

# COBI Student Services – Undergraduate News

**December 2017** - Please read all of the great information in this edition...

**If you haven't already done so - Register for your Spring 2018 courses now!**

Final Exam Schedule & Scholarship Information	I Need to See an Advisor! <b>Walk-Ins</b> or Call for Appointment?	<b>Newsflash!</b> Updates on Course Offerings for Spring & Summer 2018
What's next? Graduation Information	Holiday Wishes	<b>Good Luck on Final Exams!!</b>

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

419.530.2087

## Final Exams and Scholarship Information

**Do you know your Final Exam Schedule? – December 11 - 15**

[http://www.utoledo.edu/offices/registrar/exam\\_schedules.html](http://www.utoledo.edu/offices/registrar/exam_schedules.html)

Also check your course syllabi for other changes/updates specific to your course.

**College of Business and Innovation Scholarships - NOW available**

The College of Business & Innovation proudly awards approximately \$200,000 in scholarships each spring semester to currently enrolled students for the coming academic year.

Criteria for the business scholarships vary greatly. For example, some scholarships are based on the student's major area of study while others are based on GPA, financial need, and/or rank. By completing one on-line application, students are automatically considered for all scholarships for which they meet the criteria.

Annually, the online scholarship is available from November through February 1st. The link is on our COBI webpage as well as the Financial Aid webpage. Your deadline to apply is February 1st.

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

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

Our office is located in the Savage Business Complex Rm 3130, 419-530-2087. Appointments and walk-in hours are available throughout the year. Students may also email general questions to the staff through [COBIadvising@utoledo.edu](mailto:COBIadvising@utoledo.edu).

For more information on our helpful advising staff, please visit the [Staff](#) page of our website.

## **Walk-In Advising Hours – SB 3130**

Sign-in for undergraduate walk-in advising begins ½ hour prior to the start time. Students may request to meet with a specific advisor or see the first available. All students who sign-in will be seen – but must be present by the scheduled end-time.

For added convenience, 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.

Individual appointments may also be available by calling 419.530.2087 or by visiting in person – SB 3130

## **December & January Undergraduate Walk-in Advising Schedule**

### **December 2017** Walk-in Advising Schedule

#### ***Finals Week:***

December 11	Monday	10 am - Noon
December 12	Tuesday	3:30 pm–5:30 pm
December 13	Wednesday	1:30 pm–3:30 pm
December 14	Thursday	2 pm – 4 pm
December 15	Friday	10 am - Noon

### **Fall semester 2017 ends on December 15, 2017.**

December 19 Tuesday 10 am – Noon

The University of Toledo main campus offices are closed beginning December 23, 2017 through January 1, 2018.

### **Spring semester 2018 begins on January 16, 2018.**

### **January Walk-in Advising Schedule**

January 2 Tuesday 1 – 3 pm  
January 3 Wednesday 1 – 3 pm  
January 4 Friday 10 am – noon

January 8 Monday 10 am – noon  
January 9 Tuesday 3:30 – 5:30 pm  
January 12 Friday 10 am – noon

Classes Begin January 16th

January 16 Tuesday 10 am – 6 pm  
January 17 Wednesday 10 am – 5 pm  
January 18 Thursday 10 am – 3 pm  
January 19 Friday 10 am – noon

January 22 Monday 1 – 3 pm

Signature required to add – 1/23

January 25 Thursday 10 am – noon  
January 29 Monday 1 – 3 pm

## **Newsflash!** Updates on Course Offerings for Spring and Summer 2018

**News Flash - special course information**

**Summer 2018 –**

**The summer schedule will be online for viewing mid-December.**

Make sure other courses are offered that you are planning to take in the summer. Notify our office if you see any issue, so that we can investigate corrections prior to summer registration beginning.

**Summer Registration Begins February 7, 2018**

Visit the Registrar's website for Summer 2018 add, drop and withdraw dates at [http://www.utoledo.edu/offices/registrar/registration\\_dates\\_summer.html](http://www.utoledo.edu/offices/registrar/registration_dates_summer.html).

**Spring 2018 –**

**If you are graduating May 2018 and are having difficulty registering for any classes or if a course you need is not offered or closed – contact our office immediately. We will work on a solution with you!**

**A number of new course sections have been added including:**

**MGMT 3700 - 903 – Best Practices in Diversity Leadership  
– CRN 22336, online**

**If you're looking for BUAD 2030 – check out BMGT 1500. This course fulfills the same requirement and has open sections.**

**If you're looking for BUAD 1020 – check out CMPT 1100. This course fulfills the same requirement and has open sections.**

**What's next?**  
Graduation Information



## **December 2017 Graduation Information**

Commencement is on Sunday, December 16, 2017 at 10:00 am in the John F. Savage Arena. Note that undergraduate student seating will begin at 9:30 am. Please visit the Registrar's webpage for complete information.

<http://www.utoledo.edu/offices/registrar/commencement.html>

## **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:

- **Fall 2017 – Due Date was March 2017 – \*\*PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Spring 2018 – Due date was November 17, 2017 \*\*PAST DUE– ACTION REQUIRED IMMEDIATELY**
- **Summer 2018 – but attending the Spring ceremony – Due date is February 1, 2018**
  - **You still list graduation date as "summer",**
  - Application for students not wishing to attend the May ceremony is March 23, 2018.

When you apply by the posted deadline, you 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 applied to graduate in May 2018 you will get a letter prior to classes beginning in January 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.

**\*\*Contact us immediately at [COBIadvising@utoledo.edu](mailto:COBIadvising@utoledo.edu) if you are graduating in December 2017 and have not applied to graduate.**

**Students should not wait to apply for graduation for any reason!** Often the only way we can get approval for you to register for a required closed class – is if you have applied to graduate.

Students 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 Spring 2018 or Summer 2018 as your graduation term. You have the ability to review your information prior to submitting it.

Please let our office know if there are issues which will prevent you from graduating on time. This could include course time conflicts, as well as courses not being offered. Our office works with the departments and the dean’s office to resolve such issues.

## **COBI Holiday Wishes from our Advising Staff**

### **Holiday Wishes from our Advising Staff**

As the fall semester ends and we all break to enjoy family and friends during the holiday season we want to share some thoughtful words to consider over winter break.

- Disarm – Use kindness and smiles to bridge differences with everyone you meet
- Discover – Try something new even if you feel awkward or embarrassed
- Dream – Anything is possible, make goals
- Design – Write it down, make a list or share with someone special
- Deliver – Be in the moment and bring the best of you to family & friends
- Don't Settle – Encourage others, reach out to those in need and be true to yourself

Our staff wishes you a very happy and safe holiday season and look forward to seeing you return in 2018!