

COBI Student Services – Undergraduate News

Spring Semester – May 2016

Our Final Edition for Spring term 2016

**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!!**

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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 (please included your R# when emailing any advisor)

419.530.2087

Exam Schedules Spring Semester 2016

It's final exam time!! Your course syllabi should list when your exams are being held. Some courses also have final papers or projects that occur prior to exam week. If your class is following the university exam schedule see below for more information. Always verify this information with your instructor!

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.

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.

Please remember that certain issues do not require you to meet with an adviser and can be taken care of

by talking to our front desk staff via phone, email or by stopping in to our office. These include: If you are getting a pre-req error message when you try to register for a course – that you believe you should be able to take; need a verification letter for your embassy; want a copy of your degree audit or a plan of study that is in your file. Always ask first before waiting unnecessarily!

Our individual appointments are pretty well booked this time of year – but you can always check the availability by calling 419.530.2087.

May 2015 Walk-in Advising Schedule -

Finals Week May 2 to May 6

May 3	Tuesday	4 pm – 6 pm
May 4	Wednesday	2 pm – 4 pm
May 5	Thursday	10 am – Noon
May 6	Friday	10 am – Noon
May 10	Tuesday	2 pm – 4 pm
May 13	Friday	10 am – Noon

Summer Classes begin on May 16, 2016

May 16	Monday	10 am - Noon
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Registration Dates & Updates on Course offerings for Summer and Fall terms

Summer and Fall 2016 Registration is **currently in progress. Register NOW!!**

If you have not yet registered for Summer term 2016 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	5/16	8/5	12	5/20	5/27	5/21	5/27	5/27	5/28	7/8	5/6	5/19	5/25	5/31	6/5
SS1	5/16	6/24	6	5/20	5/24	5/21	5/24	5/24	5/25	6/10	5/6	5/17	5/19	5/23	5/26
SS2	6/27	8/5	6	7/1	7/4	7/2	7/4	7/4	7/5	7/22	5/6	6/28	6/30	7/5	7/7
SS3	6/13	8/5	8	6/17	6/20	6/18	6/20	6/20	6/21	7/15	5/6	6/15	6/19	6/22	6/23

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 understand the role of the strategic account manager by building relationships with customers in a global sales environment. This Section of MKTG 4980 - ONLY can be used as a major elective for International Business Majors and a Double dip between MKTG & IBS or PSLs & IBS majors as well as an elective for International Business minors. The course is taught by Mike Mallin. Junior status required.

Your degree audit will be adjusted after you register for this course. Please contact our office if you have any difficulties.

New time

BUAD 2050 – 022 session 2 – CRN 35430 – TWR 5:30-7:40 – SB 1140

Accounting for Business Decision Making

Fall 201640 –

New course

FINA 4900-001, CRN 49377, Tuesday 5:30-8pm, ST 114

Contemporary Topics - SERIES-7 FOR Certified Financial Planners

This course is designed for those who would especially like to work in the "Financial Services Industry". The Fall 2016 FINA 4900-001 will use a "Securities Trading Corporation" book, which is used as a basis for the exam, by instructors from the financial services industry in Toledo area. For any prospective CFP, this is a must-have course.

The only pre-requisite for this course is BUAD 3040. Unfortunately the pre-req in the system is not correct (and lists higher level FINA courses).

If you would like to take the course and are blocked when you try to register – just call "Student Services" at 419-530-2087 with your Rocket # or stop by SB-3130 and request the permit to register for FINA 4900-SERIES-7 FOR CFP". Our COBI staff members will gladly assist you.

This course is approved for Finance and Financial Services majors – your degree audit will be adjusted.

Spring 2016
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 participate in the University Commencement on **Saturday, May 7 at 2:00 pm** in the

John F. Savage Arena. – **No Tickets or reservations required.**

- COBI also has a **separate** ceremony on **Friday, May 6 at 5:30 p.m.** in Nitschke Auditorium. Students must have reserved tickets for the college ceremony. The deadline to order tickets was April 18, 2015. Tickets may be picked up from the Office of the Dean, Stranahan Hall 5019, beginning April 26 and must be distributed to your guests prior to the ceremony. Dates and times for ticket pick-up is listed below. **Must have tickets for yourself and your guests. See below for pick-up times.**
- 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 26 – 7:30 a.m.– 6:00 p.m.

Wednesday, April 27 – 7:30 a.m. – 5:00 p.m.

Thursday, April 28 – 7:30 a.m. – 5:00 p.m.

Friday, April 29 - 7:30 a.m. – 5:00 p.m.

Monday, May 2 – 7:30 a.m. – 6:30 p.m.

Tuesday, May 3 - 7:30 a.m. – 6:00 p.m.

Wednesday, May 4 – 7:30 a.m. – 6:30 p.m.

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 5



Graduation Application Deadlines

EVERY student must apply to graduate whether or not you plan on participating in the ceremony. Deadlines are usually 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 – **PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Fall 2016 – Due Date was April 1, 2016 – ACTION REQUIRED**

When you apply by the posted deadline, you 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 prior to your final term beginning. **For example**, if you are applying to graduate in December 2016 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. **December graduation candidates who apply by June 1, 2016 – will still receive these benefits.**

****Contact us immediately at COBIadvising@utoledo.edu if you are graduating in May or August 2016 and have not applied to graduate. You may still be approved.**

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. You will select the current term and then it will allow you to select

Summer 2016 or Fall 2016 as your graduation term in a follow-up question. You have the ability to review your information prior to submitting it.

Advisor Evaluation & 5 Things our Advisors want you to know for a Successful Summer & Fall Semester!

Help us improve by completing our Year-end Advisor Evaluation. You can also tell us if we are doing a great job! Quality academic advising is highly valued in the College of Business & Innovation and your opinions about academic advising are appreciated. Please visit the link on our website at <https://stweb.st.utoledo.edu/StuServAdvisorEval/> and take about 5 minutes to answer our survey. Please note that all information is kept confidential as your name is separated from your comments. Complete this year-end survey by Saturday, April 30th and be entered in a drawing to receive a \$25.00 Barnes & Noble gift card. The Winner will be notified Monday, May 4th. (Name will be listed in our next newsletter)

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.

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

Congratulations on nearing the successful completion of your BBA, BS or BAT.

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, or call at 419.530.5680.

Have a great summer!