

# COBI Student Services – Undergraduate News

## Late September 2017

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

Spring 2018 courses are available to view NOW!

Registration begins October 18<sup>th</sup> – see below for more info!

I Need to See an Advisor! <b>Walk-Ins</b> or Call for Appointment?	Spring 2018 <b>Priority</b> Registration Date <b>Changes</b> – Important Dates you need to know!	<b>Newsflash!</b> Updates on Course Offerings for <b>Spring 2018</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	<b>Get Involved!</b> Fall COBI, BCP and University Events & <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)

**(please include your R# when emailing any advisor)**

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

**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 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.

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

**Freshmen in BUAD 1000** will receive their advising appointments and more information in class – so there is no need to come through walk-ins, etc.

### Walk-in Advising Schedule

#### Remaining September 2017 times

**September 26 Tuesday 4 – 6 pm**

**September 28 Thursday 2 – 4 pm**

**October 2017 – Walk-in Advising Schedule**

**October 2      Monday            10 am – Noon**  
**October 3      Tuesday            1:30 pm – 3:30 pm**  
**October 5      Thursday            2 pm – 4 pm**

**October 10     Tuesday            4 pm – 6 pm**  
**October 12     Thursday            1:30 pm – 3:30 pm**  
**October 13     Friday                10 am – Noon**

***\*Priority Registration Begins for Spring Term 2018 on 10/18/17\****

**October 18     Wednesday        1:30 pm – 3:30 pm**  
**October 19     Thursday            10 am – Noon**  
**October 20     Friday                10 am – Noon**

**October 23     Monday             10 am – Noon**  
**October 24     Tuesday            10 am – Noon**  
**October 25     Wednesday        1:30 pm – 3:30 pm**  
**October 26     Thursday            2 pm – 4 pm**

**October 30     Monday             12:30 pm – 2 pm**  
**October 31     Tuesday            1:30 pm – 3:30 pm**

**Spring 2018 Priority Registration – Important Dates you need to know!** Registration dates according to your earned hours.

Example of where to locate your earned hours from DARS:

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

**Continuing and Readmit Student Groups\***

**Spring 2018**

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

10/18/2017

Seniors (90 earned hours or higher)	10/23/2017
Juniors (60-89 earned hours)	10/27/2017
Sophomores (30-59 earned hours, UWD - undergraduates with degree)	11/2/2017
Freshman (0-29 earned hours)	11/8/2017
Open Registration	11/17/2017

**\*New Students** for spring term 2018 - Must attend orientation (Rocket Launch) prior to registering for classes.

**\*New Transfer Students** for spring term 2018 - Transfer students must attend [orientation](#) as soon as possible.

## Newsflash! Updates on Course Offerings for Spring 2018

### News Flash - special course information

#### Spring 2018–

#### **INFS 3770 and 4510 courses -**

The course pre-requisite lists INFS 3150 as a prereq for these courses. While recommended – INFS 3150 is not required to take these courses. 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 you want to take.

#### **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 – Milan and Barcelona – May 6 to May 15, 2018**

**10-day study abroad class to Milan & Barcelona (3 credit hrs.) with UT's College of Business and Innovation.** Visit international businesses. Experience life in another culture. Planned activities include cultural tours, business visits, and free time for you to explore. 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 may 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/>. For questions please email [Carol.sullinger@utoledo.edu](mailto:Carol.sullinger@utoledo.edu)

#### **MKTG 4980 – 3 different special topics courses!**

- MKTG 4980 – 001 - E-Commerce Business Models, TR 02:30 pm-03:50 pm  
This course also offered as EBUS 4150

- MKTG 4980 – 002 - Sales for the Social Good, R 05:30 pm-06:50 pm  
It can be used as an elective in MKTG and PSLS majors (see an adviser for substitution info)
- MKTG 4980 – 901 - Digital Business Intelligence, 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. Is there a Problem with Course Offerings for graduation next term?**

As you review the spring 2018 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. **Check the spring 2018 schedule of classes NOW!** Once registration begins on October 18<sup>th</sup> – it is very difficult to correct course offerings or make changes.

#### **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 3110!**

#### **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 2017 – Location: ST 4027

Monday	9:30 am – 5:15 pm and 7:15 pm – 8:30 pm
Tuesday	9:30 am – 12:30 pm and 2:30 pm – 8:00 pm
Wednesday	9:30 am – 12:30 pm and 4:00 pm – 8:30 pm
Thursday	9:30 am – 12:30 pm and 4:00 pm – 7:15 pm

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

### Fall Term 2017 – Location: ST 4007

Monday	9:30 am to 5:00 pm
Tuesday	9:00 am to 4:30 pm
Wednesday	9:00 am to 2:30 pm
Thursday	11:30 am to 4:30 pm
Friday	1:00 pm to 6:00 pm
Saturday	10:00 am to 5:00 pm
Sunday	1:00 pm to 9:00 pm

## Fall 2017 - Department of Accounting Alan Barry Accounting Lab Hours – SB 2130

### Monday, Tuesday, Wednesday, Thursday

**10:30 am - 3:30 pm**

- ACTG 1040/1050
- BUAD 2040
- BUAD 2050
- ACCT 3110

Note: There will be no tutoring on dates when the University of Toledo is closed per the 2017-2018 academic calendar.

## Bloomberg Terminals (Trading Rooms)

Monday	10:00 am to 12:30 pm & 4:00 pm to 5:30 pm
Tuesday	10:00 am to 12:30 pm & 2:30 pm to 7:00 pm
Wednesday	10:00 am to 12:30 pm & 2:30 pm to 5:30 pm
Thursday	10:00 am to 11:00 am & 12:00 pm to 7:00 pm
Friday	10:00 am to 11:00 am & 2:30 pm to 7:00 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 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.



## 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) 2017** – Due Date **\*\*PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Spring (May) 2018** – Due date is **November 17, 2017**
- **Summer 2018** – Stay tuned for the deadline – if you are participating in the Spring ceremony, the deadline will most likely be February 1<sup>st</sup>, later in spring term – if not.

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 2018 by the deadline of November 17, 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. 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 2017 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 2018 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 1-7 – **Aloha Rockets - Homecoming 2017** – 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

**September 29 – Job Fair – Visit the following link for details**  
<http://www.utoledo.edu/business/BCP/BCPEvents.html>

#### Upcoming Events:

October 19 - Etiquette Dinner  
Date to be announced – Dress for Success Seminar  
Date to be announced – Ticket to Success

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

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

## Changes for FAFSA Dates and Deadlines for the 2018-2019 Academic Year

### October-December 2017 – Timely reminders – You must complete every year.

The 2018-2019 Free Application for Federal Student Aid (FAFSA) will be available as of October 1, 2017 at: <http://www.fafsa.ed.gov> **The University of Toledo school code is: 003131.** You will be able to use 2016 tax information to complete the FAFSA for 2018-2019. The priority deadline for UT to receive your processed FAFSA is February 1.

- If you plan to attend college from: Summer 2018, Fall 2018, Spring 2019
- Using the FAFSA for: 2018-2019
- Using tax information from: 2016
- You can submit the FAFSA from: October 1 2017 – 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.** On Aug. 7, 2017, Federal Student Aid

confirmed that the IRS DRT will return with the 2018–19 FAFSA form on Oct. 1, 2017, with additional security and privacy protections added. (The IRS turned off the tool a few months ago following concerns that data from the tool could be used by identity thieves to file fraudulent tax returns.)

Here are some things to know about the return of the IRS DRT to [fafsa.gov](http://fafsa.gov):

- If you use the IRS DRT when completing the 2018–19 FAFSA form on [fafsa.gov](http://fafsa.gov), in order to protect your privacy, your tax return information will not be displayed on the DRT web page or on your FAFSA form.
- Instead, you'll see "Transferred from the IRS" in the appropriate fields on [fafsa.gov](http://fafsa.gov).
- The data also will not be displayed on your *Student Aid Report*.
- Remember, the IRS DRT will not return for the 2017–18 FAFSA form.

The IRS DRT remains the fastest, most accurate way to input your tax return information into the FAFSA form. 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 2018**

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 2018**

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/>

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