

COBI Student Services – Undergraduate News

Spring Semester – February 2016

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

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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 included your R# when emailing any advisor)

419.530.2087

COBI Scholarship Application – Due February 28th

The COBI Scholarship Application –

The online COBI scholarship link is available through February 28th at

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

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. Answer all questions thoroughly to ensure optimal consideration. Students may add information to their scholarship application as many times as they would like – up until February 28th. Additional Scholarships are available through the Financial Aid Office. <http://www.utoledo.edu/financialaid/scholarships/index.html>

Summer Registration – Register Now!
If you have Questions - Call for an appointment or visit during walk-ins.

Summer registration opened for all student levels on February 1, 2016. There is no priority registration therefore you may register now for summer 2016 courses.

If you have questions, schedule an advising appointment now by calling 419-530-2087 or visit during one of our open walk-in advising times.

Walk- In Advising

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.

February 2016-Undergraduate Walk-in Advising Schedule

February 9	Tuesday	4pm - 6pm
February 11	Thursday	10am - Noon
February 17	Wednesday	2pm - 4pm
February 29	Monday	2pm - 4pm

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”.**

Priority registration for Fall 2016 will open on March 23, 2016. Fall classes should be available for “viewing” on or about March 1, 2016. Please look for our March newsletter which will contain the priority registration dates based on earned hours.

Spring and Summer Graduation Information



Graduation Application Deadlines and Ceremony Information

If you applied to graduate in the spring or summer of 2016, you will be receiving information on Commencement from the Registrar's Office via email regarding verifying your diploma name, degree, address, etc. By the end of March, letters regarding academic honors earned will also be sent.

More information on Commencement will be posted by March 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 7, 2016** in the John F. Savage Arena. (Time TBA)
- COBI also has a **separate** ceremony on **Friday, May 6** at 5:30 p.m. in Nitschke Auditorium. The dean's office will begin sending information on the college ceremony before the end of March. Students must reserve tickets for the college ceremony by contacting the Dean's office at 419-530-2558. Neither ceremony is mandatory – participation is based on a student's preference.

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 2016** – ****PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Summer 2016** – April 1, 2016 (Must apply by February 12, 2016 if you plan to participate in May 2016 Commencement ceremony and have your name listed in the program.)
- **Fall 2016** – **April 1, 2016**

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 2016 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 students who applied to graduate in May 2016, was sent out in December 2015. 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 2016 and have not applied to graduate.**

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. The first term you see is Spring 2016 because this is the current term. At a later prompt, it will allow you to select Summer 2016 or Fall 2016 as your graduation term. You have the ability to review your information prior to submitting it.

Newsflash! Updates on Course Offerings for Summer 2016

ACCT 3310 - Accounting Information Systems

– Will Not Be Offered Summer 2016

This course has been offered in past summer sessions and may have been in your plan of study.

MKTG 3130 – Supply Chain Management

– Has been added for Summer 2016 AND will not be offered this Fall 2016

Examination of the role of logistics and supply chain management in creating value and as sources of competitive advantage. Analysis of transportation, warehousing, inventory management and materials management.

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

1. Second Half of Term Course Reminder (Spring 2016) 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 16, 2016.

Some examples are: BUAD 2000, BMGT 2030, CMPT 1320, 1410, 1430, 1450, 1600, 2460, etc. If you need to add a course – open sections may still be added through the web portal. The last day to add a second half Spring term class via the web is March 18, 2016

If you are trying to add BUAD 2000, **please** contact Barb Robertson barb.robertson@utoledo.edu or through the Students Services area – students are only added into closed sections if it affects their graduation.

If you have already registered for a course that starts the second half of Spring term 2016 and decide to no longer take the course, you need to drop it as soon as possible prior to March 16, 2016 so other students may benefit from registering for the course and so that you receive 100% refund (if applicable).

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
9	3-14	4-29	7	3/18	3/23	3/19	3/21	3/21	3/22	4/15	12/31	3/16	3/20	3/23	3/24

2. Withdrawing from Spring 2016 Classes (Full Term) POT 1

The deadline to withdraw from full term (POT 1) spring classes is March 25, 2016. This is for the majority of classes at UT, which started on January 11, 2016 (the first day of classes) and go until May 6, 2016.

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 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	1/11	5/6	16	1/15	1/25	1/16	1/25	1/25	1/26	3/25	12/31	1/17	1/24	1/31	2/7

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. If you notice a scheduling conflict or have a graduation issue....

As you review the fall term course offerings on the web – please notify **our office** via email at COBIadvising@utoledo.edu immediately – if you discover course conflicts or have any other course scheduling issues that may affect your graduation. The only way we can possibly have the time changed for a class (if there is a problem) is to take care of the change **prior** to fall registration beginning on March 23, 2016.

5. 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.

An appointment is not required; just fill out an **Advanced Approval** form at the front desk or visit link <http://www.utoledo.edu/business/StuServ/StuServDocs/AdvancedApproval.pdf> 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.

- You must apply for guest status at the college you wish to attend in the summer.
- Remember, if you do not obtain advanced approval from the COBI Student Services Office, the Admission's Office will require you to reapply for admission to UT, you will need to re-pay a \$40 application fee AND you may lose any applicable scholarships which were awarded during your freshman year if you are now considered as a "transfer – readmit".

If you have further questions, please contact the office to schedule an appointment or visit the office at one of the walk in sessions listed above.

6. Financial Aid Regulations for Reporting Attendance

Reminder...**if you receive Financial Aid**, make sure that you are "actively participating" in your class. Please note that there are three times during the semester that your instructors document your participation. The last time is between mid-term and the end of the semester.

The University is required to document a student's active participation in each course a student is enrolled in during a term as a condition of the awarding of financial aid, including scholarships.

This reporting will take place at three points in the term.

- The first report must be done within the opening weeks of the course;
- The second reporting period is at mid-term;
- The final reporting will be submitted by the instructor between the mid-term and the end of the term as part of the final grading process.

If you have not attended, taken a quiz/test, turned in a paper, etc., since mid-terms, please make sure to take your final exam. Otherwise, you could lose some of your financial aid that you were awarded...which could result in a bill where you now owe money! If you have any questions, please go directly to RSC (Rocket Solution Central) in Rocket Hall, room 1200.

7. Summer Classes Dropped on March 31st, if Spring Bill Still Due!!

If Students owe \$500 or more for Spring 2016 or previous terms, their Summer 2016 courses will be dropped on March 31, 2016.

Amount Due must be received by March 30th. 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.

8. Grade Deletions/GPA Recalculation

- Students who have repeated a course to get a passing or better grade [must complete a GPA recalculation \(grade deletion\) form](#).
- While the original grade remains on a student's transcript, the original low grade is removed from the GPA calculation.
- This does not happen automatically simply because a student retakes the course.
- If the repeated course was a COBI course, the [form](#) must be submitted to Student Services in Savage & Associates Business Complex, Room 3130 for further processing – not taken to the instructor.
- University of Toledo students are permitted to have a maximum of 12 credit hours removed from the GPA calculation after earning the higher grade.

9. Ordering Official Transcripts

Please note your options -

The University of Toledo has partnered with Credentials Inc. to accept online transcript orders using their TranscriptsPlus® service, the quickest and most convenient method of requesting Official Transcripts. **Please note, transcript requests placed online incur online convenience fees.**

An alternate option for free of charge official transcripts would be to use **the Transcript Request Form**. Official transcripts can also be requested by submitting a [Transcript Request Form](#) in person, by mail, or by fax. The Registrar does not accept phone or e-mail requests. Transcripts cannot be faxed to you or a third party. Please visit the following link for complete details on ordering official transcripts.
<http://www.utoledo.edu/offices/registrar/transcripts.html>

10. 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.

COBI Job Fair & Other Important Dates for Spring Term 2016

COBI JOB FAIRS:

The College of Business and Innovation offers two job fairs during the academic year. These events are open to all registered College of Business and Innovation students and graduates.

College of Business and Innovation Spring 2016 Job Fair

Friday, February 12, 2016

1:00 p.m. - 4:00 p.m.

Student Union Auditorium

To view employers attending and their available positions, [click here](#)

To view Job Fair Schematic, [click here](#)

[How to Work a Job Fair](#)

Other Important Dates for Spring Term 2016

February 12 Deadline to apply for Summer 2016 graduation if plan to walk in May and would like your name to appear in the graduation program.

February 14 Are your taxes done? Remember to file your FAFSA for 2016-2017

February 28 Deadline to apply for College of Business Scholarships - online.

March 7 – 11 Spring break/no classes

March 23 Fall 2016 priority registration begins – stay tuned for more info

March 25 Last day to withdraw from full term classes for Spring 2016