in **Summer or Fall 2014**. **Students with higher undergraduate GPA's are able to earn the MBA Degree by completing a minimum 11 courses, and that can usually be done in one calendar year if attending full time (Fall, Spring, Summer).**

We encourage you to call to schedule an appointment with **Patrick Dymarkowski**, our new MBA advising specialist, to review the MBA program requirements. Patrick is originally from Toledo and an alum of the University of Toledo, where he completed an Associate's Degree in Marketing and Sales Technology and a Bachelor's Degree from the University College with an emphasis in communications. He later earned a Master of Arts Degree in College Student Personnel from Bowling Green State University. He was an academic advisor at Owens Community College for eleven years and has experience working within a myriad of majors, including business, liberal arts and transfer, and was recently the Advising Manager for the School of Health Sciences.

Schedule your appointment through the COBI Student Services office at 419-530-2087. We will have all application information and materials available and will be able to answer your questions.

Final Exams

Be sure to check your final exam times and verify with your instructors prior to the end of the term!

Final Exam week April 28 – May 2

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

Summer Registration has already begun!!

- **Register now – many classes are closing**
- Full Term Summer Classes start May 12, 2014
- Summer Session 1 Classes start May 12, 2014
- Summer Session 2 Classes start June 23, 2014
- Summer Session 3 Classes start June 9, 2014

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	5/12	8/1	12	5/16	5/23	5/17	5/23	5/23	5/24	7/4	4/2	5/15	5/21	5/27	5/28
SS1	5/12	6/20	6	5/16	5/19	5/17	5/19	5/19	5/20	6/6	4/2	5/13	5/15	5/19	5/21
SS2	6/23	8/1	6	6/27	6/30	6/28	6/30	6/30	7/1	7/18	4/2	6/24	6/26	6/30	7/1
SS3	6/9	8/1	8	6/13	6/16	6/17	6/16	6/16	6/17	7/11	4/2	6/11	6/16	6/19	6/22

Taking Summer Courses Elsewhere?

If you plan to enroll in classes at another university, you need to receive written approval from the COBI Student Services Center, ST-North 3130. If you do not obtain approval, the Admission's Office will require you to reapply for admission to UT and you will need to re-pay a \$40 application fee.

An appointment is not required; just fill out an "Advanced Approval" form at the front desk and it will be ready for pick up no later than the following week. Please note that not all courses will transfer to UT, especially 3000/4000-level business courses. A college catalog or course descriptions may be required for course evaluation. Please make an appointment to discuss summer classes elsewhere as soon as possible, and remember to apply for guest status at the college you wish to attend in the summer

Fall Registration Priority Times Began March 19, 2014

- Open registration for fall courses began on April 19, 2014 and courses are available for viewing online NOW.
- **For optimal scheduling register ASAP – some classes have limited space.**
- Spring 2015 registration will occur in the fall of 2014.

Additional registration information can be found at http://www.utoledo.edu/offices/registrar/registration_dates_fall.html

If you have Registration Problems....

As you register for summer and fall terms 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-requisite/test score error – **please call** the COBI Student Services Center at 419-530-2087, M-F 8:30am-5pm. Let us know 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 Student Services Center prior to your registration date.

Will you need financial aid for your summer classes? If so, the following is a summer aid checklist and summary of information for successfully processing aid in a timely manner.

CHECKLIST:

1. Unless you are requesting Scholarships ONLY, file the 2014-2015 FAFSA – www.FAFSA.ed.gov
2. Complete the Summer 2014 Financial Aid Request Form (**Available 03/21/2014 - 07/25/2014**)
 - a. Log into the [myUT portal](#).
 - b. Under the Student Tab is the My Financial Aid heading. Click on Summer Aid Application to complete and submit your request.
3. Enroll and attend at least half-time (required for most financial aid programs) in courses at the same level as your program to be eligible for aid. Summer half-time credit hours are as follows:
 - a. Undergraduate 6 credit hours
 - b. Graduate 4 credit hours
 - c. Law 6 credit hours

If you are selected for verification or you do not meet the Standards of Academic Progress, your application will not be processed until verification or the appeal process is complete. A summer aid package will be made available when all three steps are complete. You will receive notification when your summer package is processed. You can accept, decline or reduce your awards electronically through the myUT portal.

For complete details on Summer Financial Aid Information download:

https://www.utoledo.edu/financialaid/pdfs/forms_2013_2014/Summer%20Aid%202013.pdf

New Sections added for Summer Session II

A new section of BUAD 2060 Data Analysis for Business has been added for summer session II. You may register for BUAD 2060-001 on TR 5:30-8:50pm.

Summer 2 -2014 Online Course - Account and Territory Management (PSLS3450:921)

Required for sales majors, this course introduces the student to the activities involved in supporting buyer-seller interactions and the personal selling function. Its purpose is to provide skills in areas related to Customer Relationship Management (CRM) and territory management. There are no pre-requisites for this course besides junior standing – so great as a Business elective, too.

More specific objectives include:

1. Understanding and applying time and territory management by completing a sales cycle and other functions of professional selling using sales force automation (SFA) technology.
2. Understanding how Customer Relationship Management (CRM) facilitates sales and relationship development with key customers.
3. Applying Customer Lifetime Value analysis as a tool to allocate time and service dollars to an account list using simulation software.

Instructor: Dr. Michael L. Mallin -. For questions about these courses, please contact Dr. Michael Mallin at 419-530-4737 or Michael.Mallin@Utoledo.edu

Communication Requirement – check out the new course option –

Summer and Fall openings - BUAD 2030, Executive Communication Essentials

BUAD 2030 - Executive Communication Essentials – Description: Skills-based course equips the student to effectively communicate in the business environment. Interpersonal, presentation, internal selling, and written business communication contexts are explored through hands-on learning experiences. This course can be taken instead of COMM 3880 or BMGT 1500.

Available for Fall 2014 - INFS 3150 - Principles Of Structured Computer Programming And Problem Solving

INFS 3150 will be added to the fall schedule, as shown below. Taking this course will prepare you better for the INFS 3770 Database class in Spring 2015. Employers have also looked at these skills favorably in the past for internship positions. So look for the section and sign up fast, if you are a IS major or minor.

INFS 3150-001 Principles of Structured Computer Programming and Problem Solving (MW) 9:30-10:45 am

Apply to be a member of the Student Managed Portfolio Class!

Every year, the College of Business takes applications from undergraduate and MBA students to be a part of the selective Student Managed Portfolio class. This is a wonderful opportunity to trade \$1 million of real money entrusted to the UT Foundation. Many students leave the class with Bloomberg certification and have pursued careers in investment banking as a result of gaining 9 months of real-world experience.

This is a one-year commitment, and students are encouraged to apply for this special opportunity as soon as possible. If accepted into the class, students will register for FINA 4480, which will count towards elective requirements (if a Finance major) or business electives (if you are any other major in COBI).

More information on the application process can be found online at

http://www.utoledo.edu/business/SMP/website_tabs/Prospective_Students.html, and students are encouraged to contact Dr. Ozcan Sezer at ozcan.sezer@utoledo.edu if they have any questions.

2014 KeyBank Leadership and Creativity Minority Student Symposium: SAVE THE DATE!

It's that exciting time of year again, and registration is now open for the 7th Annual KeyBank and Fisher College of Business Leadership and Creativity Undergraduate Minority Student Symposium! This year's event will be held on October 9-12, 2014 at The Ohio State University - Fisher College of Business in Columbus, Ohio.

Students who apply by the early registration deadline may benefit from extra consideration from the selection committee. Early registration will last until May 15, 2014 and will be \$30. After May 15th, the registration fee will increase to \$50.

Only two individuals will be selected per university for the symposium. Please see the attachment for more detailed information. Visit <http://fisher.osu.edu/offices/diversity-student-services/events/keybank-undergrad-symposium/> to apply!

Congratulations to IOTM Student Team!

Over the weekend of April 5th & 6th, we sent a team of five Information Systems students to Muncie, Indiana to compete in the 3rd Annual Ball State Project and Case Competition. The team has been working on a project to improve our AACSB Assurance of Learning college data collection and reporting process. Many of you interacted with the team to provide them with insights into the current process and made suggestions for how it could be improved. Thank you for your help.

The team was quite successful this past weekend – and brought home the best finish to date! They were awarded:

2nd Place for their Case Analysis Solution

3rd Place Overall (Project, Presentation skills, and Case Analysis – scores combines)

Please extend your congratulations to the team for their commitment to excellence and their exemplary performance.

Todd Fry – todd.fry@rockets.utoledo.edu; Bryan Kitchen – bryan.kitchen@rockets.utoledo.edu

Kyle Kwapich – kyle.kwapich@rockets.utoledo.edu; Cody Mohler – cody.mohler@rockets.utoledo.edu

Tyler Weiker – tyler.weiker@rockets.utoledo.edu

They are a reflection of our collective efforts and thus, we all share in their success! Teresa Keefe, Senior Lecturer IOTM Department

Innovative business ideas win cash for UT students

The winners of The University of Toledo College of Business and Innovation's fourth annual Business Innovation Competition were announced last week, with \$17,500 in prize money being distributed to the winners. "We congratulate all the participants from the entire University for the extremely high-quality proposals they submitted," said Dr. Sonny Ariss, professor and chair of the UT Management Department. "These technologically innovative ideas clearly demonstrate creative thinking within the UT campus, which is exactly what this competition strives to foster. We are pleased to see this competition, now in its fourth year, continue to become a critical step in developing an innovation ecosystem that fosters the creation of legitimate new products and services for our society. The College of Business and Innovation again clearly demonstrates our support for advancing entrepreneurship by being the sole sponsor of this University-wide competition this year, and we stand ready to offer guidance to help these teams emerge beyond the University into the community. We want to see these ideas and business plans effectively implemented, creating jobs and enhancing the economic growth of the region."

The winning proposals, the entrant's name and a brief description of the winning entries are:

- First place, \$10,000, Kyle Wasserman — Day-to-Day Independent Prosthetic, a device designed specifically to help double amputee victims with limited use of their hands to gain their independence back to perform normal day-to-day tasks.
- Second place, \$5,000, Ted Otieno, An Nguyen and Dr. Mohammad Elahinia — Minimally Invasive Thrombectomy Device, a universal minimally invasive blood clot removal device.
- Third place, \$2,000, Tom Burden and Bryan Heiser — Grypshon, a rubberized material used to keep mechanics' tools from sliding off the aircraft.
- Honorable mention, \$500, Kyle Wasserman, Shawn Kluck and Kyle Keiser — Whitetail Mowing LLC, an independent attachable string-trimming device that is mounted on a zero-turn mower.

Ariss told the finalists, "In my eyes, you are all first-place winners for taking the time to develop your creative ideas. I congratulate you on earning this prize money, and encourage you to move forward. This money is a seed to continue to develop your idea."

Applying to the Upper Division for a BBA!

Now is the time for students in the BBA who will be entering their junior year to turn in their [Upper Division applications](#) to declare their major. For those students accepted into the Accounting major – we strongly encourage you to take ACCT 3110 your first semester as a junior. ACCT 3110 is closed to all students and a permit must be entered prior to registration. Please contact the COBI Student Services Center at 419-530-2087 to request a permit.

If students have not completed both BUAD 2040/2050 or ACTG 1040/1050 with the required GPA, the upper division permit may be deferred until completion to verify mandatory grade requirements.

Grade Deletions

- Students who have repeated a course to get a passing or better grade [must complete a grade deletion form](#).
- Grade deletions do not happen automatically simply because a student retakes the course.
- Only the original grade can be deleted, but it is up to the student to request this.
- 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.

Incomplete (IN) and Missing Grades

The "IN" grade is typically given by an instructor if a student has extenuating circumstances beyond their control that prevented them from completing the coursework or withdrawing by the end of the semester. All course work for incomplete classes must be completed by the end of the next semester or the grade will automatically turn to an F. For example, if you have an incomplete grade for BUAD 2040 in the fall, and you do not complete all the work by the end of the spring term, you will fail BUAD 2040. Also remember to check your transcript if you were never issued a grade for a

course, and consult with the faculty member to get those issues resolved as well. It is always the student's responsibility to follow up to make sure the grade is posted.

Please visit Student Services in ST-North 3130 or call at 419-530-2087 if you have any questions or want advice on incomplete and missing grades and how to get them resolved.

Departmental Honors Program

The Departmental Honors Program is an opportunity for students of high ability and achievement to enrich their regular program of college work. The departmental honors program allows student to take 15 hours of upper division business coursework (BUAD 3010, 3020, 3030, 3040, 4020) as honors courses. The departmental honors program also requires successful completion of an honors thesis. Students may apply during their last semester in the college's lower division if they have completed at least 45 semester hours of college work and have earned a minimum GPA of 3.3. Students are admitted to the Departmental Honors Program on a space-available basis. For more information or to obtain an application, contact Jenny McDowell Tharpe at jennifer.mcdowell@utoledo.edu , ST-N 3130

Laptop Checkout in ST-S 125

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

COBI Computer labs

- The college has four labs in addition to laptop check out – ST-South 120, 125, 127 & 1019
- There is a 20 page print limit per print job!

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
- Blackberry
- Windows Mobile

<http://www.utoledo.edu/business/infotech/itdocs/phoneemail.pdf>

COBI Student Retention & Academic Success Office - Advising Email Address - access for information

The COBI Student Retention & Academic Success Office has an office email address: COBIadvising@utoledo.edu. You may 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 will still answer questions on the phone at 419-530-2087, in person in Stranahan North, Room 3130, and through emails to individual advisers. While taking advantage of this resource, please remember that responses are not immediate.

Also remember that duplicate emails slow response time! We have had some occurrences of students emailing questions individually to multiple advisers – this causes quite a deal of extra work – when several people are taking the time to respond to the same person on the same issue. The purpose of the COBI account is that someone will respond ASAP even if a specific adviser is unavailable or on vacation. If you feel the necessity to email more than one person, **please copy everyone** on the same email.

COBI Student Services Website

<http://www.utoledo.edu/business/StuServ/index.html>

Please check out our website for current walk-in times, recommended Plans of Study for various majors, advisor contact information and so much more!