COBI Student Services – Undergraduate News
November 2019
Please read all of the great information in this edition...

Spring 2020 Registration began on October 24th - see below for more info! Register ASAP for best course selection!

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5 Things our Advisors want you to know! Plus COBI Tutoring & Lab Hours

What’s next? Declare a Major...apply for graduation

Final Exams and COBI Scholarship Information Plus Holiday Wishes

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 (Always include your Rocket ID #)
Call our office at 419.530.2087 Monday thru Friday, 8:30 am to 5:00 pm

Spring 2020 Registration began on October 24th and is now open to all current students. Register ASAP for best course selection!
See our COBI advising staff if you need assistance registering.

Drop for Non-Payment – November 25, 2019
Spring 2020 registration will be dropped if you owe $500+ for Fall 2019

What is Drop for Non-Payment?
Drop for Non-Payment is the removal of all courses in a specific semester for failure to settle an existing account balance.

Who is subject to Drop for Non-Payment?
Any student who has an unpaid balance of $500.00 or more.

How do I know if my courses are subject to being dropped?
Prior to the Drop for Non-Payment process, communication will be sent to your university email.

How to avoid my courses from being dropped?
Payment of your student account balance is full or an approved payment arrangement by the published deadline each semester will prevent your courses from being dropped. Payment may be done through myUT portal.
When will Drop for Non-Payment occur?
Dates are posted on the Treasurer's website under Important Dates each semester.

How will I know if my courses have been dropped (includes Wait-listed courses)?
An email will be sent to your university email address after courses have been dropped.

How do I re-register for my courses if they were dropped?
All financial matters will need to be resolved. Once resolved, you may register for any available courses.

Who may I contact for assistance?
The Team at Rocket Solution Central is able to assist with your questions.

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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 advisor (up until the last ½ hr) or see the first advisor 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.

We have a limited number of appointments available at and after 5:00 pm during the week of December 2 through December 6. Please call our office at 419-530.2087 for availability if your work schedule prevents you from attending our walk-ins and appointments prior to 5pm.

All current students will be eligible to register by November 20th.

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

Undergraduate COBI Walk-in Advising Schedule

November 2019 - Walk-in Advising Schedule

November 20  Wednesday  1:30 pm – 3:00 pm
November 21  Thursday  1:30 pm – 3:00 pm
November 25  Monday  2:00 pm – 3:30 pm
November 26  Tuesday  10:30am – 12:00 pm

No classes on November 27 and The University's Main Campus is closed on November 28 & 29 in observance of the Thanksgiving national holiday.

December 2019 – Undergraduate Walk-in Advising Schedule
December 3      Tuesday      2:30 pm – 4:00 pm

**Finals Week:**
December 9      Monday      10:00 am – 11:30 am
December 10     Tuesday      10:30 am – 12:00 pm
December 11     Wednesday   2:00 pm – 3:30 pm
December 12     Thursday     2:00 pm – 3:30 pm
December 13     Friday       10:30 am – 12:00 pm

December 17     Tuesday      10:30 am – 12:00 pm

**January Walk-in times will be set in mid-December - stay tuned.**

Fall semester 2019 ends on December 13, 2019.

The University of Toledo main campus offices are closed beginning December 24, 2019 through January 1, 2020.

Our office will be open from December 16, 2019 through December 23, 2019 and January 2, 2020 through January 17, 2020.

**Newsflash! Update on Course Offerings for Winter Intersession 2020 and Spring Semester 2020**

**News Flash - special course information**

**Winter Intersession 2020  – December 16, 2019 - January 17, 2020***

The university now offers condensed courses over the break between fall and spring terms. This time is known as Winter Intersession. This year – the College of Business will be offering 4 classes!

**BUAD 2020-901 – Information Technology; Online**
The role of computers and information systems in business decision-making, particularly with regard to achieving key business goals such as competitive advantage, operational efficiency, and customer satisfaction in today’s digital global economy, will be carefully examined. The student is also expected to become proficient in applying a range of software tools, such as SAP, advanced Excel, Microsoft Access, and Vizio, for business decision making and problem solving.

**BUAD 3020-001 – Principles Of Manufacturing And Service Systems**
This is an intensive blended learning course: face to face classroom instruction on the University of Toledo campus is required on the following dates 12/16, 12/18, 1/6, 1/8, 1/13, and 1/15. A face to face final exam will be given on 1/17. Between the dates of 12/19 and 1/5 contact will be through email and Blackboard.

FINA 3060-901 - Personal Finance; Online
This course covers the fundamentals of personal finance and will help you make informed decisions in your financial future. Topics included: how to manage credit, planning for retirement, mortgages and home ownership, understanding life insurance, types of mutual funds, personal taxation principles, how loans work, and estate planning. Not applicable toward finance major, but may be used for a Business Elective.

MKTG 3880-901 - Marketing Research; Online
This course addresses the fundamentals of marketing information system, marketing research and data-based marketing. Emphasis is on searching, developing and providing customer information for marketing decision making.

There are also a number of University CORE classes offered:
ANTH 1020, ENGL 2770, MUS 2220, MUS 2420, PHIL 1020, PSC 1710 and REL 1220.

*Because these courses are very condensed – only students in good standing (GPA> 2.00) are eligible to register for ONE course during this time period. If you are interested, you are eligible to register based on the same priority as spring 2020 registration – so register NOW. For more information – see the link from the Registrar’s Office below:

http://www.utoledo.edu/offices/registrar/intersession/

Spring Term 2020 Additions - January 21, 2020 - May 8, 2020

FINA 3480-902 - Investments; Online - New Section Opened
This course introduces history of risk-returns trade-off, investment process, different investment securities and financial markets in which financial assets traded. In addition, modern portfolio theory, risk-return trade-off, and performance evaluation are explained in detail.

MKTG 4980-002 - Special Topics - Business of Golf
(MW 4:00 pm – 5:20 SB3160) This course will cover a broad range of topics about the business of golf. Topics will include: golf as an industry, the history, terms, etiquette, equipment, attire, rules, outing formats, networking and the mental aspect. It will consist of 2/3 classroom and 1/3 skills taught by a PGA professional. A variety of speakers will be utilized. The objective of the course is to be able to participate in a golf outing for business purposes. This course may be used toward a MKTG major or minor as well as a 3000/4000 level Business Elective for all juniors and seniors.

If you need a course to graduate - contact our office for assistance.

5 Things our Advisors want you to know!
1. New Financial Emergency Intervention Program (Rocket Aid)

A new Financial Emergency Intervention Program has been established to assist students experiencing financial hardship by exploring all available options so they can meet their financial obligations and keep focused on their studies. There is now one resource where students can reach out directly for help, but just as important faculty and staff across campus have a clear pathway to refer a student for assistance when they learn of their challenges.

To take advantage of the Financial Emergency Intervention Program, students or those referring a student for resources need to complete the application for Rocket Aid available on the [Student Financial Aid website](http://news.utoledo.edu/index.php/10_28_2019/utoledo-launches-financial-intervention-program-to-assist-students). The application asks for information such as what term the emergency aid is needed, what types of expenses the student is having difficulty paying, and a range for the amount of aid needed.

In addition to emergency funds that may be available, there could be special circumstances in which the student should update their financial aid status, select a more affordable housing option, participate in a work-study program, or take advantage of another solution. Assistance options will be tailored to each individual student’s unique circumstance. The Financial Emergency Intervention Program also will provide opportunities for the University to review financial aid and billing processes to ensure they are student-centered and to provide additional financial education programming to students.

Please read the full UToldeo News article here for details:


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.

3. Week at a Glance - Helpful hints

- The first week of class begins on a Tuesday, so we recommend using the next full week or pick a date such as January 30, 2020 to run your week at a glance.
- Some classes such as BUAD 2000 may start in the second half of the term and will not show up unless you use a date after spring break.
- Also a good idea to run a copy of your detailed schedule which will show you everything!

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](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.

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

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

**Fall 2019 - Location: SB 2130**

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<tr>
<th>Day</th>
<th>Time</th>
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<tr>
<td>Monday</td>
<td>12:00 pm - 2:30 pm</td>
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<td>Tuesday</td>
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<tr>
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<tr>
<td>Thursday</td>
<td>2:30 pm - 5:00 pm</td>
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Note: There will be no tutoring on dates when the University of Toledo is closed per the 2019-2020 academic calendar.

**Bloomberg Terminals (John B. and Lillian E. Neff Trading Rooms)**

For spring 2020 please check with the Finance Department - 419-530-5227

**Additional University Tutoring - Business classes have been added!**

Find tutoring for Science: Math (including MATH 1180 and 1200, college algebra and calculus; Statistics: Foreign Language; Business (including Accounting, Economics and Finance); and Study Strategies.

Note: There will be no tutoring on dates when the University of Toledo is closed per the 2019-2020 academic calendar.
What’s next? Declare a Major...apply for graduation?

Declaring your major(s) and minor(s)

All students must make formal application for admission to the upper division and to declare their major. The earliest this can be done is while they are registered for the last semester of their sophomore year or the term just prior to reaching 60 earned hours. In additional to the 60 hours, a student must have earned a minimum GPA of 2.25 in the lower division subset as well as an overall minimum GPA of 2.25. A student not meeting the overall standards but with a cumulative GPA of 2.0 upon appeal, will be reviewed by the college admission committee for admission to the upper division on an individual basis.

Students wishing to major in Accounting have additional requirements which must be met to enter this major/area of specialization. To be admitted to the Accounting area of specialization, students must earn a minimum GPA of 2.750 in the introductory-level college accounting courses, including a grade of C (2.0) or higher in both BUAD 2040 and 2050 or equivalent courses, and an overall higher education minimum GPA of 2.750 in all prior college level courses. Any appeals are reviewed by the Accounting Department.

Major and minor forms can be found in our office in SB3130 or at the following link https://www.utoledo.edu/business/StuServ/Forms.html and return to our office by email cobiadvising@utoledo.edu or by fax 419.530.5353 or in-person to our office in SB3130

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) 2019** - **PAST DUE - ACTION REQUIRED IMMEDIATELY**
- **Spring (May) 2020** - **PAST DUE - ACTION REQUIRED IMMEDIATELY**
- **Summer 2020** -
  - Due date is March 27th, 2020 -
  - BUT Due date is February 11, 2020 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 2020 by the deadline of November 15, 2019, 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 COBAdvising@utoledo.edu if you are planning to graduate in December 2019 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 2020 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!

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**Final Exams and COBI Scholarship Information PLUS - Holiday Wishes from our staff!**

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Do you know your Final Exam Schedule? - December 9 - 13

http://www.utoledo.edu/offices/registrar/exam_schedules.html

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

**College of Business and Innovation Scholarships - NOW available**

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 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

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**Holiday Wishes from our Advising Staff**

As the fall semester winds down and we all break to enjoy family and friends during the holiday season, we want to share some thoughtful words to consider over winter break.

- Disarm – Use kindness and smiles to bridge differences with everyone you meet
- Discover – Try something new even if you feel awkward or embarrassed
- Dream – Anything is possible, make goals
- Design – Write it down, make a list or share with someone special
- Deliver – Be in the moment and bring the best of you to family & friends
- Don't Settle – Encourage others, reach out to those in need and be true to yourself

Our staff wishes you a very happy and safe holiday season and look forward to seeing you return in 2020!