

COBI Student Services – Undergraduate News

November 2016 - Please read all of the great information in this edition...

If you haven't already done so - Register for your Spring 2017 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!! Transfer Credits, Final Exams and Scholarship Information

From the Office of the Provost:

Starting with students admitting for Spring 2017 and **any** course completed in 2017, The University of Toledo will no longer evaluate or transcribe transfer credit from institutions **without** regional accreditation, regardless of whether or not these institutions are ACE recommended.

This includes **StraighterLine which has been approved in the past. If you have been approved for, are registered for or plan to take classes at StraighterLine in 2017 – these courses will no longer automatically count toward your degree. If you are currently registered in 2016 – you must finish your course(s) in 2016 and submit your transcripts.**

Beginning 2017, any student seeking credit based non-regionally accredited institutions with ACE recommendations will be required to use the Prior Learning Assessment (PLA) process as described in the PLA Policy to have this knowledge transcribed. For more information on The University of Toledo PLA Policy you may visit their website at <http://www.utoledo.edu/uc/pla/> or email pla@utoledo.edu or call for an appointment with a PLA Advisor at 419.530.3142.

The sole exception will be for ACE-recommended military credit covered by the 2014 state directive on transfer credit for military training, coursework and experience.

This is a University policy and is not up for negotiation by the College of Business & Innovation.

Do you know your Final Exam Schedule? – December 12 - 16

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

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

College of Business and Innovation Scholarships - NOW available

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.

Annually, the online scholarship is available from November through February 1st. The link is on our COBI webpage. Your deadline to apply is February 1st.

[Click here to submit your application for College of Business and Innovation Scholarships](#)

Do you have a parent that is an alumni of the College of Business and Innovation or the University of Toledo? You may be eligible for the Lawrence V. Conway Business Alumni Scholarship.

[Click Here to apply for the Business Alumni Scholarship](#)

For information on applying for general university scholarships as well as information on obtaining grants and loans, contact The University of Toledo Student Financial Aid Office. As mentioned in the last newsletter – all scholarships have earlier deadlines this year – so check out your opportunities for next year - NOW.

We're also passing along this scholarship information we received: Apply now for Google Scholarships!

At Google, we believe information should be universally accessible. Our education and scholarship programs aim to inspire and help students become future leaders in computing and technology by breaking down the barriers that prevent them from entering these fields. If selected, scholarship recipients will each receive a \$10,000 scholarship for the 2017-2018 academic year and be invited to attend the annual Google Scholars' Retreat at the Googleplex next summer.

Please see below for a list of open scholarships.

[Women Techmakers Scholars Program](#) (formerly known as the Google Anita Borg Memorial Scholarship) is open to current female undergraduate or graduate students who will be studying at a university in the United States or Canada for the 2017-2018 academic year. **Deadline: December 1, 2016**

[Generation Google Scholarship](#) is open to current undergraduate or graduate students from an underrepresented background in computer science who will be studying at a university in United States or Canada for the 2017-2018 academic year. **Deadline: December 1, 2016**

[Google Lime Scholarship](#) is open to current undergraduate or graduate students with disabilities who will be studying at a university in United States or Canada for the 2017-2018 academic year. **Deadline: December 4, 2016**

For questions and complete details on all of our scholarships, please visit g.co/scholarships.

**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

Walk-in Advising Schedule

November 30	Wednesday	2 pm – 4 pm
December 7	Wednesday	1:30 pm – 3:30 pm
<i>Finals Week:</i>		
December 13	Tuesday	4 pm – 6 pm
December 14	Wednesday	9:30 am - 11:00 am
December 15	Thursday	2 pm – 4 pm

December 16 Friday 10 am - Noon

December 19 Monday 10 am - Noon

Fall semester 2016 ends on December 16, 2016.

Spring semester 2017 begins on January 9, 2017.

January walk-in times will be posted by mid-December.

Newsflash! Updates on Course Offerings for Spring and Summer 2017

News Flash - special course information

Summer 2017–

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 January 30, 2017

Spring 2017–

If you are Graduating May 2017 and are having difficulty registering for any classes or if a course you need is not offered or closed – contact our office immediately.

New Sections!!

BUAD 3030-001 - Managerial and Behavioral Processes In Organizations

– CRN 20371, MW 5:45-7pm, ST 129

BUAD 2030-009 – Executive Communication Essentials

– CRN 20393, TR 9:30-10:45, SB 3160

BMGT 2110-003 – Managing in a Global Economy

– CRN 20387, TR 3:30-4:45, SB 2140

This course fulfills the same requirement as BUAD 2080

ACCT 3320-901 – Internal Reporting

– CRN 20296, ONLINE

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



December 2016 Graduation Information

Commencement is on Saturday, December 17, 2016 at 10:00 am in the John F. Savage Arena.

You and your family are invited to join the College of Business and Innovation for a complimentary breakfast in the atrium on the second floor of our Savage and Associates Complex for Business Learning and Engagement. Refreshments will be available from 8:30 am to 9:15 am with a brief presentation taking place at 8:45 am. This timing will give you enough time to get to Savage Arena in time to line up for Commencement.

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 2016 – Due Date was April 2016 – **PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Spring 2017 – Due date was November 11, 2016 **PAST DUE– ACTION REQUIRED**
- **Summer 2016 – but attending the Spring ceremony – Due date is February 2017**
 - **You still list graduation date as “summer”,**
 - application for students not wishing to attend the May ceremony is April 2017.

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. *For example*, if you applied to graduate in May 2017 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 2016 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. You will want to select the current term and then it will allow you to select Spring 2017 or Summer 2017 as your graduation term. You have the ability to review your information prior to submitting it.

✓ **Graduating in May 2017 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 2017. 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 3 to 4 semesters.**

We encourage you to call to schedule an appointment with **our 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>.

6 Things our Academic Advisors want you to know and 5 Reasons to contact your Success Coach!!!

6 Things our Academic 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 visit <http://www.utoledo.edu/business/FIBE/> and click Tutoring for days & times.

To schedule an appointment with your Academic Advisor or for information on our walk-in advising schedule please call 419-530-2087 or visit us in-person in the Savage and Associates Business Complex in room 3130 Monday through Friday 8:30 am to 5pm.

5 Reasons to contact your Success Coach...

1. I don't feel like myself. This "adjusting to college" thing still hasn't happened and is way different than I thought!
2. I'm not very involved. How do I get started?
3. Now I'm rethinking my major outside the College of Business. How do I figure out what I want to do?
4. I just got back a low scoring test. Gulp! Now what???
5. I want to get everything out of my college experience. Let's make a plan for success!

For more information about your Success Coach please visit their website at <http://www.utoledo.edu/successcoach/> or email to successcoach@utoledo.edu.

Spring 2017 – Registration Dates – Add, Drop and Withdraw and Refund Periods

Registration is now underway for Spring 2017 semester. Act now to get the classes you want/need. As the term begins – be sure you are familiar with the appropriate deadlines listed. Always Visit http://www.utoledo.edu/offices/registrar/registration_dates_spring.html for the latest details or any last minute changes.

Full term classes are POT – Part of term - 1. ½ term classes are POT 8 or 9. Deadlines vary accordingly.

REGISTRATION DATES – 2017 SPRING

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	9-Jan	5-May	16	13-Jan	23-Jan	14-Jan	23-Jan	23-Jan	24-Jan	24-Mar
8	9-Jan	3-Mar	8	13-Jan	17-Jan	14-Jan	17-Jan	17-Jan	18-Jan	10-Feb
9	13-Mar	28-Apr	7	17-Mar	20-Mar	18-Mar	20-Mar	20-Mar	21-Mar	14-Apr
Law	9-Jan	5-May	16	13-Jan	23-Jan	14-Jan	23-Jan	23-Jan	24-Jan	24-Mar
0	varies	varies	varies		varies	varies		varies	varies	varies

Registration Refund Periods

Part of Term (POT)	Start Date	End Date	# of Weeks	Tuition Due Dates & Refund Periods				
				Due	100% Ends	80% Ends	60% Ends	40% Ends
1	9-Jan	5-May	16	30-Dec	15-Jan	22-Jan	29-Jan	5-Feb
8	9-Jan	3-Mar	8	30-Dec	11-Jan	15-Jan	18-Jan	19-Jan
9	13-Mar	28-Apr	7	30-Dec	15-Mar	19-Mar	22-Mar	23-Mar
Law	9-Jan	5-May	16	30-Dec	15-Jan	22-Jan	29-Jan	5-Feb
0	varies	varies	varies	30-Dec	varies	varies	varies	varies

Student Assistants Needed!

Student Assistants are vital to the daily operations of the COBI Student Retention & Academic Success Office. Our office is a fast paced and customer service friendly environment for all COBI students for resources, information and to meet with their academic advisors.

- Besides fall and spring terms, our student assistants must be able to work during summer term to assist with Rocket Launch, setting up laptops, checking course openings, delivery of documents to Orientation leaders and assisting advisors, students and family visitors as needed.

- COBI students in their freshman or sophomore year with GPA of 3.0 or above are preferred to facilitate our extended training and in the hopes that students will remain employed for at least 2 years. Students must be currently enrolled and in good standing.
- Plan to work 10 to 20 hours per week during the fall and spring semesters; plan to work 20 to 28 hours per week during summer term.

Duties and requirements include but are not limited to:

- Completion of FERPA training and understanding of the regulations regarding confidentiality
- Ability to work in a fast paced and customer service oriented environment
- Must display a friendly and attentive attitude when interacting with people in-person or over the phone
- Must be able to listen carefully and ask people both in-person and over the phone appropriate questions and provide accurate information
- Call students to remind them of appointments and/or to provide information about course registration as needed
- Process the next day's appointments with degree audits and files for each
- Maintain the filing for all COBI students
- Participate during open walk-in advising to run degree audits, pull files and assist students
- May be required to occasionally work after 5pm for walk-ins and during the summer term on select Saturdays as needed for Rocket Launch/Transition
- Must be able to work during Summer break
- Must be familiar with Word and Excel, will create labels, open files, maintain forms, create other documents. Also must be familiar with Outlook email and calendar to schedule appointments.
- Must be able to multi-task and follow up on details
- Must be familiar with or display a willingness to learn faxing and scanning documents
- Must be familiar with or display a willingness to learn degree audits and show an ability to learn UT internal systems such as Banner
- Must be able to assist during Rocket Launch, setting up laptops, checking course openings, delivery of documents to Orientation leaders and assisting advisors, students and family visitors as needed

Students must apply for the Student Assistant position through Rocket Jobs, please visit their website at <http://www.utoledo.edu/success/celcs/rocketjobs/>

COBI Holiday Wishes from our Advising Staff

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 2017!