

COBI Student Services – Undergraduate News

Summer 2016

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

Register NOW for your Fall classes – if you haven't already done so!!

I Need to See an Advisor! Walk-Ins or Call for Appointment?	Updates on Course Offerings for Fall 2016 & Things to Know	Athletic Dept Tutoring Jobs available

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

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. 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.

Limited Individual appointments may also be available by calling 419.530.2087. This time of year, we have more walk-in advising times available than individual appointments to accommodate student demand. If you are a student in an on-line degree program and unable to come to campus during the first week of classes, please call our office for the on-line availability during those walk-in times.

August 2016 Walk-in Advising Schedule

August 4	Thursday	10 am – noon
August 9	Tuesday	2 – 4 pm
August 10	Wednesday	2 – 4 pm
August 12	Friday	10 am – noon
August 16	Tuesday	2 – 4 pm
August 17	Wednesday	10 am – noon
August 18	Thursday	4 – 6 pm
August 19	Friday	10 am – noon

Classes Begin August 22

August 22	Monday	9 am – 6 pm
August 23	Tuesday	10 am – 6 pm
August 24	Wednesday	10 am – 4 pm

August 25	Thursday	10 am – 4 pm
August 26	Friday	10am – noon

Instructor signature required to add -

August 29	Monday	1 – 3 pm
August 30	Tuesday	10 am – noon
September 1	Thursday	2 – 4 pm
September 2	Friday	10 am – noon

Updates on Course offerings for Fall 2016

New section opened!!

BUAD 3030 –

BUAD 3030-004 – Managerial & Behavioral Processes in Organizations, CRN 50133, TR 3:30-4:45, ST 131

New course offered!!

FINA 4900-001,

Contemporary Topics - SERIES-7 FOR Certified Financial Planners

FINA 4900-001 - CRN 49377, Tuesday 5:30-8pm, ST 114

This course is designed for those who would especially like to work in the “Financial Services Industry”. The Fall 2016 FINA 4900-001 will use a “Securities Trading Corporation” book, which is used as a basis for the exam, by instructors from the financial services industry in Toledo area. For any prospective CFP, this is a must-have course.

The only pre-requisite for this course is BUAD 3040. Unfortunately the pre-req in the system is not correct (and lists higher level FINA courses).

If you would like to take the course and are blocked when you try to register – just call “Student Services” at 419-530-2087 with your Rocket # or stop by SB-3130 and request the permit to register for FINA 4900-SERIES-7 FOR CFP”. Our COBI staff members will gladly assist you.

This course is approved for Finance and Financial Services majors as well as many of the FINA dept minors – your degree audit will be adjusted for this course substitution. Email us at COBIadvising@utoledo.edu if you have any questions – include your Rocket #!

Graduation Problems?

If you need a course for graduation and it is closed, a time conflict or any other related problem – CALL us first. We may be able to help you resolve the issue.

Things our Advisors want you to know:

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

As you register for fall 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.

2. December graduation letters are on their way – IF you applied to graduate Fall 2016

The letters along with a copy of your degree audit are mailed to whatever address is listed as your Permanent address in the UT portal. (Always be sure your addresses are up to date!!) If no deliverable address is available, the letters are emailed to you. The letters and DARS contain information as to whether or not you are registered correctly for your last term. If not – you are instructed as to what you can do to correct this and still graduate. If you believe you applied or applied late and do not receive your letter by mid –August, please email us at COBIadvising@utoledo.edu with your Rocket # and we will check into this for you.

3. Always ask

If you have a question, always ask an advisor 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.



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:

- **Summer 2016** – ****PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Fall 2016** – ****PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Spring 2017** – **Due November 2016**

******Contact us **immediately** at COBIadvising@utoledo.edu if you are planning to graduate in **August or December 2016 and have not yet 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 Summer 2016, Fall 2016, Spring 2017 as your graduation term. You have the ability to review your information prior to submitting it.

Student-Athlete Academic Services
Rocket Academic Center – Larimer Complex
– Tutoring Positions Available

Students and employees assigned to work at the Rocket Academic Center for Student-Athletes will support the staff in the daily operations of the academic center. Additional responsibilities may include but will not be limited to tutoring of student athletes, creating study plans, creating a positive academic atmosphere as well as other administrative duties that are assigned by the RAC academic staff as needed.

Tutors will report to Ashleigh Hayes, Learning Specialist/Tutorial Coordinator, and are typically assigned to work 2-10 hours per week, depending on their schedule and our needs. The Center's hours of operation are as follows:

Monday thru Thursday - 8:15am to 9:00pm
Friday - 8:15am to 5:00pm
Sunday - 5:00pm to 9:00pm

Who can Apply?

Undergraduate or graduate students, sophomore standing or higher with a 3.00 or higher GPA and a B or higher in the course they wish to tutor.

Tutoring Course list –

CMPT 1450
CMPT 1100
BUAD 3470
BUAD 2080
BUAD 2040
BUAD 1020
BUAD 1010
BMGT 2750
ASTR 1010
ANTH 2800
SOC 1010
REL 1220
MATH 1180
MATH 1200
MATH 1320

Skills Needed:

Knowledgeable of Microsoft Office Suite: Excel, Power Point, and Word; Excellent communication and written skills; A willingness to help with a variety of programs and tasks; Well organized, self-starter, and self-motivated; Willingness to collaborate with staff, graduate assistants, tutors and explore other resources needed to assist their assigned students; Ability to work in a fast paced, high energy environment and prioritize your assigned workload; Ability to work under pressure in order to meet deadlines; Capable of working unsupervised and as part of a team; Exhibits a professional disposition while working for the SAAS academic center on the phone and in person; Able to identify and assist students with learning hindrances.

Job Duties/Responsibilities:

Duties may include but are not limited to:

- Tutoring student-athletes in enrolled courses, as well as identifying the academic needs of student-athletes, creating learning plans for students, etc.
- Proactively search for and/or create systems beneficial to the learning styles of our student athletes.
- Other duties as needed.

For More information or to apply – contact:

Ashleigh Hayes at 419-530-3647 or sass@utoledo.edu

