

COBI Student Services – Undergraduate News **Spring Semester – April 2018**

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

News Flash!!! Course Updates for Summer and Fall 2018	April 2018 Undergraduate Walk-in Advising Dates	Attention Accounting Majors – Updates to Major Requirements
Fall 2018 Priority Registration Dates	What's next? Spring/Summer 2018 Graduation ceremonies, Apply for December 2018 Graduation or Declare a Major	Things our Advisors Want You to Know & Tutoring Schedules

**COBI Student Services is hiring...Assistants are Needed
beginning Summer term! Check out the information at
the end of this newsletter**

How to contact our advising staff and where to visit in-person:

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

**News Flash!!!
Course Updates - Summer 2018 and Fall 2018**

Course updates have been made to the summer and fall schedules since they were first released. Course sections are often added. Please review the course offerings regularly prior to your fall registration.

New online sections – Summer

BUAD 2020 – 912, Summer 1 CRN 37465

BUAD 2050 – 921, Summer 2 CRN 37457

BUAD 4020 – 912, Summer 1 will be added soon – keep watching!

Fall 2018 –OSCM 4210 - Project Management

Elective course for INF and OSCM majors.

Can double dip for dual majors. Not listed in degree audit yet.

This course covers planning, organizing and controlling projects. Topics such as project selection, scheduling, budgeting, resource management, project control, time-based competition and concurrent engineering will be discussed. This course counts as elective for IS majors and will prepare students to sit for a CAPM certification exam. The instructor is Teresa Keefe.

Some COBI Courses included in the Inclusive Access Program – which lowers your cost for books - Fall 2018

The University of Toledo has adopted a new program that will automatically provide students with lower cost, digital course materials when they enroll in a number of specific courses. The new initiative, called the Inclusive Access Program, is a model in which a fee for the course materials is added to the tuition when a student registers for the course. “This program provides students significant cost savings over the bookstore retail prices and at the same time is a convenience to automatically connect them with the required materials so they have it on the first day of class and are ready to learn,” Provost Andrew Hsu said. The cost savings for the course materials provided through the program range from a few dollars to as much as \$300 for a single textbook. The program is being launched for fall 2018 with 14 high enrollment courses in the College of Business and Innovation and College of Natural Sciences and Mathematics. The cost is listed as a course fee – but there is no additional cost for books.

Below is the list of courses that you may be interested in - which will use this method:

College	Subject & Course #	Course Title	Bookstore	Inclusive Access Fee	Savings
COBI	MKTG3880	Mktg Rsch and Data-Based Mgmt	\$ 355.91	\$ 61.35	\$ 294.56
COBI	BUAD3020	Prin of Manuf-Service Systems	\$ 153.21	\$ 87.14	\$ 66.07
COBI	BUAD2040	Financial Acct Information	\$ 203.40	\$ 87.14	\$ 116.26
COBI	ACCT3110	Intermediate Financial 1	\$ 225.98	\$100.55	\$ 125.43
COBI	MKTG4540	Business Marketing	\$ 152.08	\$ 74.66	\$ 77.42
COBI	OSCM3340	Quality Management/Prccs Imprv	\$ 348.56	\$ 47.78	\$ 300.78
COBI	ACCT3210	Indiv. Taxation	\$ 207.37	\$100.55	\$ 106.82
COBI	BUAD2050	Acctg. For Bus. Decision Making	\$ 168.54	\$ 87.14	\$ 81.40
NSM	MATH1200	Math Modeling w/Problem Solving	\$ 122.27	\$118.99	\$ 3.28
NSM	MATH1180	Reasoning w/Math	\$ 141.57	\$118.99	\$ 22.58
NSM	MATH1730	Calculus w/App. To Bus. & Fin.	\$ 143.93	\$118.99	\$ 24.94
NSM	MATH2600	Intro to Statisitics	\$ 141.57	\$118.99	\$ 22.58

April 2018 Undergraduate Walk-in Advising Dates

Walk-In Advising Hours – SB 3130

Sign-in for Walk-in Advising begins ½ hour prior to the start time. Students may select the adviser of their choice up until the last ½ hr of walk-ins. At that time, all students will be given to “first available”.

All students who sign-in will be seen – but there may be a wait. Our queuing system is viewable in the lounge at the end of the third floor hall (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. Please review our new sign-in procedures available in our office.

Individual appointments may also be available by calling 419.530.2087. Plan ahead!

It is always best to see an adviser as close to your registration start date as possible.

April 2018 – Undergraduate Walk-in Advising Schedule

April 2	Monday	1:00 pm – 3:00 pm
April 3	Tuesday	4:00 pm – 6:00 pm
April 6	Friday	10:00 am – Noon
April 9	Monday	10:00 am – Noon
April 10	Tuesday	1:00 pm – 3:00 pm
April 11	Wednesday	2:00 pm – 4:00 pm
April 16	Monday	2:00 pm – 4:00 pm
April 17	Tuesday	10:00 am – Noon
April 18	Wednesday	10:00 am – Noon
April 24	Tuesday	1:00 pm – 3:00 pm
April 25	Wednesday	10:00 am – Noon

See the Registrar's website at http://www.utoledo.edu/offices/registrar/registration_dates.html for all current registration dates.

Our next newsletter will contain our walk-ins for finals week – stay tuned!

Attention Accounting Majors – Updates to Major Requirements

The Accounting Major courses and course sequencing have been updated beginning Fall 2018. The major still consists of 7 courses, so students switching to the new version are not disadvantaged. Students who have completed ACCT 3110 with a grade of "C" or higher prior to Fall 2018 remain on the current program. Those students who have not successfully completed ACCT 3110 or who have not yet enrolled will begin with ACCT 3100. ACCT 3100 has been re-introduced as a bridge course to the Accounting Major and should increase success rates in the other major courses. Entrance requirements into the ACCT major remain unchanged and students will still need a permit to register for ACCT 3100.

Because of this change, all students will need a pre-req override permit to register for ACCT 3210, 3310 and 3320. Please contact Student Services – 419-530-2087 to request your permit to register for these courses.

You may also notice that there is no offering of ACCT 3110 in the fall schedule. Students wanting to begin the older version of the major – may register for ACCT 3110 during summer term. Students needing to repeat ACCT 3110, should take the ACCT 3100 in the fall term and then repeat the ACCT 3110 in spring term.

Degree Audit updates will be made ASAP to reflect these changes. Accounting Majors will receive a separate email this week. Please see an adviser if you have any questions specific to your degree requirements.

Fall 2018 Priority Registration Dates

Fall 2018 Registration Priority Times Began **March 14, 2018**

- Priority registration is based on **earned hours** – see below. **Earned hours** are posted on your DARS (degree audit). Example below:

LEVEL	UT QUAL HOURS	UT QUAL POINTS	UT GPA	TRAN GPA	HIGHER ED GPA	TOTAL EARNED HOURS
UG	16.00	42.00	2.625	0.000	2.625	16.00

- Fall courses available for viewing online NOW.
- For optimal scheduling, register ASAP – **after your Priority Time opens – see below**. Some classes have limited space and may fill or some classes may be cancelled due to lack of registration.
- Always check the HOLD link in the portal to make sure you do not have an unexpected HOLD that may keep you from registering for your classes. If you do see a Registration HOLD listed – contact the issuing office at the phone number provided for questions.
- If you are graduating this fall - Check the Fall course offerings and times IMMEDIATELY - PRIOR TO YOUR REGISTRATION DATE - for any potential scheduling problems.
We can only try to correct scheduling issues prior to March 14th!!
- **Some class times for fall term have already been changed to avoid conflicts – so double check times prior to registration.**

Priority Registration - Refer to the chart below to determine your assigned date based on earned hours:

Continuing and Transfer Readmit Student Groups	Fall 2018
Priority Registration: Honors, Graduate levels, Athletes including Varsity Cheerleaders, ROTC (Only ROTC Scholarship Cadets), Salford Students, Students with Disabilities, Student Disability Services Note Takers and Military/Veteran, Distance Learning Only Program	03/14/2018
Seniors (90 or higher earned hours)	03/21/2018
Juniors (60-89 earned hours)	03/27/2018
Sophomores 30-59 earned hours, UWD - undergraduates with degree)	04/02/2018
Freshman (0-29 earned hours)	04/09/2018

Take advantage of your priority registration date and register as early as possible to get the times, dates and sections of the courses you want! Additional registration information can be found at

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

Our office will send email reminders that your priority registration time is approaching – but we suggest marking your calendars to avoid missing your start time!

Summer 2018 Registration is currently in progress

- **Register now – many classes are closing – not all classes in all terms**
- **Re-check Summer schedule for NEW course offerings and sections and increased course size –**
- Summer Session 1 Classes - summer 1 - May 14, 2018 – June 22, 2018
- Summer Session 2 Classes - summer 2 - June 25, 2018 – August 3, 2018

- Summer Session 3 Classes - summer 3 - June 11, 2018 – August 3, 2018
- Full Term Summer Classes - summer 4 - May 14, 2018 – August 3, 2018

What's next? Spring/Summer 2018 Graduation, Apply for December 2018 Graduation or Declare a Major



Graduation Application Deadlines and Ceremony Information

Graduation

How do I apply to graduate?

When you are nearing the completion of your program, you must complete an online application to graduate by the posted [Application Deadlines](#). Apply online through the [myUT](#) portal. Use the "Apply to Graduate" link located in the My Records section of the Toolkit menu.

Miss the Application Deadline?

It's important to meet the application deadlines to avoid certain [consequences or delays](#). Applying for graduation by the posted deadline ensures...

...your college has ample time to review your record before you graduate

...you receive commencement related mailings

...your name appears in the commencement program

Students planning to participate in the **spring commencement** should complete the online applications through the myUT portal. A program listing graduation candidates, their college, program, and majors will be distributed before and during the commencement ceremony. Candidates who apply to graduate after **Thursday, March 1**, will not have their names appear in the spring commencement program.

ALL graduating students must apply for graduation whether or not they plan to attend a ceremony. While completing the online graduation application, it will ask you to enter your name as you want it to appear on your diploma, as well as in the commencement program, using your legal last name. If you are earning more than one degree,

complete an application for each degree. An online application must be completed in order to graduate even if a student does not intend to participate in commencement. Instruction for students to complete the application are found at utoledo.edu/offices/registrar/graduation_app_instructions.html. Questions may be directed to graduation@utoledo.edu.

Diploma Information

Information on Diplomas (awarding, mailing, replacement diplomas, etc.) can be found on the [Diploma information page](#).

College of Business and Innovation Special Convocation Ceremony – Friday, May 4, 2018

Congratulations on your upcoming graduation!

Watch your mail for important details and information regarding the College of Business and Innovation special convocation ceremony on Friday, May 4, 2018. A brief summary of the complete details that are being mailed to you are listed below including a **new on-line only reservation system**.

In addition to the University-wide Commencement ceremony this Spring, the College of Business and Innovation will hold its own special convocation ceremony for the May and August 2018 graduates on **Friday evening, May 4**. It will begin **promptly at 5:30 p.m.** in the Nitschke Auditorium. You should arrive no later than 5:00 p.m. to check in and line up for procession into the Auditorium. Graduates are instructed to dress in academic regalia and each candidate will be recognized individually during this event. If you are graduating with honors you will be notified separately to pick up your honors cord.

Important note: *Out of respect for all graduates and their families, it is expected that, if you choose to attend this ceremony, you will remain for its entire duration.*

COBI CONVOCATION RESERVATIONS

You must RSVP **on-line only** through the College of Business and Innovation website, <http://www.utoledo.edu/business/convocation> . **ALL graduates must RSVP and must bring their information card with them for check-in at the ceremony. ALL guests will need a ticket for entrance to the ceremony. Due to limited space, graduates will initially be able to receive up to 3 guest tickets, with the option to request more should they be available.*** All tickets will be for reserved seating and seats not occupied by 5:40 p.m. will become available seats.

All RSVP's must be entered no later than April 20, 2018

***Note:** *Please understand we will not know if extra tickets will be available until close to graduation - you will be notified via email.*

**If you absolutely cannot RSVP on-line or if you have questions,
Please contact Sandy Whitman at
419-530-5426
or
sandra.whitman@utoledo.edu**

UT May 2018 Commencement Ceremony-Undergraduate Students

Date: Saturday, May 5, 2018

Time: 10:00 a.m.

Location: UT Glass Bowl

Arrival Time for Students: 8:45 a.m.

Commencement Guide: [Spring 2018 Undergrad Commencement Guide](#)

Commencement RSVP (required)

All graduation candidates have been sent an email with a link to MarchingOrder where they can verify their graduation information and RSVP as to whether they plan to attend the spring commencement ceremony. **The deadline to RSVP for spring is April 6, 2018.** Candidates can access MarchingOrder website at https://www.marchingorder.com/graduate/grad_login.asp. Questions about accessing MarchingOrder or the graduation information displayed there should be directed to graduation@utoledo.edu.

First Destination Survey

At the end of each semester, the University of Toledo in conjunction with its Center for Experiential Learning and Career Services (CELCS) surveys our graduating students to learn their first destinations after leaving the University of Toledo.

A first destination survey is a brief online survey for gathering employment and graduate school admissions data from new college graduates. This data will help UT complete the national ranking surveys and maintain our accreditation and certifications.

The University of Toledo's First Destination Survey is required to be completed, even if other program-specific surveys are administered at another time.

The information provided will help to identify employer partnerships resulting in increased recruiting opportunities for Rocket grads and be extremely beneficial for career and academic advising and student recruitment initiatives.

<https://www.utoledo.edu/success/celcs/First%20Destination%20Survey.html>

✓ **Applying to the Upper Division for a BBA!**

Now is the time for students in the BBA who will be entering their junior year next fall to turn in their [Upper Division applications](#) to declare their major.

For those students accepted into the Accounting major – we strongly encourage you to take ACCT 3100 your first semester as a junior. ACCT 3100 is closed to all students and a permit must be entered prior to registration. If you qualify, please contact the COBI Student Services Center at 419-530-2087 to request a registration permit. If students have not completed both BUAD 2040/2050 or ACTG 1040/1050 with the required GPA, the upper division registration permit may be deferred until course completion to verify mandatory grade requirements.

Things our Advisors want you to know

1. If you have a problem registering for a class that affects your graduation – contact our office first!

Please call the COBI Student Services Center at 419-530-2087.

2. 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. You do not need to come in to see an adviser to fix this issue.

3. 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.

4. 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.

5. 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.

6. 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>

7. 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.

8. Let us know how we're doing by taking our Advising Survey!

Tell us how we're doing – what you like or what you'd like to see us improve. Visit our home page at <http://www.utoledo.edu/business/StuServ/> and click on the link on the left-hand side "Survey of COBI Academic Advising". We appreciate your input!

9. 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.

COBI Tutoring Schedules for Spring 2018

Alan Barry Accounting Lab (SB 2130)

The Allan Barry Accounting Lab will offer tutoring and other services – please visit their website for more information-

<http://www.utoledo.edu/business/ACCT/ACCTAccountingLab.html>

Information, Operations and Technology Management Department

Tutoring available in ST 4037 for BUAD 2060, BUAD 2070, BUAD 3020 and INFS 3150/3770:

<http://www.utoledo.edu/business/IOTM/facultyofficehours/IOTM%20Tutor%20Schedule%20Spring%202018.pdf>

Finance Department Tutoring Hours Tutoring available in ST 4007 for BUAD 3040:

<http://www.utoledo.edu/business/finance/FIBEDocs/FINA%20Tutoring%20Spring%202018.pdf>

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. To Apply – Please send resumes including your Rocket ID number to COBIAdvising@utoledo.edu. **Applicants who are unable to work during summer term will not be considered at this time.**

- **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
- **Must be able to work during Summer term**
- Must be familiar with Word and Excel, will create labels, open files, maintain forms, and 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