

COBI Student Services – Undergraduate News

Spring Semester - March 2015

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

Fall 2015 Priority Registration – Are you ready? Plus - New Course offerings for Summer & Fall.	I Need to See an Advisor! Walk-Ins or Call for Appointment?	10 Things our Advisors want you to know For a Successful Semester!
What's next? Declare a Major, Apply for Departmental Honors or for Graduation or our MBA program...	Hot Topics Tutoring Schedules & Study Abroad	And Finally... Our Shining Stars, COBI InfoBits & Do you need a campus job beginning this summer?

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 2015 Priority Registration – Are you ready? Plus Courses to Consider for Summer & Fall.

Fall 2015 Registration Priority Times Begin **March 25, 2015**

- Priority registration is based on **earned hours** – see below. **Earned hours** are posted on your DARS (degree audit).
- 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.
- Spring 2016 registration will occur in the Fall of 2015.

Priority Registration - Main Campus priority registration for the Fall semester begins March 25, 2015. Refer to the chart below to determine your assigned date:

Continuing & Transfer Readmit Student Groups	Fall 2015
Honors, Graduate levels, Athletes, ROTC (Only ROTC Scholarship Cadets), Salford Students, Students with Disabilities, Office of Accessibility Note Takers and Military/Veteran	3/25/2015
Distance Learning Only Program	3/26/2015
100 or more earned hours	3/27/2015
90 or more earned hours	3/30/2015
80 or more earned hours	4/01/2015
UWD (Undergraduate with Degree)	4/03/2015
70 or more earned hours	4/06/2015
60 or more earned hours	4/08/2015
50 or more earned hours	4/10/2015

40 or more earned hours	4/13/2015
30 or more earned hours	4/15/2015
20 or more earned hours	4/17/2015
10 or more earned hours	4/20/2015
1 or more earned hours	4/22/2015
Zero earned hours	4/24/2015
Open Registration	4/25/2015

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

Summer 2015 Registration is **currently in progress**

- **Register now – many classes are closing**
- Full Term Summer Classes start May 18, 2015
- Summer Session 1 Classes start May 18, 2015
- Summer Session 2 Classes start June 29, 2015
- Summer Session 3 Classes start June 15, 2015

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

Summer 201530 –

MKTG 4980-911: Special Topics - Sports Marketing – 3 Hrs – DL Online.

This popular marketing elective is being offered online for the first time – check it out & register summer 1!!

ACCT 3210-921 Individual Taxation, CRN 42399 – 3 Hrs – DL Online.

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.

Fall 201540 –

OPMT 3340-001: Quality Management

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.

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.

**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 2015 Walk-in Advising Schedule

March 17	Tuesday	9:30 am – 11:30 am
March 18	Wednesday	2 pm – 4 pm
March 23	Monday	4 pm – 6pm
March 24	Tuesday	12:30 pm – 2:30 pm

Fall 2015 Priority Registration begins March 25

March 25	Wednesday	10 am – Noon
March 26	Thursday	3 pm – 5 pm
March 30	Monday	10 am – Noon
March 31	Tuesday	4 pm – 6 pm

April 2015 Walk-in Advising Schedule

April 6	Monday	10 am – Noon
April 7	Tuesday	3 pm – 5 pm
April 9	Thursday	9:30 am – 11:30 am
April 10	Friday	10 am – Noon
April 13	Monday	2 pm – 4 pm
April 14	Tuesday	4 pm – 6 pm
April 15	Wednesday	10 am – Noon
April 20	Monday	10 am – Noon
April 22	Wednesday	2 pm – 4 pm
April 23	Thursday	4 pm – 6 pm
April 24	Friday	10 am – Noon
April 28	Tuesday	12:30 pm – 2:30 pm
April 29	Wednesday	10 am - Noon

Additional walk-ins will be available during finals week.

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

1. Second Half of Term Course Reminder (Spring 2015) 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 16, 2015.

Some examples are: BUAD 2000, BMGT 2030, CMPT 1320, 1410, 1430, 1450, 1600, 2460, etc. If you need to add a course – open sections may still be added through the web portal. The last day to add a second half Spring term class via the web is March 20, 2015

If you are trying to add BUAD 2000, **please** contact Barb Robertson barb.robertson@utoledo.edu or through the Students Services area – students are only added into closed sections if it affects their graduation.

If you have already registered for a course that starts the second half of Spring term 2015 and decide to no longer take the course, you need to drop it as soon as possible prior to March 18, 2015 so other students may benefit from registering for the course and so that you receive 100% refund (if applicable).

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
9	3/16	5/1	7	3/20	3/23	3/21	3/23	3/23	3/24	4/17	1/2	3/18	3/22	3/25	3/26

2. Withdrawing from Spring 2015 Classes (Full Term) POT 1

The deadline to withdraw from full term (POT 1) spring classes is March 27, 2015. This is for the majority of classes at UT, which started on January 12, 2015 (the first day of classes) and go until May 8, 2015.

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	1/12	5/8	16	1/16	1/26	1/17	1/26	1/26	1/27	3/27	1/2	1/18	1/25	2/1	2/8

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 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 registration beginning on March 25, 2015.

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 Dropped on March 31st, if Spring Bill Still Due!!

If Students owe \$500 or more for Spring 2015 or previous terms, their Summer 2015 courses will be dropped on March 31st.

Amount Due must be received by March 30th. Installment payments (IPP) due on March 21st.

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 Stranahan North, 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? Declare a Major, Apply for Honors or for Graduation or 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.

✓ **Departmental Honors Program**

The Departmental Honors Program is an opportunity for students of high ability and achievement to enrich their regular program of college work. The departmental honors program allows student to take 15 hours of upper division business coursework (BUAD 3010, 3020, 3030, 3040, 4020) as honors courses. The departmental honors program also requires successful completion of an honors project. **Students may apply during their last semester in the college's lower division if they have completed at least 45 semester hours of college work and have earned a minimum GPA of 3.3.** Students are admitted to the Departmental Honors Program on a space-available basis. For more information or to obtain an application, contact Jenny McDowell-Tharpe at jennifer.mcdowell@utoledo.edu , SB 3130

✓ **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>

✓ **Spring/Summer Graduation Ceremony Information**

If you applied to graduate in the spring or summer of 2015, 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 **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. 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, 2015.
- Neither ceremony is mandatory – participation is based on a student's preference.

✓ **Graduation Application Deadlines and Ceremony Information**

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** – April 3, 2015 (Must apply by February 6, 2015 to participate in May 2015 Commencement ceremony)
- **Fall 2015**– **April 3, 2015**

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 2015 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 student who applied to graduate in May 2015, was sent out in December 2014. 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 if you are graduating in May 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.

✓ **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.

Hot Topics
Tutoring Schedules &
Study Abroad

Alan Barry Accounting Lab (SB 2130) is now open!

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:

Tutor - Jingwen Liu

Jingwen.Liu@rockets.utoledo.edu

Monday 10 am – 1 pm & 2 pm – 8pm

Tuesday 4pm – 6pm

Wednesday 10 am – 1 pm & 2 pm – 8pm

Tutor - Khanh Trinh

Khanh.Trinh@rockets.utoledo.edu

Tuesday 10 am – 6 pm

Wednesday 10 am – 4 pm & 7 pm – 9 pm

Finance Department Tutoring Hours

Tutoring available in ST 4049 for Finance:

Tutor - Kyla Millenbaugh

Monday 11 am – 3 pm

Tuesday 11 am – 3 pm

Wednesday 11 am – 3 pm

Tutor: Phillip Coveney

Wednesday 1 pm – 3 pm

Thursday 11 am – 3 pm

Friday 11 am – 3 pm

Study Abroad Trip - Austria/Germany/Czech Republic - May 2015

10-day study abroad trip for COBI students! Planned activities include cultural tours, business visits, and free time for you to explore Europe.

The study abroad trip counts as a 3-credit hour course (IBUS 4100 for undergrad/IBUS 6100 for grad). Students will be eligible to receive funds from the Global Business Development Institute and other UT sources to help reduce the cost of the trip.

FOR MORE INFORMATION:

<http://www.westjohn.com/studyabroad.htm>

USAC Costa Rica (Heredia) – Fall 2015

Study with Visiting Professor Dr. Ainsworth Bailey. Courses: International Business & Management MKTG/MGMT, 3000/4000 level, 3 credits and Cross-Cultural Consumer Behavior MKTG/BUS, 3000/4000 level, 3 credits.

Program Highlights: Enjoy easy access to the cultural, historic and urban highlights of the capital city, San Jose, and to the Pacific Ocean. Select courses ranging from four levels of Spanish to ecological studies. Explore interesting and beautiful areas of Costa Rica and neighboring countries on field trips and optional tours.

Application Deadline: June 15, 2015 For more information: usac.unr.edu (Facebook, Twitter, YouTube, Instagram: StudyAbroadUSAC)

**And Finally...Our Shining Stars, COBI InfoBits &
Do you need a campus job beginning this summer?**

Student Worker position(s) available in the COBI Office of Student Retention & Academic Success – the Student Services Office – SB 3130

Our office will be conducting interviews for our student assistant position(s). Candidates must be in academic good standing. **Preference given to current freshmen & sophomores due to the extensive training period and our desire for students to stay with our office for a minimum of 2 years.**

Positions available beginning this summer!!

Responsibilities include

- FERPA training & Confidentiality Commitment
- Students interact with Students, Staff, and Faculty of all levels
- Schedule appointments, file records, and other tasks, as assigned
- Assist advisers with projects and interoffice processing
- Must be professional, courteous, and timely with all tasks
- Prep for Student Orientation Programs
- 20hr/wk max. (UT policy) Summer work is 30 hr/wk max.

For further information or an application to apply, please stop SB 3130. Applications are only available in person. Students may also submit a resume. Students will be notified if they are selected for an interview.

Application due by April 10, 2015. Interviews will be scheduled for the week of April 13th.

Student Success Seminar - Planned by the Diversity Committee

When: Friday, March 20, 2015 Where: SB -2140 Time: 10:30 am to 12:30 pm - Dean Gary Insch will open this action packed seminar that will include representatives from COBI and the University, who will provide information on how to be successful in COBI and at the University.

Participants will get a chance to interact with faculty, staff, and their peers, as they acquire information on various services and programs at the University, and information on how they can become more engaged.

There will be a raffle for an iPad.

Empowering Teachers, Empowering Learners: Active Learning & Technology

Join us for this FREE conference exploring active learning and the integration of technology into the classroom. Speakers include representatives from Apple Inc., the Education Advisory Board, the University, local school systems, and more.

When: Wednesday, April 22, 2015 | 8:00 a.m - 4:00 p.m.

Where: Main Campus of The University of Toledo, Student Union - (Room 2582)

Contact: Barbara Kopp Miller | 419.530.2326 | Barbara.KoppMiller@utoledo.edu

Register here:

<https://www.eventbrite.com/e/empowering-teachers-empowering-learners-active-learning-and-technology-registration-15800726398>

UT Team wins 3rd place in APICS-MAD District level Case competition and wins \$1300

The COBI - UT team members Bryan Winters, Michael Malone, Cameron Tilkins and Paul Trendel won the third place in the Supply Chain case competition organized by APICS - Mid Atlantic District. The competition started about a month ago with 16 teams from 14 Universities. It consisted of playing Fresh Connection Supply Chain simulation Game for three 2-hour rounds in the elimination round. This UT fielded two teams and this team

moved to the next round. In the next round there were six teams, Temple University, BGSU, Penn State University, University of Maryland, University of Toledo and Ashland University.

The second round had three simulations two played remotely at UT and, and the final one at Pittsburgh Feb 20-21. The team traveled to Pittsburgh, where there was a final two hour simulation, a written report on the team's simulation strategy and a presentation in front of the audience and judges. The teams were judged on all three aspects. UT Team got the third prize, BGSU got the second prize and Temple University got the first prize. If you get a chance, pass on your congratulations to the team.

Shining Star Awards

The *Shining Star Award* was created to recognize and honor those who continuously demonstrate their commitment to excellence in teaching, challenging and inspiring our students. Below are the 3 categories of awards:

- Faculty Shining Star Award
- Staff Shining Star Award
- Shining Star for Community Involvement – this award is for any faculty, staff or student who is a shining star in helping our surrounding community.

Congratulations to February winner Amy O'Donnell & March winner Barb Robertson!

There are many stars out there, so please help recognize these people by sending in a nomination to Maria Stachowiak at maria.stachowiak@utoledo.edu . Please include a brief description stating why you are nominating the candidate.

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 2015-2016 are due by April 3, 2015 and available in SB 3130. Questions...Email Darlene Stevens at darlene.stevens@utoledo.edu.**

Free tax preparation help available on campus

University of Toledo faculty, staff and students who need assistance with preparing their 2014 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 2014. 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.