COBI Student Services – Undergraduate News

Late September 2019

Please read all of the great information in this edition…

Spring 2020 courses are available to view NOW
But are not finalized!
Registration begins October 24th – see below for more info!

I Need to See an Advisor! **Walk-Ins** or Call for Appointment?	Spring 2020 **Priority** Registration Date **Changes** – Important Dates you need to know!	**Newsflash! Configuration of Spring 2020 Courses still in progress**
4 Things our Advisors want you to know! Plus COBI Tutoring & Lab Hours	What's next? …apply for graduation	**Get Involved!** Business Careers Programs **Job Fair** and IBUS 4100 **International Trip** in May 2020 plus **College Computing Updates** **JC Penney Suit up Event**

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
(**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 (up until the last ½ hr) 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.

We suggest students review their Priority Registration time and plan to schedule an appointment or come to a walk-in time near that date to get the best idea of available courses. For example, if you will be able to register November 4th – the week of October 28th would be a good time for you to attend walk-ins or schedule an appointment.

Individual appointments are currently available by calling 419.530.2087 or by stopping in – SB 3130

Freshmen in BUAD 1000 will receive their advising and more information in class – so there is no need to come through walk-ins, etc. In addition, Advisors will not answer questions until your scheduling homework has been graded!

Undergraduate COBI Walk-in Advising Schedule

September 2019 Walk-in Schedule

September 27	Friday	10:00 am – 11:30 am

October 2019 Walk-in Schedule

October 2	Wednesday	2:00 pm – 3:30 pm
October 7	Monday	10:30 am – 12:00 pm
October 8	Tuesday	1:00 pm – 2:30 pm
October 9	Wednesday	10:00 am – 11:30 am

Fall Break October 10 – 11, 2019

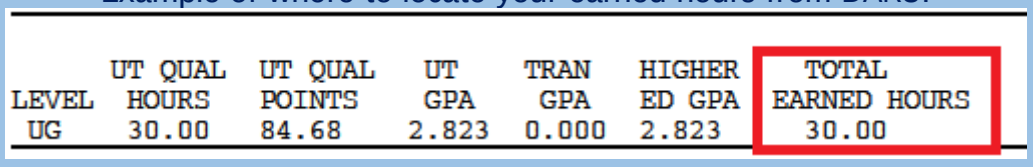
October 16	Wednesday	2:00 pm – 3:30 pm
October 17	Thursday	2:00 pm – 3:30 pm
October 18	Friday	10:00 am – 11:30 am
October 21	Monday	4:00 pm – 5:30 pm
October 22	Tuesday	10:30 am – 12:00 pm
October 23	Wednesday	10:00 am – 11:30 am

Priority Registration for spring term 2020 begins October 24, 2019.
Spring term begins January 21, 2020.

October 24	Thursday	1:00 pm – 2:30 pm
October 25	Friday	10:30 am – 12:00 pm
October 28	Monday	2:00 pm – 3:30 pm
October 30	Wednesday	1:30 pm – 3:00 pm
October 31	Thursday	2:00 pm – 3:30 pm – Trick or Treat with us!

Spring 2020 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:



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

Continuing and Readmit Student Groups*	**Spring 2020**
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	10/24/2019
Seniors (90 earned hours or higher)	10/31/2019
Juniors (60-89 earned hours)	11/06/2019
Sophomores (30-59 earned hours, UWD - undergraduates with degree)	11/12/2019
Freshman (0-29 earned hours)	11/20/2019

Newsflash! Scheduling of Spring 2020 Courses still in progress - Please Review – but check back to verify

Is there a Problem with Course Offerings for graduation next term?

As you review the spring 2020 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 2020 schedule of classes NOW**! Once registration begins on October 24th – it is very difficult to correct course offerings or make changes.

4 More 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 3100!**

2. 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.

3. 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

4. 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

Fall Term 2019 – Location: ST 4027

Monday	8:00 am – 2:00 pm
Tuesday	9:30 am – 5:30 pm
Wednesday	8:00 am – 1:00 pm

Thursday 9:30 am – 4:20 pm

Tutoring Hours for BUAD 3040 - Principles of Financial Management

Fall Term 2019 – Location: ST 4007

Sunday	12:00 pm – 3:00 pm
Monday	12:00 pm – 4:00 pm & 11:00 am – 2:00 pm
Tuesday	9:00 am – 10:30 am & 12:30 pm – 5:00 pm
Wednesday	12:00 pm – 4:00 pm
Thursday	9:00 am – 10:30 am & 2:30 pm – 5:00 pm
Friday	10:00 am – 2:30 pm
Saturday	10:00 am – 2:00 pm

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

Fall 2018 – Location: SB 2130

Monday	11:00 am - 2:00 pm
Wednesday	11:00 am - 2:00 pm
Thursday	9:00 am - 1:00 pm

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!

http://www.utoledo.edu/success/lec/tutoring/

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

What's next? ...apply for **Graduation**

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** – **Due Date **PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Spring (May) 2020 – Due date is November 15th, 2019**
- **Summer 2020 –**
  - **Due date is March 27th, 2020 –**
  - **BUT Due date is February 11, 2019** 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 COBIadvising@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!

Get Involved!

Business Careers Programs Job Fair and IBUS 4100 - International Trip May 2020 plus College Computing Updates

UT/COBI Events:

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

September 25 – Job Fair – New Location in John F. Savage Arena 1:00 pm to 4:00 pm. Visit the following link for details
http://www.utoledo.edu/business/BCP/BCPEvents.html

Homecoming 2019 - Homecoming is a special time of year that unites students, alumni, faculty, staff and the Toledo community to celebrate pride in The University of Toledo. For 2019, the tradition takes place the week of Sunday, Sept.30 - Saturday, Oct. 5. The celebration will include the Homecoming Alumni Gala, Edward C. and Helen G. Schmakel Homecoming Parade and Homecoming football game against Western Michigan. For more information visit http://www.utoledo.edu/homecoming/

Study Abroad Program - 14108 - IBUS 4100 - 001

If you are interested in a 10-day, international experience with stops in Prague, Czech Republic and beautiful Croatia AND at the same time earn three-credit hours of coursework, please come to a short information meeting next Wednesday Sept. 25 from 5-6 pm in SB 2160. Trip dates in May 2020.

If you have a time conflict, please come when you can (you can leave early if you have a 5:30 pm class or come late if you have a class that gets out after 5 pm.) If you are interested but cannot attend the meeting, please feel free to contact Prof. Sullinger (carol.sullinger@utoledo.edu) or Dr. Insch if you have any questions.
We hope to see you next Wednesday. Thank you!!
Prof. Sullinger and Dr. Insch

College Computing Updates

Office 365 Now Free to all students

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

Monday-Thursday 8:30 am-10:00 pm with the last laptop being checked out at 9:00pm (to be returned by 10pm)

COBI Computer labs

- The college has 4 labs in addition to laptop check out – ST 120, 125, 127 & 1019

Do you know about UToledo's Virtual Lab?

Students can access lab software from anywhere! Check out this link:
http://www.utoledo.edu/it/vlab

Stay Tuned for our Next Newsletter with more Information!