

COBI Student Services – Undergraduate News

January 2016 –

Please read all of the great information in this pre-semester mini edition...

Spring 2016 begins Monday! (and we wish the weather felt like spring!)

December 2015 Graduation Info	I Need to See an Advisor! Walk-In Advising	Newsflash! Updates on Course Offerings for Spring & Summer 2016
Spring & Summer 2016 Graduation Info	COBI Scholarship Application – Due February 28th	Things to know

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

December 2015 Graduation

Most degrees have been posted to transcripts and diplomas will arrive soon from the Registrar's Office.

If your degree has not been posted, we may be waiting on a grade or a transcript from another school.

We must receive these prior to January 15th. Contact our office if you have any questions. All students

with these issues have been emailed.

I Need to See an Advisor! Walk-In Advising Schedule

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.

No Individual appointments are available during the first week of classes but may also be available for future weeks in January by calling 419.530.2087.

January Walk-in Advising Schedule

Classes Begin January 11th

January 11	Monday	9 am – 6 pm
January 12	Tuesday	10 am – 6 pm
January 13	Wednesday	10 am – 4 pm
January 14	Thursday	10 am – 4 pm
January 15	Friday	10 am – noon

Instructor Signature (and Dean's approval) required to add all classes after Friday January 15th

Our Office – SB 3130 - provides the Dean's signature.

All adds must be done in person.

January 19	Tuesday	10 am – noon
January 20	Wednesday	2 – 4 pm
January 21	Thursday	3 – 5 pm
January 22	Friday	10 am – noon

January 25 is the last day to add/drop full term classes.

January 27	Wednesday	2 – 4 pm
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Newsflash! Updates on Course Offerings for Spring and Summer 2016

Spring 2016–

If you are Graduating May 2016 and are having difficulty registering for any classes – contact our office immediately.

MKTG 3870 – Advertising Strategy MW 9:30- 1045

The Pre-req of MKTG 3690 is being waived. BUAD 3010 or MARS 1010 and junior status is still required. If you are interested in this class contact our office.

BMGT 2010 – Workplace Management – online.

Additional open spots have been added

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. ACCT majors must have this course prior to ACCT 4420 – Auditing, therefore students planning to take ACCT 4420 Fall term may need to register for the online section of ACCT 3310 this spring term 2016 even if they are on an internship.

The summer schedule is online for viewing now.

Make sure other courses are offered that you are planning to take in the summer.

Summer Registration Begins February 1, 2016

Spring & Summer Graduation Information



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:

- **Spring 2016** – Due date was **November 13, 2015** ****PAST DUE– ACTION REQUIRED**
- **Summer 2016** – but attending the Spring ceremony – **Due date is February 1, 2016**

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.

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 - under...More Record Options. You will want to select the current term and then it will allow you to select Spring or Summer 2016 as your graduation term. You have the ability to review your information prior to submitting it.

Letters went out to Spring 2016 graduates verifying graduation requirements – if you did not receive a letter at your permanent address – contact our office with your Rocket # - so that we may verify your application is in the system & that you are registered correctly for May 2016 graduation.

Students finishing their courses in summer term – but attending the May ceremony **HAVE NOT** received their letters – those will go our towards the end of spring term – but information on the ceremony comes out from the Registrar’s Office in March.

COBI Scholarships

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.

4 Things our Advisors want you to know!

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

As you register for spring 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. If you know you may have a prerequisite problem with a course, you may contact the office prior to your registration date. Reminder - All students need pre-req approval for ACCT 3110!

2. Problem with Course Offerings for graduation this term?

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.

3. 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.

4. Have a Great Semester!