

the Voice

Baker College of Auburn Hills

WELCOME TO FALL QUARTER 2010!

Michigan Movies

The business fraternity Delta Epsilon Chi will hold a film panel from 4:30 until 6:00 in the All Purpose Room on Thursday, October 7. Various film experts from Michigan will talk about the current state of film shooting in Michigan, the tax incentives, and what jobs are being created.

Online Edition

What does the Voice have in common with the *Detroit News* and the *Detroit Free Press*? We are both mostly online! To access the online version, go to <http://auburnhills.baker.edu>. Select Resources and then select Newsletters. The newest ones are at the top of the list.



We are happy to welcome you to fall quarter 2010! 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 second consecutive year, our campus enrollment will exceed 4,000 students! In fact, when the final figures are in, we will likely have 4,200+ students. This compares favorably with the 4,273 students enrolled last fall.

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:

- Updated campus maps in conspicuous locations
- Significant renovations to our Learning Support Center
- Upgrades to our health science labs in rooms 123 and 140
- A new touch-screen check-out system in our food service area to improve customer service
- Parking lot resurfacing in the south-central portion of our lot
- Parking lot expansion in the southwest corner of our lot
- Additional security cameras in the Technology Center
- A new two-way public address system in all classrooms
- Planned updates to the 120-150 classroom wings on the lower level during the December break

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!

Recognize Employees for Exemplary Customer Service

If you have received exemplary customer service by a Baker College staff member, department chair, dean or core faculty, please recognize them for the service they provided. Students, staff and faculty are encouraged to nominate. Recognition ballots are available throughout the college.

The program starts fresh at the beginning of each quarter. The more nominations an employee receives, the greater the chance their name will be drawn. The winner is not based on how many nominations received for each individual; all ballots will be collected and one winner will be drawn at the end of fall quarter. All ballots will be posted on the bulletin board in between the Bookstore and All-Purpose Room for everyone to view.

The nominee will receive a gift, signed certificate and lunch with President, Jeff Love. The nominator will receive a gift card for participation and lunch with President, Jeff Love.

We would like to thank all who participated in the Customer Service Recognition for the Summer Quarter. The winning ballot recognized **Lisa McMillen** (Department Chair) for her exemplary customer service provided to Helen Harris (Student). Congratulations Lisa and thanks Helen!

Come on everyone; let's participate in this great program!

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 Dean's 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:

Jessica Bean	First Year Advisor
Jerry Beauchamp	Part-time Academic Advisor
Teresa Chapman	Program Director-Pharmacy Tech
Jeremy Hampshire	First Year Advisor
Stephanie Johnson	First Year Advisor
Susan Kanda	Department Chair of Mgt., Accelerated, and OA
Pat King	Program Coordinator-MIS, Coding
Bridgett Mackey	First Year Advisor
Robin Mastick	Clinical Coordinator-VAS
Rachel Russette	Part-time Academic Advisor
Kendra Tillman	First Year Advisor

There are also a number of new instructors to our campus. Please welcome:

Christopher Abbott, Antonino Agosta, Clara Alexander, Erik Bean, Larry Bukowski, Robert Cadwell, Kristen Conte, Dr. Thomas Donnellan, Sarah Holland, Mary Fields, Harmanjit Kaur, Nida Khan, Nicole Kline, Hermeli Mateo, Jeannine Mesler, Kathy Navarro, Jessica Rico, Richard Semlow, Carolyn Rutledge, Pamela Negovan, Robert Snavelly, Jennifer Stephens, Allison Sullivan, Christopher Thele, Joy Thomassen, and Lisa Williams

REGISTRATION

ADD/DROP PERIOD

Students may add or drop classes only during the first week of the quarter, September 27, 2010, through October 1, 2010.

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

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.

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).**

We have appreciated your cooperation in the past and look forward to your continued support during the upcoming school year!

Thank you,
Jeff Love
President

TAKING AN ONLINE CLASS AT BAKER COLLEGE

Many students are interested in taking online classes. Before a student can register for an online class, he/she must complete the self-paced online training. The self-paced training should take approximately three to four hours to complete, depending on his/her technical ability. It is important to take the time to read all the information provided in the training session to ensure success in the online environment.



A student must complete all assignments in the training in order to pass. Once all assignments are completed, it takes approximately 24 hours to be approved to register for online classes. Please remember that online classes fill up quickly, so this should always be completed before the start of the quarter.

Directions to Accessing the Online Orientation:

URL: <http://online.baker.edu> → select Baker Online → select Requirements and Online Training → select link that says “Click here to receive instructions for online training” → Proceed with training.

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 www.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**
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 do not call the campus (except the weather line at 248-276-4580) to inquire if classes are cancelled. Please check Auburn Hills information on www.auburnhills.baker.edu or the news organizations listed above.
6. Remember – drive safely when there is snow and ice on the ground.

2010 National Award of Distinction



Sunstar Americas and RDH (Registered Dental Hygienists) Professional Journal pays tribute to eight award recipients.

Innovation, tireless advocacy, and selfless service are just a few of the words used to describe the recipients of the 2010 Sunstar Americas/RDH magazine Award of Distinction.

One of these eight deserving professionals was Baker College Auburn Hills Campus, Associate Dean Sheree Duff RDH, MS. She along with the other seven individuals were recognized in August 2010 at the RDH Under One Roof conference in Orlando, Florida.

Nominations from throughout the United States and Canada were reviewed, and eight outstanding dental hygienists were selected to be honored with the ninth annual award for making a positive difference in the lives of their patients', and students' as well their communities.

Sheree's complete interview is featured in this month's edition of RDH Magazine, and she is pictured on the cover with her fellow award recipients. If you are interested in reading more about this outstanding Academic members accomplishments the article can be viewed in full at www.rdhmag.com.

Congratulations Sheree! We are proud of your accomplishments and your drive for excellence!

Baker College of Auburn Hills chapter of



Is Pleased to Present a Panel Discussion on Movies in Michigan

Featuring three panelists knowledgeable about the film industry in Michigan. They will discuss the film tax credits, their impact on Michigan's economy, and how this affects job-seekers!

Thursday, October 7th
4:30 p.m. to 6:00 p.m.
All-Purpose Room



Maureen Donohue serves as the Director for the Department of Economic Development and Community Affairs for Oakland County, Michigan. The Department focuses on two main areas, community development and business support services and oversees film production in Oakland County.

Billy Whitehouse, actor and local clearinghouse for film jobs and information, Billy is the Volunteer Chairman with the *Detroit-Windsor International Film Festival* which he assisted in founding in 2008.



Maria Zardis is the director of the Macomb County Film office and oversees and assists in film production in Macomb County, Michigan.

For further information, contact:
CollegiateDECA Baker AH@yahoo.com or
call (248) 276-8681

Baker Auburn Hills Writing Center

Fall 2010 Tutor Schedule

October 5, 2010 through December 7, 2010

Fall 2010 Weeks	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2-9	11a-6p (NOT Week 2)	11a-6p	11a-6p	11a-6p	1p-3p	11a-4p
	Carol 11-2 Jim 2-6	Jason 11-1 Lisa 1-2 Harmanjit 2-3 Brian 3-5 Carol 5-6	Natasha 11-2 Margo 2-4 Letha 4-6	Carol 11-1 Dick 1-2 Kristen 2-6	Erik 1-3	Rebekah 11-4
Week 10	11a-6p Carol 11-2 Jim 2-6	11a-2p Jason 11-1 Lisa 1-2				

Questions and concerns: Lisa Friedrich (248) 276-4581 or lisa.friedrich@baker.edu.

Please note that there is now an extra writing lab during the busiest times, which is usually weeks 6 through 8.

During the second week of classes, there will be no lab that Monday only.

Computer Lab Room 240 Extended Hours Weeks 6 - 8 only

Fall 2010 Weeks	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6-8			3p-6p	3p-6p		
			Natasha 3-6	Rebekah 3-6		

- The Writing Lab is located across from the library and next to the bookstore.
- The Writing Lab is on Facebook!
- Faculty tutors provide individual instruction, not proofreading.
- Service is available to all Baker students in all Baker courses.
- Each student should bring an assignment and a draft document.



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING



ISMAEL AHMED
DIRECTOR

August 30, 2010

Mr. Jeffrey M. Love, President
Baker College of Auburn Hills

Dear President:

I would like to share information on a program that may affect thousands of your students – the Michigan Food Assistance Program administered by the Michigan Department of Human Services (DHS.) This program, formerly known as the Food Stamp Program, supplements the food purchasing power of low-income individuals and families. The federal government funds the benefits and DHS determines eligibility for participation.

In 2009, Michigan introduced an online application for food assistance at <http://www.michigan.gov/mibridges>. Since that time, thousands of Michigan citizens, including college students, have applied for and been approved for food benefits. Those food benefits averaged about \$132 per month per person in June.

At any given time during the 2009-10 school year there were 10,000-18,000 Michigan college students receiving food assistance benefits, or between 1-2 percent of all the people receiving the benefit. Most applied online and many completed the application process without visiting a DHS office. We know most students, and the overwhelming majority of people receiving this benefit from our department, are doing so legally and complying with state standards.

The issue of college students receiving food assistance benefits has drawn the attention of state legislators and student newspapers due to charges that students may be inappropriately receiving the benefits. Information from blogs, anonymous stories online, and stories in news outlets have contributed to these suspicions by certain legislators. As a result, several bills to restrict the use of Bridge cards – the ATM-like card people use to “spend” food benefits – have been introduced in the current legislative session.

My letter is not to substantiate or deny any such charge; it is to advise you of the situation and to ask for your help in reaching students who may have Bridge cards. I appreciate your help in sending these messages to your students:

(Continued on page 5)

Approved guidelines such as having a child under age six, working 20 hours per week, participating in work study, or being engaged in an educational plan approved by the Department of Human Services.

Money received from friends or family members **must** be reported to DHS as income and will be used to determine the benefit amount.

If a person is buying and preparing food with others (such as roommates), **everyone** (with the exception of disqualified/non-group members) must be eligible or **no one** is eligible.

Mr. Jeffrey M. Love, President

Page Two

Students living in a dorm who have a meal plan that provides a majority of their meals are **not** eligible.

If students move home when not attending college – during spring or summer session, for example – this may have to be reported to his or her DHS case specialist. Parents, children under age 22 and others who eat together must have eligibility determined or the case must close.

Food Assistance benefits **cannot** be used for anything other than food products.

It is illegal to “trade” benefits for cash or services. That is considered fraud and/or abuse. A person who participates in such is liable for prosecution.

The DHS Office of Inspector General monitors online social media and investigates alleged fraud and abuse discovered in the course of this monitoring.

Fraud and/or abuse of benefits can result in prosecution. Any person found guilty will be required to repay benefits received. They will also be disqualified from the program for a minimum of one year up to a lifetime.

DHS documentation suggests college students with Bridge cards met qualification standards and went through the appropriate process. However, the issue has grown to such extent that newspapers including Central Michigan University’s *CMU Life* and Michigan State University’s *State News* have regularly written about it. As an institution that may receive state funds from the Michigan Legislature or whose students may receive grants or loans funded by the state, I’m sure you realize the ramifications of this type of media attention and the adverse effect it could have.

Our goal is to serve Michigan citizens who qualify for the benefit programs we administer. This includes the services and programs that serve Michigan’s secondary education students. However, we need your help communicating these issues to your students. I would appreciate it if this information could be published in your campus newspaper or online newsletter so that your students are better informed on the intricacies of the Food Assistance Program.

If you need further information on this matter, please contact Kari Mardyla-Goddard at 517-241-5091 or by email at Mardyla-Goddardk@michigan.gov. Thank you.

Sincerely

Ismael Ahmed
Director



FALL KICK-OFF

Student Appreciation Day!

Thursday, October 7th

Atrium

11am-2pm & 5pm-8:30pm (until dogs are gone)

Hot Dogs, Chips, Cookies, Pop



TRICK OR TREAT

WED. 27TH OCTOBER

1-2 PM 7-8 PM

ATRIUM

STUDENTS ONLY

sponsored by
Baker Clubs and Student Activities



Are too many students receiving Food Assistance in Michigan?

By Ismael Ahmed, Director
Michigan Department of Human Services

Are too many college students in Michigan receiving Food Assistance benefits? Are college students scamming the system to get food assistance they don't qualify for? Those are questions being asked around college campuses in Michigan.

At any given time in the 2009-10 school year, there were 10,000-18,000 college and university students who received food assistance – fewer than 2 percent of the nearly 1.8 million food assistance recipients statewide. In today's economy, the traditional college student isn't necessarily an 18-to-22 year old; many people who have lost their jobs are now attending college to retrain so they can meet the new workforce's needs. We know that most of these students – and, indeed, the overwhelming majority of people receiving this benefit – are doing so legally and complying with state standards.

The food assistance program is 100 percent federally funded and recipients must follow federal rules including eligibility requirements. I recently contacted university and college presidents around Michigan to advise them of these standards:

In order for a college student to receive benefits, s/he must meet one of the federal government approved guidelines such as having a child under age six, working 20 hours per week, participating in work study, or being engaged in an educational plan approved by the Department of Human Services.

Money received from friends or family members **must** be reported to DHS as income and will be used to determine the benefit amount.

If a person is buying and preparing food with others (such as roommates), **everyone** (with the exception of disqualified/non-group members) must be eligible or **no one** is eligible.

Students living in a dorm who have a meal plan that provides a majority of their meals are **not** eligible.

If students move home when not attending college – during spring or summer session, for example – this may have to be reported to his or her DHS case specialist. Parents, children under age 22 and others who eat together must have eligibility determined or the case must close.

Food Assistance benefits **cannot** be used for anything other than food products.

It is illegal to "trade" benefits for cash or services. That is considered fraud and/or abuse. A person who participates in such is liable for prosecution.

The DHS Office of Inspector General monitors online social media and investigates alleged fraud and abuse discovered in the course of this monitoring.

Fraud and/or abuse of benefits can result in prosecution. Any person found guilty will be required to repay benefits received. They will also be disqualified from the program for a minimum of one year up to a lifetime.

While no one can answer the questions I posed at the beginning of this article with certainty, it is most important that public money be spent prudently and that it goes to people who qualify. If you know a college student – or anyone else – who you suspect is receiving benefits inappropriately, I encourage you to call the 24-hour toll-free fraud hotline at 800-222-8558. You can also report fraud online at <http://www.michigan.gov/dhs>.

Baker College Refund Policy

A student who officially withdraws during the quarter will be granted a refund according to the scale below. There are no refunds of application fees. **NOTE: ABSENTEEISM DOES NOT REDUCE A STUDENT'S FINANCIAL OBLIGATION.**

A student who officially withdraws is granted a tuition reduction **BASED ON TOTAL TUITION CHARGES** according to the following schedule:

On-Ground Courses:

100% - Official withdrawal on or before the first day of classes
 80% - If date of official

withdrawal is after the first day but within the first week of classes
 60% - If date of official withdrawal is within the second week of classes
 20% - If date of official withdrawal is within the third week of classes
NO REFUND - After the first three weeks of classes

Five-Week Courses:

100% - Official withdrawal on or before the first day of classes
 80% - If date of official withdrawal is after the first day but within the first week of classes
 50% - If date of official

withdrawal is within the second week of classes
NO REFUND - After the second week of classes

Online Courses:

100% - Official withdrawal on or before the first day of classes
 100% - If date of official withdrawal is within the first 7 days of classes
 50% - If date of official withdrawal is after the first seven days of classes and before the fourteenth day of classes
NO REFUND after the first fourteen days of classes

Library

There are many updates going on in the library. Come in to use the study rooms in the back!

- The quiet study room in Classroom 2 will continue whenever

the classroom is not being otherwise used.

- Come into the library to pick up your 6th edition study sheets for APA .
- The library will

have a book sale the third week of classes. There will be many items that will be of interest to Baker students. Don't forget to check it out!

The Medical Classes have purchased a Metiman which allows students to simulate medical procedures before practicing them on real people. Go to Meti.com to get more information on how it works!

FALL QUARTER HOURS

Campus Building Hours
 Monday through Friday
 7:30 a.m. to 10:00 p.m.
 Saturday 8:00 a.m. to 5:00 p.m.

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

Business Office and Financial Aid Office Hours
 Monday 8:00 a.m. to 8:00 p.m.
 Tuesday through Friday
 8:00 a.m. to 6:00 p.m.
 Saturday Week 1,2, & 6
 8:00 a.m. to 1:30 p.m.

Career Services
 Monday through Friday
 8:00 a.m. to 6:00 p.m.

Learning Center Hours
 Monday through Thursday
 8:00 a.m. to 9:00 p.m.
(Computer lab open until 10 p.m.)
 Friday
 8:00 a.m. to 8:00 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.

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

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, e-mail at .

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 Era veterans without regard to either their disability or status. This policy shall

15 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 .

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.



Expressions 2011, our literary magazine here at Baker College of Auburn Hills, will be published in Spring Quarter 2011. 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 2010*. *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 2011 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 **February 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 dluca03.baker.edu. You may also direct any questions you have about the publication to the same email address.

REMINDER: FALL TUITION DUE 11/6/10

Tuition must be paid in full by November 6, 2010. A \$30 finance charge will be added to any balance that is not paid in full by 11/6/10. Students with outstanding balances will not be allowed to re-enroll for any quarter or receive transcripts of credit. Also, any student with an unpaid balance **MAY** not be allowed to take final examinations. Please see the Business Office if you need a payment plan.

Craig Julien's Animation Club will meet Wednesday Oct 20th from 3:30 - 5pm in Room Tech13.