

COBI Student Services – Undergraduate News

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

If you haven't already done so - Register for your Spring 2017 courses now!

I Need to See an Advisor! Walk-In Advising Schedule Can an email or phone call solve your issue?	Newsflash! Updates on Course Offerings for Spring & Summer 2017	2017-2018 COBI Scholarship Application Available February 1 st Deadline
What's next? Graduation Application Information	5 Things our Academic Advisors want you to know	Spring 2017 – Registration Dates – Add, Drop and Withdraw Dates and Refund Periods
We are hiring Student Assistants - Apply Now		

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

I Need to See an Advisor!
January Walk-In Advising Schedule
Call or email for quick issues -

Our office is located in the Savage Business Complex Rm 3130, 419-530-2087.

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.

Walk-in Advising Schedule

January 2017 Walk-in Advising Schedule

January 3 Tuesday

3:30 pm – 5:30 pm

January 4 Wednesday 10 am – Noon
January 6 Friday 10 am – Noon

Spring semester 2017 begins on January 9, 2017.

January 9 Monday 10 am – 6 pm
January 10 Tuesday 10 am – 6 pm
January 11 Wednesday 10 am – 3 pm
January 12 Thursday 10 am – 3 pm
January 13 Friday 10 am – noon

We may be able to assist you through email or phone contact -

If you are getting an error message as you try to register for an open class – please call or email with your Rocket # and course info. We may be able to enter an override for you to register – you do not need to wait in walk-in advising for this! For Example -Many INFS course have incorrect info in the system which may prevent you from registering – we can fix this for you!

Newsflash! New sections added Spring 2017
Summer 2017 schedule up for viewing

News Flash - special course information

Spring 2017–

If you are Graduating May 2017 and are having difficulty registering for any classes or if a course you need is not offered or closed – contact our office immediately.

New Sections!!

BUAD 3010-004 - Principles of Marketing
– CRN 20583, MW 11:00-12:15 pm, ST 2160

BUAD 2040-006 – Financial Accounting Information
– CRN 20561, TR 9:30-10:45, SB 1160

BUAD 3030-001 - Managerial and Behavioral Processes In Organizations
– CRN 20371, MW 5:45-7pm, ST 129

BMGT 2110-003 – Managing in a Global Economy
– CRN 20387, TR 3:30-4:45, SB 2140

This course fulfills the same requirement as BUAD 2080

ACCT 3320-901 – Internal Reporting
– CRN 20296, ONLINE

Many other classes still have availability – check it out

Summer 2017–

The summer schedule is now online for viewing.

Make sure the courses are offered that you are planning to take in the summer. If you see or have any problems – please email us at COBIadvising@utoledo.edu & let us know the issue. We may be able to work with the dept to get things changed – or you may need to adjust your spring schedule.

Summer Registration Begins January 30, 2017

COBI 2017-2018 Scholarship Application Due

**College of Business and Innovation Scholarships -
February 1st Deadline to apply for 2017-2018 school year!**

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

[Click here to submit your application for College of Business and Innovation Scholarships](#)

What's next? **Graduation Application Deadlines**



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 2017** – Due date was **November 11, 2016** ****PAST DUE– ACTION REQUIRED**
- **Summer 2016** – but attending the Spring ceremony – **Due date is February 2017**

- **You still list graduation date as “summer”,**
- application for students not wishing to attend the May ceremony is April 2017.
- **Fall 2017** – Due date March 24, 2017

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 2017 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.

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 can now 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 2017 or Summer 2017 as your graduation term. You have the ability to review your information prior to submitting it.

5 Things our Academic 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! Many of the pre-reqs for INFS courses are wrong in the system & need an override.

2. 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 Savage Business Complex, Suite 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.

3. 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>

4. 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.

5. Contact your Success Coach for non-academic support– in addition to your COBI academic advisers, you have a great support team including your Success Coaches in Rocket Hall -

For more information about your Success Coach please visit their website at <http://www.utoledo.edu/successcoach/> or email to successcoach@utoledo.edu.

Spring 2017 – Registration Dates – Add, Drop and Withdraw and Refund Periods

As the term begins – be sure you are familiar with the appropriate deadlines listed. Always Visit http://www.utoledo.edu/offices/registrar/registration_dates_spring.html for the latest details or any last minute changes.

Full term classes are POT – Part of term - 1. ½ term classes are POT 8 or 9. Deadlines vary accordingly.

COBI Student Assistants Needed!

Student Assistants are vital to the daily operations of the COBI Student Retention & Academic Success Office. Our office is a fast paced and customer service friendly environment for all COBI students for resources, information and to meet with their academic advisors.

- **Besides fall and spring terms, our student assistants must be able to work during summer term to assist with Rocket Launch**, setting up laptops, checking course openings, delivery of documents to Orientation leaders and assisting advisors, students and family visitors as needed.
- **COBI students in their freshman or sophomore year with GPA of 3.0 or above are preferred** to facilitate our extended training and in the hopes that students will remain employed for at least 2 years. Students must be currently enrolled and in good standing.
- **Plan to work 10 to 20 hours per week during the fall and spring semesters; plan to work 20 to 28 hours per week during summer term.**

Duties and requirements include but are not limited to:

- Completion of FERPA training and understanding of the regulations regarding confidentiality
- Ability to work in a fast paced and customer service oriented environment
- Must display a friendly and attentive attitude when interacting with people in-person or over the phone
- Must be able to listen carefully and ask people both in-person and over the phone appropriate questions and provide accurate information
- Call students to remind them of appointments and/or to provide information about course registration as needed
- Process the next day's appointments with degree audits and files for each
- Maintain the filing for all COBI students
- Participate during open walk-in advising to run degree audits, pull files and assist students
- May be required to occasionally work after 5pm for walk-ins and during the summer term on select Saturdays as needed for Rocket Launch/Transition
- Must be able to work during Summer break
- Must be familiar with Word and Excel, will create labels, open files, maintain forms, create other documents. Also must be familiar with Outlook email and calendar to schedule appointments.
- Must be able to multi-task and follow up on details
- Must be familiar with or display a willingness to learn faxing and scanning documents
- Must be familiar with or display a willingness to learn degree audits and show an ability to learn UT internal systems such as Banner
- Must be able to assist during Rocket Launch, setting up laptops, checking course openings, delivery of documents to Orientation leaders and assisting advisors, students and family visitors as needed

**To Apply - Please bring your resume in to our office – SB suite 3130 – attention Carole - by January 17th!!
If you already applied through Rocket Jobs last month – you are all set. Select interviews will be scheduled for mid to late January.**