

# COBI Student Services – Undergraduate News

## Spring Semester - March 2016

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

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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](mailto:COBIadvising@utoledo.edu) (please included your R# when emailing any advisor)

419.530.2087

### Fall 2016 Priority Registration – Are you ready?

#### Fall 2016 Registration Priority Times Begin **March 23, 2016**

- 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 – once your Priority Time opens. Some classes have limited space or some classes may be cancelled due to lack of registration.
- If you are graduating this fall - Check the Fall course offerings and times IMMEDIATELY for any potential scheduling problems. We can only try to correct prior to March 23<sup>rd</sup>!!

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

Continuing & Transfer Readmit Student Groups – PRIORITY Registration Dates	Fall 2016
Honors, Graduate levels, Athletes, ROTC (Only ROTC Scholarship Cadets), Salford Students, Students with Disabilities, Student Disability Services Note Takers and Military/Veteran	03/23/2016
Distance Learning Only Program	03/24/2016

100 or more earned hours	03/25/2016
90 or more earned hours	03/28/2016
80 or more earned hours	03/30/2016
UWD (Undergraduate with Degree)	04/01/2016
70 or more earned hours	04/04/2016
60 or more earned hours	04/06/2016
50 or more earned hours	04/08/2016
40 or more earned hours	04/11/2016
30 or more earned hours	04/13/2016
20 or more earned hours	04/15/2016
10 or more earned hours	04/18/2016
1 or more earned hours	04/20/2016
New Students in current Spring term	04/22/2016

**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](http://www.utoledo.edu/offices/registrar/registration_dates_fall.html)**

***This term, our office will test a new system to send email reminders that 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 classes are closing**
- Full Term Summer Classes start May 16, 2016
- Summer Session 1 Classes start May 16, 2016
- Summer Session 2 Classes start June 27, 2016
- Summer Session 3 Classes start June 13, 2016

**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 2016 Walk-in Advising Schedule**

March 15	Tuesday	10 am – Noon
March 17	Thursday	4 pm – 6 pm
March 18	Friday	10 am – Noon
March 21	Monday	10 am – Noon
March 22	Tuesday	10 am – Noon
March 23	Wednesday	2 pm – 4 pm – Priority Registration Begins
March 24	Thursday	2 pm – 4 pm
March 25	Friday	10 am – Noon
March 28	Monday	10 am – Noon
March 30	Wednesday	10 am – Noon
March 31	Thursday	4 pm – 6 pm

### **April 2016 Walk-in Advising Schedule**

April 4	Monday	10 am – Noon
April 5	Tuesday	2 pm – 4 pm
April 6	Wednesday	2 pm – 4 pm
April 12	Tuesday	10 am – Noon
April 13	Wednesday	2 pm – 4 pm
April 15	Friday	10 am – Noon
April 18	Monday	10 am – Noon
April 20	Wednesday	2 pm – 4 pm
April 21	Thursday	2 pm – 4 pm
April 22	Friday	10 am – Noon
April 26	Tuesday	4 pm – 6 pm
April 28	Thursday	10 am – Noon

*Additional walk-ins will be available during finals week.*

## **News Flash – Course Offerings for Summer & Fall 2016**

**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.**

### **Summer 201630 – course sections added plus additional information**

**MKTG 3130 Section 912 CRN 35201 – Supply Chain Management  
Session 1**

**MKTG 3130 will not be offered Fall 2016 but will be offered again Spring 2017**

### **On-Line/Distance Learning Sections added for summer 201630:**

**INFS 3250 Section 911 CRN 35302 – Software Applications in Business  
Session 1**

**INFS 3380 Section 921 CRN 35303 – Web Application Development I**

## Session 2

### INFS 3770 Section 911 CRN 35301 – Small Business Database Systems Session 1

#### **Additional Course information summer 201630**

### **MKTG 4980 Section 912 CRN 35011 – Special Topics: Global Sales and Strategic Account Management**

The roles and functions of the business-to-business salesperson will be examined in managing accounts considered strategic to meeting organizational goals. Students will participate in case study to understand the role of the strategic account manager by identifying, selecting, selling to and building relationships with customers in a global sales environment. This Section ONLY can be used as a major elective for International Business Majors and a Double dip between MKTG & IBS majors

#### **Fall 201640 –**

### **OSCM 3340-001: Quality Management**

### **OSCM 3610-001: Operations Planning & Scheduling**

### **OSCM 3660-001: Materials Mgmt & Purchasing**

**Attention Operations and Supply Chain Mgmt majors** – these courses will now be offered both Fall & Spring terms. If the course is in the day or evening one term, it should be offered in the reverse the following term.

### **OSCM 4980-001: Contemporary Topics in OSCM**

This course can be used as an elective or possible substitution for **Operations and Supply Chain Mgmt majors**. See an academic adviser for additional information.

## **10 Things our Advisors want you to know for a Successful Semester!**

### **1. Second Half of Term Course Reminder (Spring 2016) POT 9**

Check your schedule to determine if any of your classes are beginning the second half of the term which is the week of March 14, 2016.

### **2. Withdrawing from Spring 2016 Classes (Full Term) POT 1**

**The deadline to withdraw from full term (POT 1) spring classes is March 25, 2016.** This is for the majority of classes at UT, which started on January 11, 2016 (the first day of classes) and go until May 6, 2016.

To withdraw, you can either withdraw online through the [MyUT portal](#), or submit a withdrawal form to Rocket Solution Central (RSC), Rocket Hall, Room 1200. If you have a HOLD on your account, you **must** withdraw in-

person at RSC.

**Withdrawing from classes will not impact your GPA, but it may affect financial aid.** If you have further questions on regarding whether withdrawing from a class will impact your financial aid, please consult Rocket Solution Central, Rocket Hall, Room 1200 or by telephone at 419.530.8700.

POT	Start Date	End Date	# of Weeks	Last Day to Add		Instructor's & College Dean Signatures Required to Add	Last Day to Drop		Withdraw		Tuition Due Dates & Refund Periods				
				via Web	In-Person		via Web	In-Person	Begins	Ends	Due	100% Ends	80% Ends	60% Ends	40% Ends
1	1/11	5/6	16	1/15	1/25	1/16	1/25	1/25	1/26	3/25	12/31	1/17	1/24	1/31	2/7

### 3. 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.

### 4. If you notice a scheduling conflict or have a graduation issue....

As you review the fall term course offerings on the web – please notify **our office** via email at [COBIadvising@utoledo.edu](mailto:COBIadvising@utoledo.edu) immediately – if you discover course conflicts or have any other course scheduling issues that may affect your graduation. The only way we can possibly have the time changed for a class (if there is a problem) is to take care of the change **prior** to fall registration beginning on March 23, 2016.

### 5. 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.

## 6. 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.

## 7. Summer Classes will be Dropped on March 31<sup>st</sup>, if Spring Bill Still Due!!

If Students owe \$500 or more for Spring 2016 or previous terms, their Summer 2016 courses will be dropped on March 31, 2016. Amount Due must be received by March 30<sup>th</sup>. Installment payments (IPP) due on March 21<sup>st</sup>. Contact Loans & Special Accounts at (419) 530-5789 or visit us in room 1850 of Rocket Hall if you have an outstanding balance or additional questions.

## 8. 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.

## 9. 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>

## 10. 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.

## What's next? Spring/Summer 2016 Graduation, Declare a Major or Apply 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 2016, you will be receiving 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 **Saturday, May 7** at 2:00 pm in the John F. Savage Arena.
- COBI also has a **separate** ceremony on **Friday, May 6** 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, 2016.
- 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 2016** – **\*\*PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Summer 2016** – April 1, 2016 (February 2016 was the deadline if you plan to participate in May 2016 Commencement ceremony and have your name listed in the program, however, applying by **March 10** may still get your name entered in the last review. )
- **Fall 2016**– **April 1, 2016**

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 August 2016 you will get a letter prior to classes beginning in May 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 2016, was sent out in December 2015. Students who applied for Spring 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](mailto:COBIadvising@utoledo.edu) if you are graduating in May 2016 and have not applied to graduate.**



Students should now 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 Spring 2016 because this is the current term. At a later prompt, it will allow you to select Summer 2016 or Fall 2016 as your graduation term. You have the ability to review your information prior to submitting it.

### ✓ **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 2016 or Fall 2016 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, 2016 with COBI BBA undergrad degree, or
  - \* a 3.0 GPA and are graduating from other UT colleges in Spring, 2016 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](http://utoledo.edu/business/graduate), or call at 419.530.5680.

**Hot Topics – Scholarships, Tutoring Schedules,  
BCP Event, Searles Ambassadors & Free Tax Preparation**

### **Additional Scholarship Opportunities**

Even though the deadline for COBI scholarship application has passed, other UT scholarships applications are still available into April. See the link below and check things out – for most students – see the General Scholarship area.

<http://www.utoledo.edu/financialaid/scholarships/index.html>



## **2016 UT Federal Credit Union Scholarship Program**

We are pleased to announce that we will be awarding up to \$5,000 in college scholarships to UT Federal Credit Union Members! 1st place will win \$3,000, 2nd place will win \$1,500 and 3rd place will win \$500.

To qualify for scholarship eligibility, the applicant must have the following qualifications:

- Applicant must be a member of UTFCU in good standing.
- Applicant must be graduating high school in 2016 or have graduated from high school within the past three years.
- Applicant must be planning to pursue an undergraduate education at least part-time.
- Applicant must complete the scholarship application and essay by the given deadline.

Please complete the following scholarship package for consideration:

A completed application form along with an essay of 500 words or less typed and double-spaced in response to the following question, "What is your major (or field of interest) and why did you choose it? How will your chosen major contribute to your immediate and long range career plans? Lastly, why is this scholarship important in achieving those goals?"

Essays will be judged on grammar, originality, attention to detail and specific examples.

Deadline for entry...

In order to be considered for the scholarship, applicants must ensure that the completed scholarship package is received or postmarked to UTFCU by Friday, March 11, 2016. Faxed or e-mailed materials will NOT be accepted. The scholarships will be awarded at our Annual Meeting on Friday, April 15, 2016. More details are available when you visit <http://uoffcu.com/Scholarship-Information/>.

### **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>

#### **Professional in Residence:**

The Accounting Department will start the weekly "*Accounting Professional in Residency*" program this fall. Representatives from the Accounting firms and Corporation will hold office hours in the accounting lab on Mondays and Tuesdays during lunch time to network and provide one-on-one career advice to the accounting students. To register for the office hours, please use the link available on the accounting website. <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 – 5:00 pm
Tuesday	12:00 pm – 5:00 pm
Wednesday	12:00 pm – 5:00 pm
Thursday	12:00 pm – 5:00 pm

## Finance Department Tutoring Hours

### Tutoring available in ST 4049 for Finance:

Monday	1:00 pm – 4:30 pm
Tuesday	11:00 am – 3:00 pm
Wednesday	1:00 pm – 4:30 pm
Thursday	11:00 am – 3:00 pm

More times and tutors coming!

## Power Networking – A Great Start to Begin Your Connection to the Future! Thursday, March 24, 2016 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 1, 2016 – To register, email [BusinessCareers@utoledo.edu](mailto: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 2016-2017 are due by April 4, 2016 and available in SB 3130. Questions...Email Darlene Stevens at [darlene.stevens@utoledo.edu](mailto:darlene.stevens@utoledo.edu).**

## Free tax preparation help available on campus

University of Toledo faculty, staff and students who need assistance with preparing their 2015 tax returns, and who meet eligibility requirements, can obtain free assistance here on campus. The United Way of Greater Toledo is again offering their Free Tax Preparation program at UT, thanks to the assistance of trained volunteers. The UT College of Business and Innovation (COBI) is one of the designated locations providing the free tax preparation assistance. The service is provided, by appointment, in the Alan Barry Accounting Lab, Room 2130 in the Savage & Associates Business Complex. Several students from UT COBI, including many accounting majors, are among the volunteer corps helping residents prepare their taxes. The program is available to individuals and families making \$53,000 or less in 2015. Appointments are required and may be made through the United Way by dialing 2-1-1, or 1-800-650-HELP. This is the fourth year COBI is partnering with the United Way Free Tax Preparation Program. Last year, the program helped more than 3,400 area taxpayers, bringing more than \$4.5 million back to the Northwest Ohio community.