

COBI Student Services – Undergraduate News

Spring Semester – 2nd Edition for March 2017

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

<p>Fall 2017 Priority Registration – Are you ready?</p>	<p>News Flash!!! New Course offerings for Summer 2017 and Fall 2017. Check it out!</p>	<p>I Need to See an Advisor! Walk-Ins or Call for Appointment?</p>
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Plus Details for New COBI Minors Available for Fall 2017

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 included your R# when emailing any advisor)
 419.530.2087

**Fall 2017 Priority Registration – Are you ready?
 Do you know when you are able to register?**

Fall 2017 Registration Priority Times Began **March 15, 2017**

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

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

- For optimal scheduling register ASAP – once your Priority Time opens. Some classes have limited space or some classes

may be cancelled due to lack of registration.

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

Priority Registration Dates for Continuing & Transfer Readmit Student	Fall 2017
Honors, Graduate levels, Athletes, ROTC (Only ROTC Scholarship Cadets), Salford Students, Students with Disabilities, Student Disability Services Note Takers and Military/Veteran	03/15/2017
Distance Learning Only Program	03/16/2017
100 or more earned hours	03/17/2017
90 or more earned hours	03/20/2017
80 or more earned hours	03/22/2017
UWD (Undergraduate with Degree)	03/24/2017
70 or more earned hours	03/27/2017
60 or more earned hours	03/29/2017
50 or more earned hours	03/31/2017
40 or more earned hours	04/03/2017
30 or more earned hours	04/05/2017
20 or more earned hours	04/07/2017
10 or more earned hours	04/10/2017
1 or more earned hours	04/12/2017
New Students in current Spring term	04/14/2017

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

[This term, our office will again send email reminders when your priority registration time is approaching – but we suggest marking your calendars to avoid missing your start time!](#)

Summer 2016 Registration is currently in progress

- **Register now – many sections are closing – but other sections have been added!**
- Summer Session 1 Classes - summer 1 - May 15, 2017 – June 23, 2017
- Summer Session 2 Classes - summer 2 - June 26, 2017 – August 4, 2017
- Summer Session 3 Classes - summer 3 - June 12, 2017 – August 4, 2017
- Full Term Summer Classes - summer 4 - May 15, 2017 – August 4, 2017

News Flash – Updated Course Offerings for Summer 2017 and Fall 2017

If you are scheduled to graduate Summer or Fall term and notice a scheduling conflict or issue that may potentially stop you from being able to graduate – contact our office IMMEDIATELY and ask to speak to Barb.

New course sections/times for summer 201730:

ACTG 1050 Section 921 CRN 33648 – Prin of Mgmt Accounting Online/DL – K. Fitzpatrick – session 2

This course fulfills your ACCT 2 requirement and may be taken after either ACTG 1040 or BUAD 2040. If you are in either of these courses in summer 1 – contact our office for a permit to register.

FINA 4090 Section 911 CRN 36559 – Financial Mkts & Institutions

Online/DL – A. Petkevich – session 1

INFS 4680 Section 021 CRN 36159 – ERP Systems Impl & Integration

TR 5:30-8:50pm – E. Jung – session 2

This course can be used as both an Info Systems major elective or an Operations/Supply Chain Mgmt major elective – or as a double dip with those majors!!

Ask your adviser for more information.

Popular course sections still open for summer 201730:

ACCT 3310 Section 921 CRN 36146– ACCT Info Systems & Controls

Online/DL – A. Holder – Session 2. This course is a pre-req for ACCT 4420.

Contact COBI Student Services for a permit to register for this course if you have had or are currently registered for ACCT 3110.

An error in the system is preventing students from registering.

**BUAD 3040 Section 921 CRN 30023 – Prin of Financial Mgmt
MTWR 5:30-7:10pm – S. Smallman – session 2**

**BMGT 1500 Section 921 CRN 33970 – Workplace Communication
TWR 1:30-3:40pm – A. King – session 2**

This course fills the same requirement as BUAD 2030 (currently closed is session 1)

**FINA 3480 Section 011 CRN 30021 – Investments
MTWR 9:50-11:30am – D. Chichernea – session 1**

**FINA 4670 Section 021 CRN 35109 – Adv Financial Mgmt
TR 5:30-8:50pm – K. Wang – session 2**

INFS 3150 Section 911 CRN 36488 – Prin of Programming & Probl Solving

Online/DL – T. Keefe – session 1

INFS 3150 Section 011 CRN 36488 – Prin of Programming & Probl Solving

MW 5:30-8:50pm – T. Keefe – session 1

**INFS 3380 Section 911 CRN 36166 – Web Appl Development
Online/DL – TBA – session 1**

And many more....check the Schedule of Classes online

**I Need to See an Advisor!
Walk-Ins or Call for Appointment?**

Walk-In Advising Hours – SB 3130

Sign-in for Walk-in Advising begins ½ hour prior to the start time. All students who sign-in will be seen – but must be present by the scheduled end-time. 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.

Individual appointments may also be available by calling 419.530.2087

March 2017 Walk-in Advising Schedule

March 27	Monday	10 am – Noon
March 28	Tuesday	2 pm – 4 pm
March 29	Wednesday	1 pm – 3 pm
March 30	Thursday	2 pm – 4 pm

April 2016 Walk-in Advising Schedule

April 3	Monday	1:30 pm – 3:30 pm
April 4	Tuesday	4:00 pm – 6:00 pm
April 5	Wednesday	10:00 am – Noon
April 10	Monday	10:00 am – Noon
April 11	Tuesday	1:30 pm – 3:30 pm
April 12	Wednesday	9:30 am – 11:00 am
April 17	Monday	10:00 am – Noon
April 19	Wednesday	1:30 pm – 3:30 pm
April 20	Thursday	2:00 pm – 4:00 pm
April 25	Tuesday	3:00 pm – 5:00 pm
April 26	Wednesday	10:00 am – Noon
April 28	Friday	10:00 am – Noon

Additional walk-ins will be available during finals week.

Things our Advisors want you to know

1. 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.

2. 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.

3. 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.

4. Summer Classes will be Dropped on March 27th, if Spring Bill Still Due!!

If Students owe \$500 or more for Spring 2017 or previous terms, their Summer 2017 courses will be dropped on March 27, 2017. Amount Due must be received by March 27, 2017. Contact Loans & Special Accounts at (419) 530-5789 or visit room 1850 of Rocket Hall if you have an outstanding balance or additional questions.

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.

What's next? Spring/Summer 2017 Graduation, Declare a Major or Apply December 2017 Graduation or for our MBA program...



Graduation Application Deadlines and Ceremony Information

✓ **Spring/Summer Graduation Ceremony Information**

If you applied to graduate in the spring or summer of 2017 by the posted deadline, you will receive 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 can be found 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 **Sunday, May 7** at 10am in the Glass Bowl arena.
- COBI also has a **separate** ceremony on **Friday, May 5** 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. The deadline to order tickets is *April 15, 2017*.
- 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 2017 – **PAST DUE – ACTION REQUIRED IMMEDIATELY**

- **Summer 2017 – **PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Fall 2017– March 24, 2017 – **PAST DUE – APPLY NOW! we use a May 1st deadline for verification letters – so there is still time, if you act now!**

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 December 2017** you will get a letter prior to classes beginning in August 2017 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 2017 was sent out in December 2016.

Students who applied for spring 2017 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 or Summer 2017 and have not applied to graduate.****

Students should 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 the current term – not necessarily your graduation term. At a later prompt, it will allow you to select Summer 2017 or Fall 2017 as your graduation term. You have the ability to review your information prior to submitting it. Spring 2018 will be added as an option by September.

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 3110 your first semester as a junior. ACCT 3110 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.

✓ **Graduating in May with a Bachelor Degree and want an MBA?**

There has never been a better time to pursue your MBA at The University of Toledo College of Business and Innovation! Why? Because you may qualify for a GMAT waiver if you begin in the Summer 2017 or Fall 2017 semesters.

You qualify for consideration if you have completed your online application and are:

- a UT undergrad senior with
 - * a 3.0 GPA and are graduating in Spring 2017 with COBI BBA undergrad degree, or
 - * a 3.0 GPA and are graduating from other UT colleges in Spring 2017 with a business minor
- a UT grad who graduated in the last three years with:
 - * a 3.0 GPA and COBI BBA undergrad degree, or
 - * a 3.0 GPA and a business minor from other UT colleges
- a UT grad who graduated in the last three years with:
 - * a 3.3 GPA and a non-business minor from other UT colleges
- a UT non-COBI graduate student who graduated in the last three years from other colleges with
 - * a 3.3 or better GPA

To apply or for more information, stop by the Graduate Programs office on the main floor of Stranahan Hall room 1016, visit us at utoledo.edu/business/graduate, or call at 419.530.5680.

Hot Topics – New 15-week Semester, Tutoring Schedules, BCP Event, Searles Ambassadors

New 15-week semester begins August 28th – new class time blocks

Because we will now be in class a week less beginning this fall, the times of the individual classes will be a little longer as required by the state. You will notice the “new” times when you review your fall classes.

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>

The Allan Barry Workshop Series:

The accounting department is pleased to announce the following free workshops to the accounting students enrolled in **External I (ACCT3110)** and **External II (ACCT 3120)** – please see their website for more information:

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

Information, Operations and Technology Management Department

Tutoring available in ST 4037 for BUAD 2060, BUAD 2070 and BUAD 3020:

Monday	12:00 pm – 4:00 pm
Tuesday	9:00 am – 3:00 pm
Wednesday	9:00 am – 4:00 pm
Thursday	9:00 am – 3:00 pm

Finance Department Tutoring Hours

Tutoring available in ST 4007 for BUAD 3040:

Monday	9:30 am – 2:00 pm; 3:30 pm – 5:00 pm
Tuesday	11:00 am – 3:30 pm; 5:00pm – 8:00pm
Wednesday	9:30 am – 12:00 pm; 3:30 pm – 5:00 pm;
Wednesday	7:00 pm – 10:00 pm
Thursday	11:00 am – 4:00 pm
Friday	11:00 am – 3:00 pm
Sunday	12:00 pm – 9:00 pm

Power Networking – A Great Start to Begin Your Connection to the Future! Thursday, March 30, 2017 6:00 pm – 8:00 pm Libbey Hall

This free event, limited to the first 70 juniors, seniors and MBA/MSA students who register, will build professional networking skills by learning how to grip, grin and grasp a hand with poise and confidence! Registration Opened: March 13, 2017 – To register, email BusinessCareers@utoledo.edu Subject Line: Power Networking Reservation – You will receive a reply stating receipt of your request and any desired follow-through.

Get Involved in the Searles Ambassadors

Do you want to get involved in the College of Business & Innovation? Do you feel you would make a good representative? If so, we have the perfect group for you!! This honorary group was created in tribute to Dr. Clair Searles, the first dean of the College of Business (1930-1958). Membership for this organization is an application and interview process that takes place in the spring semester of each academic school year. Specific requirements are set in order to become a Searles Ambassador and represent approximately one percent of the College of Business. Searles Ambassadors help with recruitment and retention of the business students in the college such as the open houses, student picnics and high school events. They are also selected to be peer mentors in the BUAD 1000 course. **Applications for 2017-2018 are due by April 3, 2017 and available in SB 3130. Questions...Email Darlene Stevens at darlene.stevens@utoledo.edu.**

New COBI Minors Available for Fall 2017

Beginning Fall 2017, The College of Business and Innovation and The University of Toledo will begin offering four new minors. The new minors will be Sustainability, Operations & Supply Chain Management, Enterprise Resource Planning and Information Security.

Minor in Sustainability

This is an interdisciplinary minor combining courses from the College of Business as well as the College of Natural Sciences and Mathematics, the College of Engineering, and the College of Arts and Letters. The minor requirements are the same for any student regardless of what is listed as their "home" college. Because of this, the minor requirements are somewhat different from other minors in the College of Business.

Of the 15 credit hours (5 courses) required in the Sustainability minor, 12 credit hours (4 courses) must be unique to other courses in a student's degree program. This means that only one course may "double dip" as another requirement somewhere else in their degree program. Business majors will double dip BUAD 3020 which is required for all majors. This minor therefore has one extra class beyond the 3 normally required.

Visit our link at <http://www.utoledo.edu/business/StuServ/Minors.html> for additional information.

- 1) The following courses are required

NEEDS	4 COURSES	
COURSE LIST:	GNEE 1550	Sustainable Living
	EEES 2010	Intro to Environmental Studies
	BUAD 3500	Sustainable Business Practices
	PHIL 3180	Environmental Ethics

Minor in Operation & Supply Chain Management

This minor combines the previously separate minors in Operation Mgmt and Supply Chain Mgmt – Operation & Supply chain management is the coordination of the associated processes required both within a business, as well as across businesses and suppliers, to deliver products and services—from raw materials to customer delivery. The minor provides students with a background in areas commonly needed to support supply chain management, including business strategy, information systems, lean/quality management, customer service, purchasing, negotiations, contracts, forecasting, inventory management, logistics, and project management.

Student must earn a minimum grade of C (2.0) grade in each course in the minor. Courses used in a student's area of specialization/major area of study *MAY NOT BE REUSED OR DOUBLE COUNT* in a student's minor.

BUAD 3020 is a required pre-requisite course

- 1) Select three of the following courses

NEEDS: 3 COURSES

COURSE LIST: OSCM 3340, 3610, 3660, 4150, 4250, 4760 and either MKTG 3130 or 4220.

Minor in Enterprise Resource Planning

Most Fortune 500 companies rely on Enterprise Resource Planning (ERP) software, which helps integrate and streamline business processes in an organization. The ERP minor explores every aspect of enterprise-wide information systems, from basic process integration to advanced business intelligence. An ERP minor enables students to get an in-depth view of how organizations are managed using single integrated ERP software such as SAP.

Coursework in the minor will expose students to implementation, operation and analysis of big data for business decision making using the SAP ERP system. There are many jobs that require significant exposure to an ERP system and this minor will help students prepare and compete for this job market effectively.

Student must earn a minimum grade of C (2.0) grade in each course in the minor. Courses used in a student's area of specialization/major area of study *MAY NOT BE REUSED OR DOUBLE COUNT* in a student's minor.

BUAD 3050 is a required pre-requisite course

- 2) The following courses are required

NEEDS: 3 COURSES

COURSE LIST: INFS 3780, 4100, 4680

Minor in Business Information Security (CyberSecurity)

Cyber attacks no longer just come from mischievous hackers playing games. They come from organized, smart, stealthy criminal groups and nations looking to steal intelligence and capital.

Understanding the cyber criminals that threaten organizations is the cornerstone of a strong business defense.

Cyber security broadly covers the fields of information security, network security and computer system security. As malicious actors seek to steal information, securing that information, the systems that process and store it and the networks that carry it becomes increasingly important. This minor seeks to provide students with both the technical skills and the theoretical knowledge to address evolving security challenges and recognize cybersecurity risks.

Security is not just an IT problem, it's a business problem. Even the lowest of low-level users can inadvertently spark a breach incident with the click of the mouse. This minor can help prepare future business leaders to be conversant in basic security principals or prepare IS/IT students for an entry level position in cyber security.

Student must earn a minimum grade of C (2.0) grade in each course in the minor. Courses used in a student's area of specialization/major area of study *MAY NOT BE REUSED OR DOUBLE COUNT* in a student's minor.

BUAD 3050 is a required pre-requisite course

3) The following courses are required

NEEDS: 3 COURSES
COURSE LIST: INFS 3370, 3400, 4100

To declare a minor, please visit the Student Services Center in the College of Business – suite 3130 in the Savage & Associates Business Complex or email COBIadvising@utoledo.edu with your Rocket number and your request to add a minor.