

# Undergraduate Connections - November 2014

## 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

### **Advising Updates**

#### **Withdrawing from Fall 2014 Classes**

The Withdrawal Deadline – for a class that just began mid-term in October is November 21st. This is for classes that started on October 20<sup>th</sup> and end on December 12<sup>th</sup>. To withdraw, you can either submit a withdrawal form to Rocket Solution Central in Rocket Hall, or you can withdraw online through myUT. Withdrawing from classes will not impact your GPA, but it may affect financial aid. If you have questions on whether withdrawing from a class will impact your financial aid, please consult Rocket Solution Central. If you have any HOLDS on your account you must withdraw in person at Rocket Solutions Central.

The Withdrawal Deadline – for a class that began on 8/25/14 was October 31<sup>st</sup>.

#### **Open Registration for Spring 2015 - All students now eligible to register.**

#### **Register NOW- if you have not already done so!**

If you notice any course time conflicts or other issues that may affect your spring registration or you are a May 2015 graduation candidate & are unable to get into one of your required courses, Email – [COBIadvising@utoledo.edu](mailto:COBIadvising@utoledo.edu). [Include your Rocket # along with course issues](#)

#### **If you experience Registration Problems....**

As you register for spring term on the web – if you have been advised to register for a course and the system tells you that you do not meet a pre-requisite/test score error – **please call** us at 419-530-2087. Let us know 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 us prior to your registration date.

#### **Walk-In Advising Hours – Savage Business Complex - Suite 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 hall (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

#### **November 2014 Walk-in Schedule**

November 21	Friday	10 am - Noon
November 25	Tuesday	10 am – Noon

*There are no scheduled classes on Wednesday, November 26 and the University is closed for the Thanksgiving holiday on November 27 & 28, 2014.*

### **December 2014 Walk-in Schedule**

December 3	Wednesday	2 – 4 pm
December 4	Thursday	3 – 5 pm
December 9	Tuesday	9:30 – 11 am

### **Finals Week:**

December 15	Monday	4 – 6 pm
December 16	Tuesday	10am - noon
December 17	Wednesday	2 – 4 pm
December 18	Thursday	10am – noon
December 19	Friday	10am – noon

December 23	Tuesday	10am – noon
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*Happy Holidays! Our office will be closed on December 25<sup>th</sup> and December 26<sup>th</sup> in observance of Christmas.*

## **Graduation Application Deadlines and Ceremony Information**

**EVERY student must apply to graduate!** Below are the graduation application deadlines for the upcoming academic terms:

- **Fall 2014** – **\*\*PAST DUE\*\*** – ACTION REQUIRED IMMEDIATELY
- **Spring 2015** – **\*\*PAST DUE\*\*** November 14, 2014 – ACTION REQUIRED IMMEDIATELY
- **Summer 2015** – April 3, 2015 (Must apply by February 6, 2015 to participate in May 2015 Commencement 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 and Innovation regarding academic requirements to graduate. For example, if you are applying to graduate in May 2015, you will get a letter prior to classes beginning on January 12, 2015, that states based on your current registration, if any deficiencies exist that you will need to address in order to graduate.

\*\*Contact us **immediately** at [COBIadvising@utoledo.edu](mailto:COBIadvising@utoledo.edu) if you are graduating in December 2014 and have not 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 - under...More Record Options. You will want to select Fall 2014 as the current term and then it will allow you to select Spring 2015 or Summer 2015 as your graduation term. You have the ability to review your information prior to submitting it.

## **Course Updates**

### **Just added**

#### **TPDT 1010-901: Principles of Transportation – 3 hrs – DL Online**

Introduces the student to basic types of transportation services available in the marketplace, regulations, public policy concerns and technology innovations.

Part of the Transportation associate degree. Can also be used as a technical elective for other associate degrees. A great free elective for BBA - Supply Chain Management majors.

#### **CMPT 2530-901: Intermediate Adobe Photoshop – 3 hrs – DL Online**

CMPT 1539 pre-req. Spring only course offering for Graphic/Web Design Associate degrees.

### **Important info**

#### **PSLS 3450-001: Account & Territory Management (IPAD REQUIRED)**

**Instructor: Lora Cramer**

This course will be offered again in the summer as an online course and the summer section will not require an iPad. If there are any issues – please let our office or Dept. Chair, Dr. Sharkey know.

#### **MKTG 4980- Contemporary Topics - 5 Different courses**

MKTG 4980-001 Web Design (not open to E-Commerce Majors as it is cross-listed with EBUS 3180)

MKTG 4980-002 Sports Marketing

MKTG 4980-003 Contextual & Location-Based Marketing

MKTG 4980-901 Social Media & Mkt E Commerce (not open to E-Commerce Majors as it is cross-listed with EBUS 4150)

MKTG 4980-902 Search Engine Marketing (not open to E-Commerce Majors as it is cross-listed with EBUS 4040)

#### **MUS 4990 - Mindfulness & Creativity**

*Offered in Spring 2015 under a 4990 number, but is being proposed as a permanent course at the 2000.*

Will fulfill requirements for the Bachelor of Applied Organizational Technology.

Introduction to the principles, skills and practice of Mindfulness and their relationship to the development of creativity. Exploration of application to daily life including academic and professional situation

Professor - Jay Rinsen Weik - Jay is a recognized Zen teacher, is a member of the American Zen Teachers Association and holds a 5th degree black belt in Aikido. He is professional jazz musician, and is founder and director of the Zen Arts Ensemble.

## **Department Updates**

### **New Options for Dual Majors to Double Dip Courses – Just Approved!**

- **PSLS & EFSB – Professional Sales/Entrepreneurship**
- **PSLS & IBS – Professional Sales/International Business**
- **PSLS & FINA – Professional Sales/Finance**
- **PSLS & FSER – Professional Sales/Financial Services**

See an adviser in Student Services, SB 3130, for more information.

### **Alan Barry Accounting Lab (SB 2130) is now open!**

The Allan Barry Accounting Lab will offer tutoring and other services – please visit their website for more information-

<http://www.utoledo.edu/business/ACCT/ACCTAccountingLab.html>

#### **The Allan Barry Workshop Series:**

The accounting department is pleased to announce the following free workshops to the accounting students enrolled in External I (ACCT3110) and External II (ACCT 3120) – please see their website for more information: <http://www.utoledo.edu/business/ACCT/index.html>

#### **Professional in Residence:**

The Accounting Department will start the weekly “*Accounting Professional in Residency*” program this fall. Representatives from the Accounting firms and Corporation will hold office hours in the accounting lab on Mondays and Tuesdays during lunch time to network and provide one-on-one career advice to the accounting students. To register for the office hours, please use the link available on the accounting website.

<http://www.utoledo.edu/business/ACCT/index.html>

### **Information, Operations and Technology Management Department**

Tutoring available in ST 4037 for:

BUAD 2060: Liu, Jingwen [Jingwen.Liu@rockets.utoledo.edu](mailto:Jingwen.Liu@rockets.utoledo.edu)

BUAD 2070: Kunkel, Karee L [Karee.Kunkel@rockets.utoledo.edu](mailto:Karee.Kunkel@rockets.utoledo.edu)

BUAD 3020: Trinh, Khanh Hoang [Khanh.Trinh@rockets.utoledo.edu](mailto:Khanh.Trinh@rockets.utoledo.edu)

Fall 2014 Tutor Schedule					
BUAD 2060, BUAD 2070, BUAD 3020					
	MON	TUE	WED	THU	FRI
9:00-10:00	Karee Kunkel	Khanh Trinh	Karee Kunkel	Khanh Trinh	
10:00-11:00	Karee Kunkel	Khanh Trinh	Karee Kunkel	Khanh Trinh	
11:00-12:00	Karee Kunkel	Khanh Trinh	Karee Kunkel	Khanh Trinh	
12:00-1:00	Vivien Liu	Khanh Trinh	Vivien Liu	Khanh Trinh	
1:00-2:00	Vivien Liu	Khanh Trinh	Vivien Liu	Vivien Liu/ Khanh Trinh	
2:00-3:00				Vivien Liu	
3:00-4:00	Vivien Liu/Khanh Trinh during 3:30-4:45 classtime	Karee Kunkel Tutor 3:30 - 5:30	Karee, Khanh, Vivien Class time 3:30 - 4:45	Karee Kunkel tutor 3:30 - 5:30	
4:00-5:00					
5:00-6:00	Karee Kunkel	Vivien Liu	Vivien Liu		
6:00-7:00	Class time 5:45 - 7	Vivien Liu	Vivien Liu		

## Finance Department Tutoring Hours

Monday 11:00 am – 3:00 pm

Tutor: Kyla Millenbaugh

Room: ST 4049

Tuesday 12:00 pm – 3:00 pm

Wednesday 11:00 am – 3:00 pm

Thursday 12:00 pm – 3:00 pm

Tutor: Phillip Coveney

Room: ST 4049

## Study Abroad Trip - Austria/Germany/Czech Republic - May 2015

10-day study abroad trip for COBI students! 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 for undergrad/IBUS 6100 for grad). 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.

FOR MORE INFORMATION:

<http://www.westjohn.com/studyabroad.htm>

### Other UT/COBI Info:

**Student Worker position(s) available in the COBI Office of Student Retention & Academic Success – the Student Services Office – SB 3130**

Our office will be conducting interviews for our student assistant position. Candidates must be in academic good standing. Preference given to current freshmen & sophomores due to the extensive training period and our desire for students to stay with our office for a minimum of 2 years. Responsibilities include

- FERPA training & Confidentially Commitment
- Students interact with Students, Staff, and Faculty of all levels
- Schedule appointments, file records, and other tasks, as assigned
- Assist advisers with projects and interoffice processing
- Must be professional, courteous, and timely with all tasks
- Prep for Student Orientation Programs
- 20hr/wk max. (UT policy) Summer work is also an option.

For further information or an application to apply, please stop SB 3130. Applications are only available in person. Students may also submit a resume. Students will be notified if they are selected for an interview. Interviews may be conducted beginning December 8<sup>th</sup>.

## Final Exam Schedule – December 15-19

[http://www.utoledo.edu/offices/registrar/exam\\_schedules.html](http://www.utoledo.edu/offices/registrar/exam_schedules.html)

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

## Linked Courses

### What are linked courses?

Linked courses are courses for which you must register concurrently for sections of the same course. This would consist of a combination of a lecture and/or a recitation, and/or a lab section with the same course number.

### How do I register for a linked course?

Log into your **myUT Portal>Student Tab>MyToolkit>Look Up Classes**

First identify the CRN (course reference number) for the course you would like to take.

Lectures will be identified with an L1, Labs with a B1, and Recitations with an R1 **in the course title**.

If you see an L1, R1 or B1 in a course title, that indicates that there is at least one other section of the course, with the same course number, that needs to be taken concurrently.

NOTE: Some linked courses are identified with higher numbers. For example, L2 lectures may be linked with R2 recitations or B2 labs. L3 lectures may be linked with R3 recitations and B3 labs, etc.

Use the Look Up Classes search function to see all sections of a course and identify link information in the titles.

Write down the CRN's for the linked courses you would like to register for and click the **Add to Worksheet** button.

Enter each **CRN** into a box under **Add Classes Worksheet** and **Submit Changes**.

**\*\*Please note\*\*** Each CRN must be added and submitted together to process the registration.

If registration was successful you will see in the **Action** column, **\*\*Web Registered\*\***. In the event you receive a registration error, please contact the appropriate department.

### How do I drop/withdrawal from a linked course?

You must perform the same function on all connected courses to process the drop/withdrawal within the myUT portal.

## **Center for International Studies and Programs – Information Sessions – Snyder Memorial rm 1100**

Learn about

- Education Abroad
- National Student Exchange
- Camp Adventure
- International Internships
- Fulbright

Mondays 3-4pm, Tuesdays & Thursdays 11am-noon, Fridays noon-1pm

### **College Updates**

#### **In Remembrance**

Dr. Udayan Nandkeolyar, 61, passed away on Wednesday, October 15, 2014 at the University of Michigan Hospital.

For more than two decades, Dr. Nandkeolyar taught at the University of Toledo in the College of Business and Innovation. He was recently named the Department Chair for Information Operations Technology Management. For those of us who had the honor of knowing him well, a life dedicated to teaching was the best legacy he could have left.

#### **COBI Building Name updates – Savage & Associates Business Complex & Stranahan Hall**

Have you noticed our buildings name changes? Over the summer, Stranahan North officially became known as the Savage & Associates Business Complex. Stranahan South officially became Stranahan Hall. As you plan your schedule, courses in the Savage Business Complex (former Stranahan North) are listed as SB and classes in Stranahan Hall (former Stranahan South) are listed as ST.

### **College Computing Updates**

#### **Office 365 Now Free to all students – as of September 15th**

<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

## **COBI Computer labs**

- The college has 4 labs in addition to laptop check out – ST 120, 125, 127 & 1019
- For students needing Adobe CS6 for class – it is now available in ST 1019

## **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>

## **Rocket Card not working in Card Swipes?**

If your ID/Rocket Card does not work in a card swipe, it may be that you have an old Rocket Card. Please order a new replacement card: <http://www.utoledo.edu/rocketcard/>

## **Email accounts forwarded directly to your phone**

Set up your email on any of the following devices to receive instant emails:

- Android
- Apple iPhone, iPod, iPad
- Blackberry
- Windows Mobile

<http://www.utoledo.edu/business/InfoTech/ITDocs/PhoneEmailSpring2013.pdf>

## **Free Network Cable for COBI Students!**

The college has purchased laptop cables for all students enrolled in our college. Please present your UT ID in ST 125 (laptop check out room) to receive your cable. Every student is allowed one free cable during their enrollment as a UT COBI student. Don't run the risk of letting your computer connection fail during an exam or other important events. Pick up your cable today!