

# COBI Student Services – Undergraduate News

November 2018

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

Spring 2019 Registration began on October 17<sup>th</sup> – see below for more info! Register ASAP for best course selection!

Spring 2019 <b>Priority</b> Registration Date <b>Changes</b> – Important Dates you need to know!	I Need to See an Advisor! <b>Walk-Ins</b> or Call for Appointment?	<b>Newsflash!</b> Update on Course Offerings for <b>Winter Intercession 2019</b>
<b>5 Things</b> our Advisors want you to know! Plus COBI Tutoring & Lab Hours	What's next? Declare a Major...apply for graduation	COBI Scholarships, COBI General Information & <b>New FAFSA Info</b>

College of Business and Innovation (COBI) – Contact Information

Visit our website at: [Office of Student Retention and Academic Success](#)

Visit us in-person in the Savage & Associates Business Complex, Suite 3130

Email our advisors at: [COBIadvising@utoledo.edu](mailto:COBIadvising@utoledo.edu) (Always include your Rocket ID #)

Call our office at 419.530.2087 Monday thru Friday, 8:30 am to 5:00 pm

**Spring 2019 Priority** Registration dates according to your earned hours.

**Example of where to locate your earned hours from DARS:**

LEVEL	UT QUAL HOURS	UT QUAL POINTS	UT GPA	TRAN GPA	HIGHER ED GPA	TOTAL EARNED HOURS
UG	30.00	84.68	2.823	0.000	2.823	30.00

Continuing and Readmit Student Groups*	Spring 2019
Priority Registration: Honors, Graduate levels, Athletes including Varsity Cheerleaders, ROTC (All Contracted ROTC Cadets), Salford Students, Students with Disabilities, Student Disability Services Volunteer Note Takers, Military/Veteran, Distance Learning Only Program	10/17/2018

Seniors (90 earned hours or higher)	10/24/2018
Juniors (60-89 earned hours)	10/30/2018
Sophomores (30-59 earned hours, UWD - undergraduates with degree)	11/05/2018
Freshman (0-29 earned hours)	11/13/2018
Open Registration	11/13/2018

**\*New Students** for spring term 2019 - Must attend orientation (Rocket Launch) prior to registering for classes.

**\*New Transfer Students** for spring term 2019 - Transfer students must attend [orientation](#) prior to registering for 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. Students may request to meet with a specific adviser (up until the last ½ hr) or see the first adviser available. 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 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.

All current students will be eligible to register by November 13<sup>th</sup>.

Individual appointments may also be available by calling 419.530.2087 or by stopping in – SB 3130

**Freshmen in BUAD 1000** received their advising appointments through class – but may come through walk-ins for assistance adjusting their spring schedules.

### Undergraduate COBI Walk-in Advising Schedule

### Priority Registration for spring term and winter intercession 2019 began October 17<sup>th</sup>

**Check the schedule below to determine when you are eligible to register!**

### November 2018 - Walk-in Advising Schedule

November 14      Wednesday      1:30 pm – 3:00 pm

November 15	Thursday	2:30 pm – 4:00 pm
November 19	Monday	2:00 pm – 4:00 pm
November 20	Tuesday	10 am – noon
November 29	Thursday	2:30 pm – 4:00 pm

### December Walk-in Advising Schedule

December 4	Tuesday	2 – 3:30 pm
December 5	Wednesday	1:30 – 3 pm

#### Finals Week:

December 10	Monday	10am – noon
December 11	Tuesday	4 – 6 pm
December 12	Wednesday	10am – noon
December 13	Thursday	2 – 4 pm
December 14	Friday	10am – noon

December 18 Tuesday 10am – noon

### **Newsflash!** Update on Course Offerings for **Winter Intercession 2019**

### News Flash - special course information

#### *Winter Intercession 2019 – December 17, 2018 -January 11, 2019*

Last year the university began offering condensed courses over the break between fall and spring terms. This time is known as Winter Intercession. This year – the College of Business will be offering 3 online classes!

- BUAD 2020-901 – Information Technology**
- BUAD 2060-901 – Data Analysis for Business**
- MKTG 3880-901 – Marketing Research**

Because these courses are very condensed – only students in good standing (GPA > 2.00) are eligible to register. If you are interested, you are eligible to register based on the same priority as spring 2019 registration – so register NOW. For more information – see the link from the Registrar’s Office below:

## 5 Things our Advisors want you to know!

### 1. COBI Scholarship application available now.

Annually, the online scholarship is available from November 8 through February 1st. The link is on our COBI webpage as well as the Financial Aid webpage. Your deadline to apply is February 1st.

<http://www.utoledo.edu/business/StuServ/Scholarships.html>

### 2. 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 3100!**

### 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.

## Tutoring Schedules for BUAD 2060, BUAD 2070, BUAD 3020, BUAD 3040 plus the Allan Barry Accounting Lab & Bloomberg Lab Hours

### Tutoring Hours for BUAD 2060, BUAD 2070 and BUAD 3020

#### **Fall Term 2018 – Location: ST 4027**

Monday	12:30 pm – 2:30 pm
Tuesday	4:00 pm – 5:30 pm
Wednesday	10:30 am – 2:30 pm and 5:00 pm – 7:00 pm
Thursday	10:30 am – 12:30 pm and 4:00 pm – 7:00 pm

### Tutoring Hours for BUAD 3040 - Principles of Financial Management

#### **Fall Term 2018 – Location: ST 4007**

Sunday	12:00 pm – 8:00 pm
Monday	9:00 am – 2:00 pm
Tuesday	11:00 am – 4:00 pm
Wednesday	9:00 am – 2:00 pm
Thursday	11:00 am – 4:00 pm
Friday	9:00 am – 1:00 pm
Saturday	8:00 am – 4:00 pm

### **Department of Accounting Alan Barry Accounting Lab Hours –** Tutoring Hours for BUAD 2040, BUAD 2050, ACTG 1040/1050, ACCT 3100

#### **Fall 2018 – Location: SB 2130**

Monday	12:00 pm - 2:30 pm
Tuesday	1:30 pm - 4:00 pm
Wednesday	12:00 pm - 2:30 pm
Thursday	1:30 pm - 4:00 pm

Note: There will be no tutoring on dates when the University of Toledo is closed per the 2018-2019 academic calendar.

### **Bloomberg Terminals (Trading Rooms)**

#### **Fall 2018 – Location: SB 3200**

Monday	9:00 am to 5:00 pm (1:00 pm – 2:00 pm FINA 4340-001 course in session)
Tuesday	9:00 am to 2:30 pm
Wednesday	9:00 am to 5:00 pm (1:00 pm – 2:00 pm FINA 4340-001 course in session)
Thursday	9:00 am to 2:30 pm
Friday	12:00 pm to 4:00 pm
Sunday	11:00 am to 4:00 pm

**Additional University Tutoring –**  
<http://www.utoledo.edu/success/lec/tutoring/>

## **What's next? Declare a Major...apply for Graduation**

### ✓ **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 3100 your first semester as a junior. ACCT 3100 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.



## **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 (December) 2018 – Due Date **\*\*PAST DUE – ACTION REQUIRED IMMEDIATELY****
- **Spring (May) 2019 – Due date is November 16, 2018**
  - **Do not apply for spring term if you will have classes remaining in the summer term**
- **Summer 2019 –**
  - **Due date is March 22, 2019 –**
  - **BUT Due date is February 11, 2019** if you are participating in the Spring ceremony

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 apply to graduate in May 2019 by the deadline of November 16, 2018, 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. Do NOT apply for spring graduation if you will be finishing your classes in summer term. More information coming on this deadline & process.

**\*\*Contact us immediately** at [COBIadvising@utoledo.edu](mailto:COBIadvising@utoledo.edu) if you are planning to graduate in **December 2018 and have not applied to graduate.**

**Students apply for graduation via the MyUT portal.** The “apply to graduate” link is in the My Records Section of the Student Tab. You will want to select the current term on the initial screen and then it will allow

you to select Spring or Summer 2019 as your graduation term on the following screen. You have the ability to review your information prior to officially submitting it. There is no cost to apply to graduate as an undergraduate student. You do not have to be registered for your final term to apply – so Apply NOW!

## COBI Scholarships, COBI General Information & New FAFSA Info

### College of Business and Innovation Scholarships

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 8 through February 1st. The link is on our COBI webpage as well as the Financial Aid webpage. Your deadline to apply is February 1st.

<http://www.utoledo.edu/business/StuServ/Scholarships.html>

### COBI Events/Information:

### College Computing Updates

#### Office 365 Now Free to all students

<http://www.utoledo.edu/IT/office365/>

Check out the website above for all information.

This offer is available to all registered students at the University of Toledo. If you have any questions about this free program or need additional assistance, please contact the Information Technology department by phone at 419.530.2400, or on the web at <http://ithelp.utoledo.edu> for assistance.

#### Laptop Checkout in ST 125

- Students must provide current UT Rocket Card
- 4 hour time limit is strictly enforced

New Hours - Monday-Thursday 8:30 am-10:00 pm

with the last laptop being checked out at 9:00pm (to be returned by 10pm)

#### COBI Computer labs

- The college has 4 labs in addition to laptop check out – ST 120, 125, 127 & 1019
- ST 1019 is currently out of service due to flooding damage – stay tuned for reopening.

#### Do you know about UT's Virtual Lab?

Students can access lab software from anywhere! Check out this link:

<http://www.utoledo.edu/it/vlab>

## Changes for FAFSA Dates and Deadlines for the 2019-2020 Academic Year

### **October-December 2018 – Timely reminders – You must complete every year.**

The 2019-2020 Free Application for Federal Student Aid (FAFSA) will be available as of October 1, 2018 at: <http://www.fafsa.ed.gov> **The University of Toledo school code is: 003131.** You will be able to use 2017 tax information to complete the FAFSA for 2019-2020. The priority deadline for UT to receive your processed FAFSA is February 1.

- If you plan to attend college from: Summer 2019, Fall 2019, Spring 2020
- Using the FAFSA for: 2019-2020
- Using tax information from: 2017
- You can submit the FAFSA from: October 1 2018 – June 30, 2019

The verification of FAFSA data is student specific. The Department of Education and UT encourage the use of the **IRS data retrieval process within the FAFSA website.** You may access the 2019–20 FAFSA form on Oct. 1, 2018, with additional security and privacy protections added.

### **January-February 2019**

Review the Student Aid Report (SAR) that is generated from your FAFSA data. This can be viewed at the FAFSA site. Any updates or corrections can be made at that site as well. Please read the front page very carefully! It has updates regarding your grant and loan status.

### **March 2019**

Beginning in March the federal and state financial aid packaging for the 2019-2020 academic year will begin. Using the UT portal on the 'Student' tab using the 'Tool Kit' in the left hand column students can view their financial aid, accept/decline/reduce their aid.

For More Information – Please see the Rocket Solutions Central staff or the Financial Aid webpage: <http://www.utoledo.edu/financialaid/>

**Stay Tuned for our Next Newsletter with more Information on Final Exams!**