

COBI Student Services – Undergraduate News

January 2018 – Deadline information included

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

Stay tuned for our upcoming full edition – but here are a few time-sensitive items for you –

Spring Registration Deadlines and Refund Periods

Monday, January 22 is the last day to add via the web and without an instructor's signature for open classes. It is also the last day to receive 100% refund for full term classes you may be dropping. Visit the link below for the complete list of deadlines.

If you need to see a COBI adviser – we will have walk-in advising on January 22nd from 1-3pm.

Instructor signature as well as COBI Student Services signature (we sign for the Dean's signature) is required to add January 23 – 30. Paper forms must be used during this time and are processed at Rocket Solutions Central.

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

College of Business and Innovation Scholarships – Deadline Approaching – February 1ST!!

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.

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.

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

January Walk-in Advising Schedule

January 22 Monday 1 – 3 pm

Signature required to add – 1/23

January 25 Thursday 10 am – noon

January 29 Monday 1 – 3 pm

What's next? 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 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.

Graduation letters went out by early January to those students who applied for Spring graduation by the deadline. If you have any questions about your current registration or application – check your degree audit and email COBIadvising@utoledo.edu with your Rocket number and a request for information. You may also come see us during walk-in advising.

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.

Summer 2018 Registration

The summer schedule is currently online for viewing.

Make sure 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.