

COBI Student Services – Undergraduate News

Spring Semester – May 2015

Please read all of the great information in this edition...
and Register NOW for your Summer and Fall classes – if you haven't already done so!!

Exam Schedules Spring Semester 2015	I Need to See an Advisor! Walk-Ins or Call for Appointment?	Updates on Course offerings for Summer & Fall
Spring 2015 Graduation	5 Things our Advisors want you to know for a Successful Summer Semester!	What's next? Declare a Major or Apply for our MBA program

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

Exam Schedules Spring Semester 2015

It's final exam time!! Your course syllabi should list when your exams are being held. Some courses also have final papers or projects. If your class is following the university exam schedule see below for more information.

Visit the Registrar's website at http://www.utoledo.edu/offices/registrar/exam_schedules.html for your exam schedule.

Students in daytime classes which meet one day per week on Wednesday, Thursday, or Friday (See evening classes for times 4:05 p.m. or later) should refer to their course syllabus or contact the instructor to find out when their final exam is scheduled.

Classes which meet on Saturdays will hold their exams during the last day of classes.

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

May 2015 Walk-in Advising Schedule

Finals Week May 4 to May 8

May 4 Monday 4 pm – 6 pm
 May 5 Tuesday 1 pm – 3 pm
 May 6 Wednesday 9:30 am– 11:30am
 May 8 Friday 10 am – Noon

May 12 Tuesday 2 pm – 4 pm

Summer Session I Classes Begin May 18

May 18 Monday 2 pm – 4 pm
 May 19 Tuesday 10 am – Noon

Registration Dates & Updates on Course offerings for Summer and Fall terms

Summer and Fall 2015 Registration is currently in progress. [Register NOW!!](#)

If you have not yet registered for Summer term 2015 or found that the course you wanted had already closed please check again because additional seats and sections have been added to many of the previously closed courses.

Summer Add/Drop deadlines

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	5/18	8/7	12	5/22	5/29	5/23	5/29	5/29	5/30	7/10	5/8	5/21	5/27	6/2	6/7
SS1	5/18	6/26	6	5/22	5/26	5/23	5/26	5/26	5/27	6/27	5/8	5/19	5/21	5/25	5/28
SS2	6/29	8/7	6	7/3	7/6	7/4	7/6	7/6	7/7	7/24	5/8	6/30	7/2	7/7	7/9
SS3	6/15	8/7	8	6/19	6/22	6/20	6/22	6/22	6/23	7/17	5/8	6/17	6/22	6/25	6/26

News Flash - **Course additions and special information**

Summer 201530 –

BUAD 3010-912 Prin of Marketing CRN 42551– 3 hrs – DL Online.

Second section opened.

ACCT 3210-021 Individual Taxation, CRN 42399 – 3 Hrs – MTW 1:30-3:40.

Accounting Majors – take advantage of this summer 2 addition

ACCT 3310-921: Accounting Info. Systems, CRN 42501 – 3 Hrs – DL Online.

Accounting Majors – take advantage of this summer 2 addition – course pre-req for ACCT 4420 in Fall.

Most students will receive an inaccurate Pre-req error message. If you're in or have passed ACCT 3110 – just call our office for an override, so that you may register.

PSLS 4710- 911 Sales Force Leadership CRN 41146– 3 hrs – DL Online

HURM 4710 - 021 Training & Devel. CRN 42045– 3 hrs – MTWR 8-9:40am

Fall 201540 –

OPMT 3340-001 Quality Management, CRN 62137

Attention Operations and Supply Chain Mgmt majors – this course is usually a Spring term only class, but will be offered FALL only this academic year – so be sure to register Fall 2015!!! It will not be offered Spring 2016.

MKTG 3170-901 - Marketing for Non-Profit Organizations is NOT available for BBA Business majors!!! There was a problem in the system that allowed student to register – this will not count toward degree credit for BBA majors – please drop this course NOW if you are registered. For a similar course – check out:

MKTG 4980 – 004 Sales for the Social Good, CRN 62485, TR 11-12:15

TPDT 2010-901 Regulation of Transportation, CRN 62317, 3 Hrs – DL Online

This course focuses on the regulatory issues facing the modern transportation/logistics manager where environmental, hazardous material safety, and NAFTA regulations are more important than the traditional economic regulations.

Requirement for the Transportation associate degree. Can also be used as a technical elective for other associate degrees. A great free elective for BBA – Operations/Supply Chain Management majors.

TPDT 2070-901 Technology Uses in Logistics, CRN 62318, 3 Hrs – DL Online

This course will introduce the student to technologies used by transportation companies and the business world. Students will gain practical experience by completing assignments using technology-based tools.

Requirement for the Transportation associate degree. Can also be used as a technical elective for other associate degrees. A great free elective for BBA – Operations/Supply Chain Management majors.

Spring 2015
Graduation

Graduation Ceremony Information

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 10** at 2:00 pm in the John F. Savage Arena.
- COBI also has a **separate** ceremony on **Friday, May 8** at 5:30 p.m. in Nitschke Auditorium. Students must reserve tickets for the college ceremony. The deadline to order tickets was April 15, 2015. See pick-up information below.
- Neither ceremony is mandatory – participation is based on a student’s preference.

COBI Graduation Ticket Pick-up Information

Stranahan Hall- room 5017 (Deans Office) during the following times:

Tuesday, April 28- 1:00 – 5:00 p.m.
Wednesday, April 29- 7:30 a.m. – 5:30 p.m.
Thursday, April 30- 7:30 a.m. – 5:00 p.m.
Friday, May 1- 7:30 a.m. – 5:00 p.m.
Monday, May 4- 7:30 a.m. – 5:30 p.m.
Tuesday, May 5- 7:30 a.m. – 6:00 p.m.
Wednesday, May 6- 7:30 a.m. – 5:00 pm.

Everyone must pick up their own tickets and you must present your UT ID to do so.

Tickets not picked up will be redistributed on a first- come, first serve basis beginning Thursday, May 7



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 2015** – ****PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Summer 2015** – ****PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Fall 2015** – **Due Date was April 3, 2015 – ACTION REQUIRED**

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 2015 you will get a letter prior to classes beginning in August 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.

****Contact us immediately** at COBIadvising@utoledo.edu if you are graduating in **May or August 2015** and have not applied to graduate.

NEW! 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 - under...More Record Options. You will want to select Spring 2015 as the current term and then it will allow you to select Summer 2015 or Fall 2015 as your graduation term. You have the ability to review your information prior to submitting it.

5 Things our Advisors want you to know
for a Successful Summer Semester!

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.

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. 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.

4. 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>

5. 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? Declare a Major or
Apply for our MBA program...

✓ Applying to the Upper Division for a BBA!

Now is the time for students in the BBA who will be entering their junior year 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?

Congratulations on nearing the successful completion of your BBA, BS or BAT. Consider the opportunity to enroll in the Master of Business Administration (MBA) program beginning in **Summer or Fall 2015**. **Students with higher undergraduate GPA's are able to earn the MBA Degree by completing a minimum 11 courses, and that can usually be done in one calendar year (Fall, Spring, Summer).**

We encourage you to call to schedule an appointment with **Patrick Dymarkowski**, our MBA advising specialist, to review the MBA program requirements. Schedule your appointment through the COBI Student Services office at 419-530-2087. We will have all application information and materials available and will be able to answer your questions.

✓ Have a great summer!