

# COBI Student Services – Undergraduate News

## October 2016

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

Spring 2017 courses are available to view NOW!

Registration begins October 12<sup>th</sup> – see below for more info!

I Need to See an Advisor! <b>Walk-Ins</b> or Call for Appointment?	Spring 2017 <b>Priority</b> Registration & Scholarship Date Changes – Important Dates you need to know!	<b>Newsflash!</b> Updates on Course Offerings for Spring 2017
<b>5 Things</b> our Advisors want you to know! Plus COBI Tutoring & Lab Hours	What's next? Declare a Major, apply for graduation or apply for the <b>MBA program...</b>	Fall COBI, BCP and University Events – <b>Get Involved!</b>

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](mailto:COBIadvising@utoledo.edu) (**please include your R# when emailing any advisor**)

419.530.2087

**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 or see the first 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.

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

## October 2016

### Walk-in Advising Schedule

***\*Priority Registration Begins for Spring Term 2017 on 10/12/16\****

**October 6            Thursday            10 am – Noon**

**October 11          Tuesday            10 am – Noon**

**October 12          Wednesday        1:30 pm – 3:30 pm**

<b>October 13</b>	<b>Thursday</b>	<b>2 pm – 4 pm</b>
<b>October 14</b>	<b>Friday</b>	<b>10 am – Noon</b>
<b>October 18</b>	<b>Tuesday</b>	<b>10 am – Noon</b>
<b>October 19</b>	<b>Wednesday</b>	<b>2 pm – 4 pm</b>
<b>October 21</b>	<b>Friday</b>	<b>10 am – Noon</b>
<b>October 24</b>	<b>Monday</b>	<b>1 pm – 3 pm</b>
<b>October 25</b>	<b>Tuesday</b>	<b>4 pm – 6 pm</b>
<b>October 26</b>	<b>Wednesday</b>	<b>1:30 pm – 3:30 pm</b>
<b>October 27</b>	<b>Thursday</b>	<b>10 am - Noon</b>

## Changes for FAFSA Dates and Deadlines for the 2017-2018 Academic Year

### October-December 2016

The 2017-2018 Free Application for Federal Student Aid (FAFSA) is now available as of October 1, 2016 at: <http://www.fafsa.ed.gov> **The University of Toledo school code is: 003131.** You will be able to use 2015 tax information to complete the FAFSA for 2017-2018. The priority deadline for UT to receive your processed FAFSA is February 1.

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 will be notified by the UT financial aid office regarding any additional information or forms that will be required to complete the FAFSA process.

### January-February 2017

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 2017

Beginning in March the federal and state financial aid packaging for the 2017-2018 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/>

**Spring 2016 Priority Registration – Important Dates you need to know!** Registration dates according to your earned hours.

Continuing & Transfer Readmit Student Groups	Spring 2017
<a href="#">Honors, Graduate levels, Athletes including Varsity Cheerleaders, ROTC (Only ROTC Scholarship Cadets), Salford Students, Students with Disabilities, Student Disability Services Volunteer Note Takers &amp; Military/Veteran</a>	10/12/2016
Distance Learning Only Program	10/13/2016
100 or more earned hours	10/14/2016
90 or more earned hours	10/17/2016
80 or more earned hours	10/19/2016
UWD (Undergraduate with Degree)	10/21/2016
70 or more earned hours	10/24/2016
60 or more earned hours	10/26/2016
50 or more earned hours	10/28/2016
40 or more earned hours	10/31/2016
30 or more earned hours	11/2/2016
20 or more earned hours	11/4/2016
10 or more earned hours	11/7/2016
1 or more earned hours	11/8/2016
New Students in the current Fall term	11/9/2016
Open Registration	11/10/2016

## Newsflash! Updates on Course Offerings for **Spring 2017**

### News Flash - **special course information**

#### Spring 2017-

#### **INFS courses -**

Many of the course pre-requisites have been updated to include INFS 3150 as a prereq. This is not applicable for current INF majors however. This will be going into effect for new majors beginning the degree. If you need an override to register – please contact our office [COBIadvising@utoledo.edu](mailto:COBIadvising@utoledo.edu) or 419-530-2087 with your R# ready and the course(s) you want to take.

#### **INFS 3980 – Prin. of IS Security – New Course**

This course aims to give students a broad understanding of technical and business issues in information systems security, systems security models, analysis of process and technology in systems security and security policies leading to information assurance. Prereq BUAD 3050. MW 2-3:15

### **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/college credit plus or transfer work! MW 2:00 pm – 3:15 pm

### **BUAD 2000-901 - Career Development 1**

For online/DL program students or associate degree students ONLY. Contact Students Services if you want to register – as you will need an override to register.

### **IBUS 4100 - Study Abroad – Dr. Gary Insch – London and Berlin – May 2017**

**10-day study abroad class to London & Berlin (3 credit hrs.) with UT's College of Business and Innovation.** Visit international businesses like QVC and Jaguar. Experience life in another culture. 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 which can count toward An IBS major, minor or as a free elective for any business major. Please see an advisor to check how you may be able to use this course in your degree.

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.

#### **ACT FAST! DEADLINES ARE APPROACHING AND SPACE IS LIMITED!**

For trip details and application please visit <http://www.utoledo.edu/business/studyabroad/>.

### **MKTG 3170 – NOT open to COBI students.**

For a similar course - please see MKTG 4980-004 – Sales for the Social Good.

### **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
- MKTG 4980 – 003 Social Media & Mktg E-Commerce, TR 2-3:25 pm  
This course is also offered as EBUS 4150
- MKTG 4980 – 004 Sales for the Social Good, R 5:45-7:00 pm  
It can be used as an elective in MKTG and PSLS majors (subs for MKTG 4540)
- MKTG 4980 – 901 Search & inbound Marketing, online  
This course is also offered as EBUS 4040

### **PSLS 3000 - Sales Career Orientation and Management**

**This will count as a free elective for any business major – but not toward any specific requirement.**

This course is designed to provide an overview of professional selling careers. It is open to all UT students regardless of college and rank and will count as a free elective in your degree. Members of the sales faculty team guest lecture so the students meet the PSLS faculty team from the onset. There are also alumni and sponsors coming in to give first hand insight and workshops into the different models, industries, and opportunities. 1.0 Credit hours Instructor: Deirdre Jones

## 5 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?

As you review the course offerings – 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.

**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 – Stats & Operations Mgmt**

### Fall Term 2016 – Location: **ST 4037**

Monday	12:00 pm to 4:30 pm
Tuesday	12:00 pm to 4:30 pm
Wednesday	12:00 pm to 4:30 pm
Thursday	12:00 pm to 4:30 pm

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

### Fall Term 2016 – Location: **ST 4049**

Monday	1:00 pm to 4:30 pm
Tuesday	11:00 am to 3:00 pm
Wednesday	1:00 pm to 4:30 pm
Thursday	11:00 am to 3:00 pm

## Allan Berry Tutoring Lab Schedule – Fall 2016

	<b>ACCT 3110</b>	<b>BUAD 2040</b>	<b>BUAD 2050</b>
Monday	10:00 am to 2:00 pm	2:00 pm to 5:00 pm	3:30 pm to 5:00 pm
Tuesday	1:00 pm to 3:00 pm	Not Available	10:00 am to 1:00 pm
Wednesday	Not Available	Noon to 5:00 pm	10:00 am to Noon AND 3:30 pm to 5:00 pm
Thursday	10:00 am to 2:00 pm	2:00 pm to 4:00 pm	10:00 am to 3:00 pm AND 4:00 pm to 5:00 pm

## Bloomberg Terminals (Trading Rooms)

Monday	9:30 am to 12:30 pm AND 3:00 pm to 6:00 pm
Tuesday	10:00 am to 11:00 am AND 12:00 pm to 7:00 pm
Wednesday	9:00 am to 7:00 pm
Thursday	10:00 am to 11:00 am AND 12:00 pm to 7:00 pm
Friday	11:00 am to 4:00 pm

**What's next? Declare a Major, apply for Graduation or apply for the 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.

## ✓ **Graduating in December 2016 or Spring 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 one calendar year (Fall, Spring, Summer).**

We encourage you to call to schedule an appointment with **our COBI Graduate Programs Office**. You may call the 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>.



## **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 **\*\*PAST DUE – ACTION REQUIRED IMMEDIATELY****
- **Spring 2017 – Due date is November 11, 2016**
- **Summer 2017 - but attending the Spring ceremony – Due date is February 2017**
- **Fall 2017 - Due date is March 24, 2017**

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 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](mailto:COBIadvising@utoledo.edu) if you are graduating in **December 2016 and have not applied to graduate.****

**NEW!** Students can now 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 2017 or Summer 2017 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 and University Events – Get Involved!**

## **UT/COBI Events:**

October 14-16 – Homecoming Celebrating 50 Years of Rocky – For schedule of events visit

<http://www.utoledo.edu/homecoming/>

## **COBI Business Career Program (BCP) Events** **Contact 419-530-5400, SB 4120 for more information**

October 20 - Etiquette Dinner

November 3 – Dress for Success Seminar

November 18 – Ticket to Success

## **Happy Halloween - Trick or Treat with COBI Student Services**

Monday, October 31<sup>st</sup> – stop by our office for trick or treat ;- ) We will be the ones in the scary costumes.

**Stay Tuned for our Next Newsletter with more Events and Information!**