



# the voice

*Baker College of Auburn Hills*

## Registration

### ADD/DROP PERIOD

Late registration is only during the first week of the quarter: September 26, 2011 through October 1, 2011.

If you need any help with class changes, please see an academic counselor or advisor in the Academic Office.

### WELCOME TO FALL QUARTER 2011!

We are happy to welcome you to fall quarter 2011! We are looking forward to another challenging and exciting year and we know you are, too. We are happy and proud to report that, for the third consecutive year, our campus enrollment will exceed 4,000 students!

We know that with the challenges that face us in this state and region, it is very easy to get distracted by some of the negative messages that bombard us each day. We continue to believe that the future will be brighter for those who are prepared to take advantage of the opportunities on the horizon. As a Baker College campus, we have been working to prepare our programs and classrooms to provide our students with the best education and training possible. We think you will notice and appreciate some of our improvement projects:

- Significant renovations to the lower hallways and classrooms (120-152), most of which were planned but some due to flooding in July.
- Significant renovations to our Health Science, Medical Assisting, Pharmacy Technology, and Ultrasound labs.
- Significant renovations in the faculty office area (209).
- Parking lot top-dressing and repainting.
- Significant landscape improvements including a rock garden that celebrates the Baker College 100 year anniversary.
- Additional security cameras in the Technology Center.

We welcome any comments on these projects and encourage you to make constructive suggestions if you observe something that could be improved. That's how we will continue to improve as a campus! All of these projects and future projects are part of our emphasis on customer service and focus on creating a "user friendly" atmosphere that we all take pride in. These factors, plus our emphasis on practical career education and training, are what have helped us succeed. I want to personally congratulate and thank everyone for the important roles you have all played in our past successes and challenge you to "keep up the good work" as we go forward!

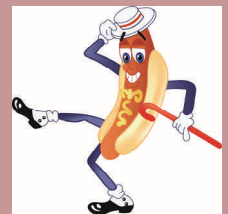
-Jeff Love, Baker College of Auburn Hills President

## Baker College Celebrates 100 Years

On Saturday, October 8, 2011, at Baker College of Auburn Hills, there will be a celebration of Baker College's 100 years as an institution of higher education. It will all be happening right at the 1500 University Drive, Auburn Hills campus from 12:00 p.m. until 4:00 p.m.

The Free Family Fun will include:

- an auto show
- an art fair including crafts
- academic activities
- bounce houses
- free food
- music & dancing
- and lots more!



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# Financial Aid Office

## Hang On to Your Money!



Tips for successfully completing your undergraduate degree with financial aid:

- **AVOID EXCESSIVE WITHDRAWALS**
- **MAINTAIN AT LEAST A 2.0 GPA**
- **AVOID MULTIPLE MAJOR CHANGES**
- **AVOID UNNECESSARY RETAKES**

In addition to these helpful hints, please see the Financial Aid Office, the Baker College Catalog or the Baker College website for the complete Satisfactory Academic Progress rules.

### Attention Students:

Due to new federal regulations, Stafford Loans will now take an extra 7 days for processing after certification. Please make sure you request your loans in a timely manner.



Loan funds for first-time freshman borrowers cannot be disbursed until attendance is proven 30 days after classes begin. Students registered in online, five-week, or other non-traditional class formats: The disbursing and refunding of loan funds may be delayed due to the various start dates of the registered courses.

Refunds will be disbursed between the second week and tenth week of classes. You will get notified by Higher One once your refund is disbursed. Thank You!

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## Expressions 2012

Students, faculty, and administrative staff are invited to submit original poetry, short stories, drama, essays and graphic designs for publication in our fourteenth annual edition of *Expressions*. The work of many of Baker's graphic arts students added to the unique look and feel of *Expressions 2011*. *Expressions* presents the creative talents of our campus in an attractive format—one you'll want to keep, give as a gift, or show off to friends and family.

Last year's issue of *Expressions* was outstanding, but we want to make the 2012 edition even better. Submitting your work for publication in *Expressions* is a great way to fulfill your dream of becoming a published writer or graphic artist.

Watch for the contest announcements for theme ideas and for the cover design. Winners of these contests will receive gift certificates to the Baker Book Store.

The deadline for submissions of creative writing and graphic designs for the inside of the publication is December 1, 2011. All materials must be submitted in hard copy, together with a completed "Permission to Print" form. "Permission to Print" forms are available in the Baker Library attached to the silver box where you may deposit your entries. An electronic copy of your materials must be sent to Diana Lucas, Editor, by email attachment at [dllucas03.baker.edu](mailto:dllucas03.baker.edu). You may also direct any questions you have about the publication to the same e-mail address.

## Congratulations Iris Lane!

Even though we will miss her, we are very pleased to announce that Iris Lane has accepted the position of Chief Academic Officer at our Port Huron campus. Ms. Lane has been with the Auburn Hills campus since 2002. She has held several positions including adjunct faculty, Medical Assistant/Medical Insurance Program Director, Director of Counseling, and more recently, Dean of Health Sciences. She will begin her new position on November 1, 2011. Please join me in extending our congratulations to Ms. Lane. We wish her well!

## School Closing Information

The unpredictable fall season is here and so is the potential for bad weather. Please keep this information about cancelling classes at Baker College in Auburn Hills with you at all times! Day classes will be cancelled by 7:30 am, and evening classes will be cancelled by 4:30 pm.

1. Students should check <http://auburnhills.baker.edu> for up to date school information.
2. You will also be notified through the Baker Alert System unless you have opted out for this notification. Please remember that you must have accurate contact information for this system to be effective.
3. The following news organizations will be notified if classes are cancelled:
  - a. FOX2 News
  - b. WJR 760 AM
  - c. WDIV – TV Channel 4
  - d. WXYZ – TV Channel 7
  - e. WJR 760 AM
4. Do not assume that both day and evening classes will be cancelled. Please check the news organizations, Baker Web site, or your specific email, phone, or text notification to verify which classes are cancelled.
5. Please only call the campus weather line at (248) 276-4580 to inquire if classes are cancelled. Please check Auburn Hills information on <http://auburnhills.baker.edu> or the news organizations listed above.
6. Remember – drive safely when there is snow and ice on the ground.

## Housekeeping Reminder

During the summer break, we did our between-quarter cleaning. We steam cleaned the carpets, polished the furniture, etc. in preparation for the new quarter. We also had some guests on campus to tour our facilities. These people are potential employers of our graduates. They were very impressed with how clean everything is! Our housekeeping staff works very hard to keep things in top-notch condition but, frankly, much of the credit goes to our students and employees. It is obvious to our visitors that all who use our facilities take a great deal of pride in caring for them. We want to thank you for your cooperation in the past, and remind you that we're counting on your continued assistance!

**Please remember that food and beverages are allowed only in the student center, the all-purpose room, and atrium. We know that occasionally people forget. Please remind your friends that we need everyone's help to keep our campus in great condition!**

## Notice to Smokers

To those who smoke, a friendly reminder that our campus is a smoke-free environment indoors and we provide outdoor amenities for your use on the north-east end (parallel to University Drive) of the building, under the awning but not near the lower doors. **Smoking is not allowed within 50 feet of all other entrances, which now includes the area outside the north doors of the student center and atrium (effective 9-1-10 per the unanimous vote of the Campus Operations Committee).**

# Baker Refund Policies

The tuition refund policy is based upon the **official notice date and enrollment period**. NOTE: ABSENTEEISM OR FAILURE TO BEGIN A CLASS DOES NOT REDUCE A STUDENT'S FINANCIAL OBLIGATION.

## **Official Notice Date**

The official notice date is the date the drop/withdrawal form is turned in to the Academic/Administrative Office, the postmarked date of the letter sent to the Academic/ Administrative Office, the date the fax was sent, the date the e-mail was sent, or the date of notice of withdrawal by the College. Refunds will be based on the date of official notice (see the Withdrawal from a Course section).

## **Enrollment Period**

Enrollment period is determined by the registered class.

**On-ground classes:** enrollment period begins on the Monday of the week that class begins.

**On-line classes:** enrollment period begins on the Thursday of the week that class begins.

## **Percentage:**

100% Drop- If **official notice date** is before the first day of the **enrollment period** (not class start date).

100% Withdrawal- If **official notice date** is within the first seven days of the **enrollment period** (not class start date).

50% Withdrawal- If **official notice date** is after the first seven days of the **enrollment period** and before the fifteenth day of the enrollment period.

NO REFUND - If **official notice date** is after the fourteenth day of the **enrollment period**.

## **Refunds**

Information regarding the timetable for refunds is available in the Business Office of each campus. Refunds are processed using the Baker OneCard system. This card is issued to all new and returning students and must be activated by the student to receive refunds by choosing one of the three methods available: Baker One account, ACH to existing personal bank account, or by paper check. Information regarding the Baker OneCard can be obtained in your campus Business Office or by visiting [www.BakerOneCard.com](http://www.BakerOneCard.com).

## Get a Job!

We have many positions still open for students looking for employment. These include positions in:

campus safety

faculty office

bookstore

learning center

facilities

copy center

Department of Human Services-located in Pontiac

**Check at the Financial Aid office for more information!**

# **ADJUNCT FACULTY RECOGNITION RECIPIENTS – Spring 2011**

## **Rik Bratto:**

Rik Bratto received nominations from 13 Digital Media Design students. To fully quote one of them, “If inspiration, encouragement, and developing a creative spirit are the ingredients of an excellent instructor, Rik Bratto meets that criteria. Rik challenges his students with his choice of projects, but is always available to give his guidance. His projects are practical, real world examples, and provide excellent portfolio pieces. He also creates an outstanding learning environment.” Other students echoed this sentiment and continued by adding that he frequently plays the role of client forcing them into the role of designer, considering not only the graphic design and the effectiveness of its message, but also cost and budgets, deadlines, customer relations, and all other business aspects of the field of graphic design. Additionally, given the real life aspects of his projects and Rik’s expectations and high standards, students still identify the experience as fun. They appreciate his feedback and encouragement to view challenges and opportunities in varying ways. Students speak of how he provides them with material and offers ingenious ways to bring their ideas to fruition so that they are proud of their finished projects and inspired to continue their pursuit of design. His passion for the field of Digital Media Design, for teaching, for his students’ success, and for quality projects was repeated from one nomination form to another.

## **Bob Cadwell:**

Bob Cadwell teaches in our Computer Aided Design (CAD) department. When Ann Jacob absorbed the CAD program and its oversight, she reached out to Bob who was teaching at our Flint campus. Bob has been instrumental in its success and in supporting Ann in her supervision and care of the program, explaining the curriculum and classes and how they relate to the manufacturing industry, and what certifications will further students’ careers. Ann finds him to be a willing and significant resource. He has been proactive in recruiting new students because of his connections to the industry and in getting existing students to register. He has taken the initiative to be a proctor for and utilizes the Certified Solidworks Accreditation (CSWA) exam as the final exam for the Advanced Solidworks class. Passing this professional exam is a great addition to the students’ resume but normally costs each of them \$100. However, Bob was able to negotiate with Solidworks to obtain vouchers so that students unable to afford the fee could sit for the exam for free. Bob has done this all on his own time and has not submitted a time sheet for proctoring the CSWA exam. The whole endeavor has been very successful.

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# ADJUNCT FACULTY RECOGNITION RECIPIENTS – Spring 2011 (continued)

## **Natasha Gavroski:**

This is the second time Natasha has been nominated, both times by people outside of her department who witnessed her dedication to our students and the learning process. Natasha teaches Composition, Creative Writing, Workplace Communication and Presentation Speech. Her dean has so much confidence in Natasha's ability that she intends on having her teach across the entire English curriculum in writing, literature, and speech and even recommended her to the Business Department to teach in the accelerated programs with its specialized projects and the demand of working with the dynamics of cohorts. Learning Center staff speak of her engaging students, encouraging questions, and offers of help to students during times she has reserved the lab. Librarians report the positive student conversations they overhear regarding Natasha and her classes and teaching. Deans and Department Chairs have noticed how Natasha incorporates technology in her instruction as she is firmly focused on preparing students for the 21<sup>st</sup> century work place. Natasha's energy and commitment when approaching projects is evident even from afar. She understands how to empower students to be autonomous learners who are able to garner information from her classes and carry those skills and knowledge into future program specific classes. Over the summer she transitioned from adjunct faculty to Director of the Writing Center where she helps students with research, APA compliance, persuasive writing, social media status pages, and critical thinking. She is a master of her content area, an extraordinary teacher, and a wonderful beacon for the college.

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## **Important Withdrawal Information**

***Withdrawal or absenteeism can have a major impact on your college finances. The following is very important information for students receiving federal financial aid:***

Financial Aid Impact-

What is the impact on your federal financial aid when you officially withdraw from your class or classes by notifying the academic office?

The U.S. Department of Education requires a student to attend classes past the 60% point of the quarter (i.e. in a ten week quarter you must attend your classes past the 60% point – the sixth week) in order for the student to be eligible for his/her entire federal financial aid award. If you withdraw or quit attending (see below also) prior to the 60% point in the quarter, a large portion of your awarded financial aid has to be returned to the U.S. Department of Education by the College and you will owe that balance. The amount of aid returned is based upon your last date of attendance. A large balance owed to the College could impact your ability to take classes in subsequent quarters.

What happens to your federal financial aid if you just quit attending (unofficially withdraw) and do not notify the academic office?

If you stop attending your classes (unofficially withdraw) and do not withdraw in writing, you may be withdrawn by the College. A large portion of your awarded financial aid has to be returned to the U.S. Department of Education and you will owe that balance to the College. Just as above, this may impact your ability to take classes in subsequent quarters.

**Please contact the Business Office at 248-276-8211 with any questions.**

# In Memorium

## Margo LaGattuta 1942-2011



Baker College of Auburn Hills was saddened by the news on Monday, August 22, 2011, that Margo LaGattuta had passed away. Margo was known at Baker College as a teacher who was always willing to give her time to students. However, Margo being the modest person she was, most people didn't know about the five books of poetry she wrote (as well as editing many more), that she had won the National Federation of State Poetry Societies Founders Award, was twice nominated for a Pushcart Prize, won the 2005 Mark Twain award of Michigan State, and had won the Midwest Poetry Award twice! Margo was featured in many national anthologies and journals as well as editing the *Suburban Lifestyles* magazine and hosting a radio

program *Art in the Air*. She wrote a weekly newspaper column and was well known for her numerous workshops, seminars, and lectures. Besides Baker College, Margo also taught at the University of Michigan and Oakland University. She received her bachelor's degree from Oakland University, received a Masters in Fine Arts from the Vermont College of Fine Arts, and also attended Pratt Institute in Brooklyn, where her parents, also artists, both attended. She passed on the creative gene to her sons (Mark, Erik, and Adam), who became a scientist, painter, and special effects director.

She will be especially remembered by her students for her advice to "let your unique style and thoughts, not anyone else's, shape your pieces." Margo had a special gift for helping students find their writing voice while just writing about their own experiences.

At Baker College we will especially miss Margo at our Poetry Jams in the library. She was always a welcome visitor and participant and was at our most recent event in May.

Margo's books are available in the Baker College of Auburn Hills library. The Poetry Jam on November 3 will be dedicated to her.

The following books were written by Margo:

*Embracing the Fall*

*The Dream Givers*

*Free Falling*

*noedgelines*

*Diversion Road*

The following anthologies were edited by Margo:

*Beyond the Lines*

*Variations on the Ordinary*

*Art at the Edge of Mirror Lake*

*Up From the Soles of Our Feet*

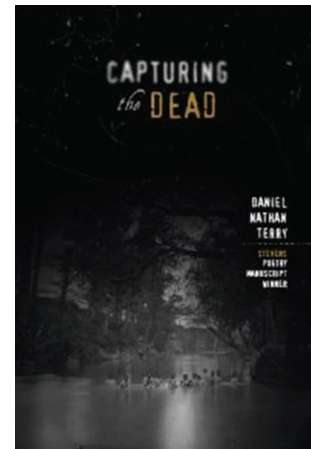
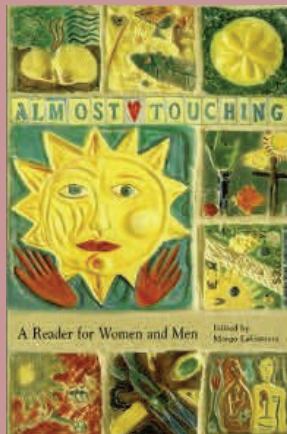
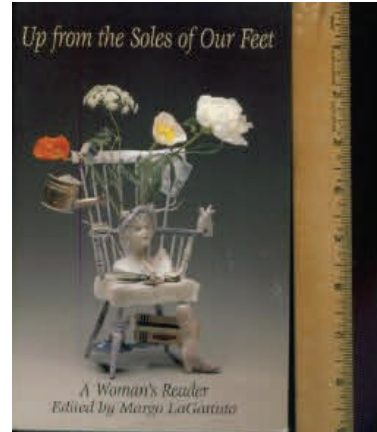
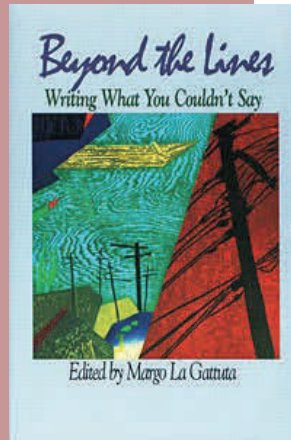
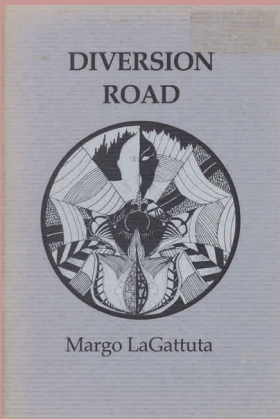
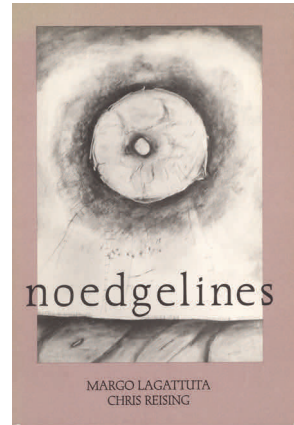
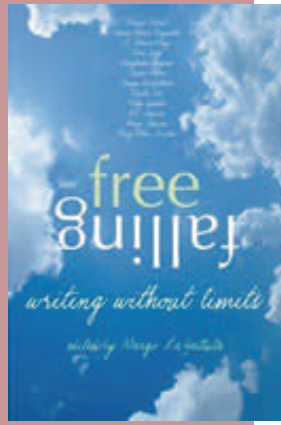
*Almost Touching*

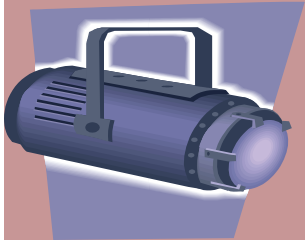


# In Memorium

## Margo LaGattuta 1942-2011

Books Written By and Edited by Margo:





# Spotlight

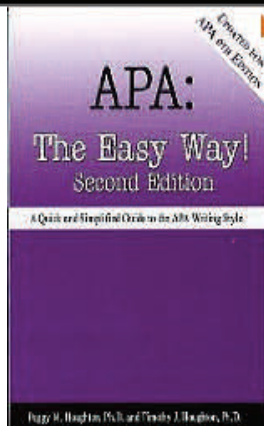
## On the Library

**Have you checked out what the library has to offer you?**

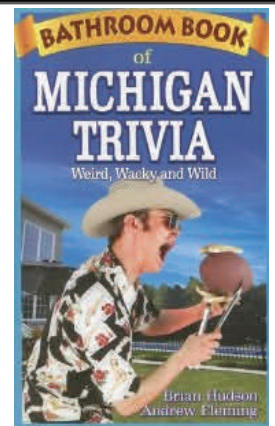
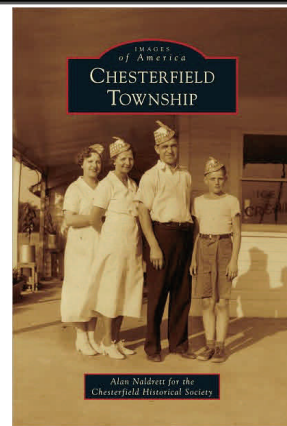
- \* thousands of resources for your papers/projects
- \* CDs and videos to help with math courses
- \* quiet study room
- \* group study rooms
- \* scanner
- \* copiers
- \* friendly staff

**Our goal is to provide with you with a great experience learning how to use the library resources, and also provide you with the tools you need to become successful.**

## Baker College of Auburn Hills Authors



These are books written by Baker College faculty and staff. All of these books are available in the library, except *APA: The Easy Way!*, which is in the bookstore. The authors of the books are, left to right, Michele Pratt, Mark Woods, Alan Naldrett, and Brian Hudson.



**We are very pleased to welcome the following faculty new to our campus this fall:**

Chris Austin	Brenda Lewis	Lisa Schmidt
Alla Bush	Lawrence Moyer	Brian Sims
Shayla Cunningham	Salena Neal	Tara Taylor
Thomas Dreyer	Diana O'Donnell	Wauketa Thelen
Jacqueline Esch	Cecillia Otten	Craig Witter
Katherine Gunck	Susan Parnes	
Shanisha Harmon	David Pike	
Jennifer Iturralde	Julie Power	
Marcia Lester	Krystal Roos	

**Plus a special welcome back to:**

J.C. Allen  
 Dr Bill Cade  
 Deborah Irvin  
 Stacia Pfeifer  
 Geraldine Siero  
 Cristina Trapani-Scott

## **SEXUAL HARASSMENT POLICY**

Pursuant to Baker College's policy of Equal Employment Opportunity, the College will maintain a working/educational environment for its employees/students, which is free from sexual harassment. Sexual harassment is illegal and against the policies of this College.

Sexual harassment involves (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment/education or (b) making submission to or rejection of such conduct the basis for employment/educational decisions, or (c) creating an intimidating, offensive, or hostile working/educational environment by such conduct.

The following are examples of sexual harassment:

- \*Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions;
- \*Nonverbal: Making suggestive or insulting noises, leering, whistling, or making obscene gestures; and
- \*Physical: Touching, pinching, brushing the body, coercing sexual intercourse, or assault.

Employees/students who believe that they have been the subjects of sexual harassment should report the alleged conduct immediately to: Rosemary Zawacki, Vice-President of Human Resources, 1050 West Bristol Road, Flint, MI 48507, (810) 766-4028 or [rosemary.zawacki@baker.edu](mailto:rosemary.zawacki@baker.edu)

An investigation of any complaint will be undertaken immediately. The investigation and its results will remain confidential to the extent possible. Any employee/student found by the College to have sexually harassed another employee/student will be subject to appropriate disciplinary sanctions ranging from a warning in his or her file up to and including termination/expulsion. Retaliating or discriminating against an employee/student for complaining about sexual harassment or participating in an investigation is prohibited. The College recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received. The College also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all employees/students will continue to act in a responsible and professional manner to establish a pleasant working/educational environment free of discrimination. Individuals who wish to file a complaint should complete the Baker College Complaint/Grievance Form.

## **Equal Opportunity Policy**

### **Policy Statement**

It is the policy of Baker College not to discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information or other protected characteristic in providing and the administration of educational programs, services, activities, and employment, or recruitment. Inquiries regarding this policy can be directed to Rosemary Zawacki, 1050 West Bristol Road, Flint, MI 48507, 810-766-4028, or e-mail at : [Rosemary.Zawacki@baker.edu](mailto:Rosemary.Zawacki@baker.edu) .

The College declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination, where applicable, in the provision of educational services to the public. The College will make all decisions regarding recruitment without discrimination on grounds of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, other protected characteristic which cannot lawfully be the basis for an admissions/employment decision. The College reaffirms its policy of administering all of its educational programs and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, or other protected characteristic which cannot be lawfully the basis for the administration of such services. Baker College commits itself to a program of Affirmative Action/Equal Employment Opportunity, set forth herein, to encourage the application of veterans, minority, disabled and women students, to identify and eliminate the effects of any past discrimination in the provision of educational procedures which will assure equal treatment and equal access to the facilities and educational benefits of the institution to all students, as required by law. Further, the College takes affirmative action to employ, promote, and otherwise treat qualified individuals with disabilities, disabled veterans and Vietnam

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Era veterans without regard to either their disability or status. This policy shall apply in the following areas: admissions, student educational opportunities and services, employment, promotion, demotion or transfer, layoff, termination, compensation, and selection for training programs. The College reaffirms its policy of nondiscrimination, on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information or other protected characteristic, in the provision of all services provided to members of the public by facilities under control of the College. Baker College commits itself to a continuing program to assure that unlawful discrimination does not occur in the services it renders to the public, and that those sectors of the public most affected by this policy be kept informed of its content.

**Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (ADA) and Americans with Disabilities Act Amendments Act of 2008 (ADAAA)**

Baker College is committed to the implementation of regulations from Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008, as they apply to persons with disabilities in the following ways: all new facilities are barrier free; programs, classes, and activities in existing facilities are made accessible to persons with disabilities; reasonable and appropriate adjustments and accommodations are made to ensure full educational opportunity for students with disabilities; and auxiliary aids and services, when necessary, are provided in a timely manner to afford an individual with a disability an equal opportunity to effectively participate in, and enjoy the benefits of, a service, program, course, or activity conducted by the College.

A postsecondary student with a disability who is in need of auxiliary aids is obligated to provide notice of the nature of the disabling condition to the College's Academic Counseling/Advising Office and to assist the College in identifying appropriate and effective auxiliary aids. The student must identify the need and give adequate notice of the need. In response to a request for auxiliary aids, the College will require from the student supporting diagnostic test results and professional prescriptions for auxiliary aids.

**GRIEVANCE PROCEDURE FOR COMPLAINTS**

If any person believes that BAKER COLLEGE has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), or the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), he/she may follow any one of the following complaints procedures available to them:

**SECTION I-**

The person who believes that BAKER COLLEGE has inadequately applied the requirements of the law may bring forward a grievance to the Equal Employment Opportunity/Affirmative Action /ADA Officer, Ms. Rosemary Zawacki, at 1050 West Bristol Road, Flint, MI 48507, 810-766-4028, e-mail at [rosemary.zawacki@baker.edu](mailto:rosemary.zawacki@baker.edu) .

**SECTION II-**

The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the campus chief academic officer, who shall function as the designated campus EEO/AA/ADA Officer. The campus chief academic officer shall in turn investigate the complaint and reply with an answer to the complainant. He/she may initiate formal procedures according to the following steps:

**STEP 1-** A written statement of the grievance signed by the complainant shall be submitted to the campus chief academic officer, within five (5) business days of receipt of a response to the informal complaint. The campus chief academic officer shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

**STEP 2-** If the complainant wishes to appeal the decision of the campus chief academic officer, he/she may submit a signed statement of appeal to the campus president within five (5) business days after receipt of the campus chief academic officer's response. The campus president shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

**SECTION III-**

A grievance or inquiry may be made at any time to the Office for Civil Rights Region V, Department of Education, Room 700C 7th Floor, 401 South State Street, Chicago, IL 60605-1202.

\* The campus chief academic officer, will provide a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure on request. A copy of each of the acts and regulations on which this notice is based may be found in the campus chief academic officer's office.



## PARALEGAL CLUB



The board members of the 2011-2012 **Paralegal Club** have had two brainstorming sessions in an effort to increase club activities in the upcoming year. They have some fantastic events planned and hope everyone will participate. A tentative schedule has been set, and it includes the following activities:

**Ice Breaker** – This will be held the second week of fall semester; with separate events planned for both the evening and daytime sessions to encourage everyone’s attendance. The event will be held on Monday, October 3 from 5:30-6:00 PM, and again on Wednesday, October 5 from 12:30 to 1:15 PM. Pizza and pop will be served during the meeting. We encourage all interested students to attend and learn about the club. Watch for additional information during the first week of school.

**Speaker Event** – Tentatively planned for week five of the fall term. We are again planning to have sessions on two different days and times so as many students as possible can attend. Watch for a flyer on this event as details are finalized.

**Mitten Tree** – The beginning of November watch for the Paralegal Club charity drive collecting hats, scarfs, mittens and boots for the needy.

Bargain shop now as things go on sale and save them for this event. Additional details will follow as the date gets closer.

The Paralegal Club is on **Facebook** – you can access us by visiting <http://www.facebook.com/group.php?gid=281035820391>, or you can simply search Facebook for “paralegal club” and select the club from Auburn Hills. “Like” the page and say hello!

We look forward to seeing both familiar and new faces at our upcoming events.

-Grace Grogan, President, Paralegal Club

## Baker Bistro



Duane Randolph

The Bistro is pleased to have Duane Randolph, chef extraordinaire, back for the Fall Quarter. He promises to once again “bring the best to the Bistro!” The specialties that Duane cooks up, as well as the generous quantities, have students, staff, and faculty coming back for more! Duane and Robin, the manager of the Bistro, also give credit to their dedicated crew, including Chris, Albert, Marcus, Leslie, Brenda, Natasha, Dominique, Therese, Eric, Mike, and Katie. They would like to thank everyone for their continued support!

# Fall Quarter Hours

## Welcome from Dr. Susan Cathcart

Welcome back. I hope that you have all enjoyed your time off and are ready for an exciting fall quarter. As Vice President of Academics, I am responsible for the academic programs at this campus and if you ever have any questions, concerns, or comments, please do not hesitate to contact me. My office is located in the Deans' Office.

As we continue to grow and add new programs, we will be adding and promoting staff to assist you. Please join us in welcoming the following individuals to our campus:

Lindsey Baldwin	Academic Advisor
Natasha Gavroski	Director of College Writing
Nara Mirijanian	Dean of Health Sciences
Susan Pierce	Academic Advisor



## Knowledge Bowl



Get involved with a GREAT student organization and enhance your resume! DECA is chiefly for

business, marketing, and advertising majors, but any Baker student is welcome to join! Contact club president Kandi Myers at [kmyers02@baker.edu](mailto:kmyers02@baker.edu) for more information.

Collegiate DECA meetings are held on the second Tuesday of every month, usually from 5:00 p.m. to 5:45 p.m. in the 2nd floor Conference Room of the main

building.

The fraternity will be holding a **Knowledge Bowl** on Week 6 of the Fall Quarter. Teams will be 3 people, \$10 a team, and categories will include questions regarding: basic accounting, business law, human resources, and marketing, to name a few. Deadline for registration is Friday of week 4 (Oct 21st). If you wish to have a team, e-mail to:

[Baker\\_Deca@yahoo.com](mailto:Baker_Deca@yahoo.com) (it is not case sensitive) and let them know. Further details will be forthcoming!

## Graduation

If you will be graduating at the end of the Fall or Winter quarter, you must complete a graduation packet. Graduation packets are available online. Instructions to apply are available in the Academic and Career Services offices. The form is located online at [www.baker.edu/graduation](http://www.baker.edu/graduation).

### Admissions Office Hours

Monday through Thursday

9:00 a.m. to 6:00 p.m.

Friday 8:00 a.m. to 5:00 p.m.

### Academic Office Hours

Monday through Friday

8:00 a.m. to 10:00 p.m.

Saturday 8:30 a.m. to 3:00 p.m.

### Business Office and

### Financial Aid Office

### Hours

Monday through Thursday

8:00 a.m. to 8:00 p.m.

Friday 8:00 a.m. to 5:00 p.m.

Saturday –To Be Announced

### Career Services Hours

Monday through Friday

8:00 a.m. to 6:00 p.m.

### Learning Center Hours

Monday through Friday

8:00 a.m. to 9:20 p.m.

Saturday

8:00 a.m. to 5:00 p.m.

### Library Hours

Monday through Thursday

8:30 a.m. to 9:30 p.m.

Friday

8:30 a.m. to 9:00 p.m.

Saturday 8:30 a.m. to 5:00 p.m.

### Writing Center Hours

Monday-Friday

10:00am-5:00pm

Saturday

1:00pm-5:00pm

Additional help weeks:

6:00-8:00 p.m. in room 240

Wednesday and Thursday:

4:00-6:00pm