

COBI Student Services – Undergraduate News

November 2015 - Please read all of the great information in this edition...
Register for your Spring 2016 courses now!

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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 include your R# when emailing any advisor**)

419.530.2087

Breaking News!!

Breaking News!! The Provost Office has confirmed that a formal announcement and communication will be coming out shortly from the University regarding the change in the tuition plateau - effective for spring 2016 at UT.

This means that the full time registration cost will be changed from 12-16 to 12-18 credit hours. So students will pay the same tuition rate whether taking 12, 13, 14, 15, 16, 17, or 18 credit hours. Other fees may still apply. Stay Tuned for more info!

Breaking News!! COBI Scholarship Application – NOW available

The online COBI scholarship link is available through February 28th at <http://www.utoledo.edu/business/StuServ/Scholarships.html>.

The College of Business & Innovation proudly awards approximately \$200,000 in scholarships each spring semester to currently enrolled students for the coming academic year. Criteria for the business scholarships vary greatly. For example, some scholarships are based on the student's major area of study while others are based on GPA, financial need, and/or rank. By completing one on-line application, students are automatically considered for all scholarships for which they meet the criteria. Answer all questions thoroughly to ensure optimal consideration. Students may add information to their scholarship application as many times as they would like – up until February 28th.

Do you know your Final Exam Schedule? – December 14 - 18

http://www.utoledo.edu/offices/registrar/exam_schedules.html

Also check your course syllabi for other changes/updates specific to your course

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

Our office is located in the Savage Business Complex Rm 3130, 419-530-2087. Appointments and walk-in hours are available throughout the year. Students may also email general questions to the staff through COBIadvising@utoledo.edu.

For more information on our helpful advising staff, please visit the [Staff](#) page of our website.

Walk-In Advising Hours – SB 3130

Sign-in for undergraduate walk-in advising begins ½ hour prior to the start time. Students may request to meet with a specific advisor or see the first available. All students who sign-in will be seen – but must be present by the scheduled end-time.

For added convenience, our queuing system is viewable in the lounge at the end of the third floor hallway (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 or by visiting in person – SB 3130

December 2015 - Walk-in Advising Schedule

December 1	Tuesday	10 am – Noon
December 9	Wednesday	2 pm – 4 pm
December 10	Thursday	2 pm – 4 pm

Finals Week:

December 15	Tuesday	10 am – Noon
December 16	Wednesday	2 pm – 4 pm
December 17	Thursday	4 pm – 6 pm
December 18	Friday	1pm – 3 pm

December 21	Monday	2 pm – 4 pm
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Spring semester 2016 begins on January 11, 2016.

Newsflash! Updates on Course Offerings
for Spring and Summer 2016

News Flash - special course information

Summer 2016–

ACCT 3310 - Accounting Information Systems – Will Not Be Offered Summer 2016

This course has been offered in past summer sessions and may have been in your plan of study. ACCT majors must have this course prior to ACCT 4420 – Auditing, therefore students planning to take ACCT 4420 Fall term may need to register for the online section of ACCT 3310 this spring term 2016 even if they are on an internship.

The summer schedule will be online for viewing mid-December.

Make sure other courses are offered that you are planning to take in the summer.

Summer Registration Begins February 1, 2016

Spring 2016–

If you are Graduating May 2016 and are having difficulty registering for any classes – contact our office immediately.

BUAD 2050 – 091 - Accounting for Business Decision – Honors section

While this is not a required Honors course for Honors Program students, the department is offering an option this term. Great opportunity – especially for students needing to make up an Honors course due to post-secondary or transfer work! TR 2-3:15

Attention International Business Majors –

MKTG 4980 – 004 International Sales Negotiation, MW 11-12:15

This course may be taken as a major elective and also as a class that double dips with the MKTG or PSLS major – if you are a dual major.

MKTG 4980 – 5 different special topics courses!

- MKTG 4980 – 001 Web Design for Business Communication, TR 5:45-7pm
This course also offered as EBUS 3180
- MKTG 4980 – 002 Sports Marketing, R 12:30-1:45
This course examines the world of sports as a business and will focus on attracting the ultimate customer—sports fans—in an increasingly competitive, fragmented and global service. The course will discuss the management of sports at the professional, collegiate and special event levels focusing on the role marketing plays in planning and decision-making in attracting fans and the other major customer—sponsors. Other topical areas will include: sports branding; athlete management; globalization; event sponsorship and marketing; media involvement; fantasy sports; sports vendors; sports innovations and the value of investing in sports.
- MKTG 4980 – 003 Social Media & Mktg E-Commerce, TR 2-3:25
This course is also offered as EBUS 4150
- MKTG 4980 – 004 International Sales Negotiation, MW 11-12:15
This course is designed to explore the cultural and business implications of a sales career within an international or cross-cultural setting. Students will work in an applied setting engaging in roleplaying

and company analysis to understand the unique characteristics of this context. It can be used as an elective in IB, MKTG and PSLS majors (subs for MKTG 4540)

- MKTG 4980 – 901 Search & inbound Marketing, online
This course is also offered as EBUS 4040

HIST 3380 - Business and American Society

This is a great course for BAT-AOT majors who are looking for 3000/4000 level non-Business courses!

The College has also agreed to count this as a 3000/4000 level Business elective for BBA majors.

The growth of American business enterprise and its relationship to culture, politics, technological developments and economic change. From George Washington who didn't invent anything but married well to Steve Jobs who simply changed everything. From the nation's founding to the present, the history of American business is a story of invention and disruption, fortunes made and fortunes lost. From the past, we can learn about innovation, leadership, and the ethical dilemmas inherent in profit-driven enterprises. Only by knowing about the past, can we bring about positive changes in the future.

3.000 Credit hours On-line Instructor: Daniel A. French

What's next?
Graduation Information
or apply for our MBA program...



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:

- **Fall 2015 – Due Date was April 3, 2015 – **PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Spring 2016 – Due date was November 13, 2015 **PAST DUE– ACTION REQUIRED**
- **Summer 2016 – but attending the Spring ceremony – Due date is February 2016**
- **online application for summer will be available mid-December**

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 May 2016 you will get a letter prior to classes beginning in January 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 December 2015 and have not applied to graduate.**

Students should not wait to apply for graduation for any reason! Often the only way we can get approval for you to register for a required closed class – is if you have 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 the current term

and then it will allow you to select Fall 2015 or Spring 2016 as your graduation term. You have the ability to review your information prior to submitting it.

✓ **Graduating in May 2016 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 **Fall 2016. 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 **our new Graduate Programs Office**. You may call the new College of Business & Innovation Graduate Program Office at **419-530-5680** or visit in-person in **Stranahan Hall room 1016** or visit on-line at <http://www.utoledo.edu/business/COBI/graduateprograms.html>.

Again – our office in SB 3130 is no longer advising for the MBA program – and all students must now work with the advising staff in the new Graduate Programs office.

6 Things our Advisors want you to know!

1. If you have Registration Problems....pre-requisite error??

As you register for spring term 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. Reminder - All students need pre-req approval for ACCT 3110!

2. Problem with Course Offerings for graduation this term?

Please let our office know if there are issues which will prevent you from graduating on time. This could include course time conflicts, as well as courses not being offered. Our office works with the departments and the dean's office to resolve such issues.

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.

6. Tutoring –

- a. The Allan Barry Accounting Lab in SB 2130 offers tutoring for BUAD 2040, BUAD 2050 and ACCT 3110 and other services – please visit their website for more information-
<http://www.utoledo.edu/business/ACCT/ACCTAccountingLab.html>.
- b. The tutoring schedule for BUAD 2060, BUAD 2070 and BUAD 3020 is available in ST 4037 please visit this link for the schedule
<http://www.utoledo.edu/business/IOTM/courseschedules.html>.
- c. Also, tutoring is available for BUAD 3040 in ST4049 on Monday & Thursday 11 am – 5 pm and Wednesday 11 am – 3 pm.

Spring 2016 – Registration Dates – Add, Drop and Withdraw and Refund Periods

Registration is now underway for Spring 2016 semester. Act now to get the classes you want/need.

As the term begins – be sure you are familiar with the appropriate deadline listed.

Spring 2016 – Registration Dates – Add, Drop and Withdraw

Part of Term (POT)	Start Date	End Date	# of Weeks	Last Day to Add		Instructor's & College Dean Signatures Required to Add	Last Day to Drop		Withdraw	
				via Web	In-Person		via Web	In-Person	Begins	Ends
1	1-Jan	6-May	16	15-Jan	25-Jan	16-Jan	25-Jan	25-Jan	26-Jan	25-Mar
8	11-Jan	4-Mar	8	15-Jan	19-Jan	16-Jan	19-Jan	19-Jan	20-Jan	12-Feb
9	14-Mar	29-Apr	7	18-Mar	21-Mar	19-Mar	21-Mar	21-Mar	22-Mar	15-Apr
Law	11-Jan	6-May	16	15-Jan	25-Jan	16-Jan	25-Jan	25-Jan	26-Jan	25-Mar
0	varies	varies	varies	8-Jan	varies	varies	8-Jan	varies	varies	varies

Registration Refund Periods

Part of Term (POT)	Start Date	End Date	# of Weeks	Tuition Due Dates & Refund Periods				
				Due Date	100% Ends	80% Ends	60% Ends	40% Ends
1	11-Jan	6-May	16	31-Dec	17-Jan	24-Jan	31-Jan	7-Feb
8	11-Jan	4-Mar	8	31-Dec	13-Jan	17-Jan	20-Jan	21-Jan
9	14-Mar	29-Apr	7	31-Dec	16-Mar	20-Mar	23-Mar	24-Mar
Law	11-Jan	6-May	16	31-Dec	17-Jan	24-Jan	31-Jan	7-Feb
0	varies	varies	varies	31-Dec	varies	varies	varies	varies

Course registrations after the end of the on-line add period will require signatures of the instructor and the Dean of your college. Course registrations after the add/drop period for each Part of Term must be requested on the Request for Non-Funded Late Registration form and have the additional signature of the Provost. Main Campus, UH 3340; Health Science Campus, MLB 0213.

COBI December Graduation Breakfast and Holiday Wishes from our Advising Staff

COBI December Graduation Breakfast

The College of Business & Innovation cordially invites you and your family to the December 2015 Graduation Breakfast scheduled for Saturday, December 19, 2015 from 8 am - 9 am with remarks and presentation at 8:30 am. This event will be held in the atrium on the second floor of the Savage & Associates Business Complex. We hope to see you and your family as we celebrate your graduation. No tickets or rsvp required.

Holiday Wishes from our Advising Staff

As the fall semester ends and we all break to enjoy family and friends during the holiday season we want to share some thoughtful words to consider over winter break.

- Disarm – Use kindness and smiles to bridge differences with everyone you meet
- Discover – Try something new even if you feel awkward or embarrassed
- Dream – Anything is possible, make goals
- Design – Write it down, make a list or share with someone special
- Deliver – Be in the moment and bring the best of you to family & friends
- Don't Settle – Encourage others, reach out to those in need and be true to yourself

Our staff wishes you a very happy and safe holiday season and look forward to seeing return in 2016!