



BAKER COLLEGE OF CLINTON TOWNSHIP

# BAKER BULLETIN

SPRING 2009, ISSUE 1

APRIL 6, 2009

## MESSAGE FROM THE PRESIDENT

I would like to take this time to welcome all of our new and returning students to the spring quarter. Spring quarter has such a nice tone to it and for many students it will be your last quarter at Baker College before you graduate this June. I know it is hard to believe that graduation is just around the corner, and over 800 students will be moving on to bigger and better things in their lives. I want to take this time to congratulate many of you who will be walking across the stage in June for your hard work and dedication. For those new students, I want to just pass on some information that may be very helpful to you. Please make sure you have your free parking pass displayed in the front window; this is important because we have our campus in the middle of a residential area and we want to make sure only Baker College students are using the parking lots. This brings up another good point; make sure as you leave the campus in the evening, that you are mindful that many residents are sleeping and we would appreciate keeping the radios with "big" sound systems on low as you leave. If you smoke, we have **one** outside smoking glass enclosure that is lighted and heated for your comfort. Our security staff monitors both your parking sticker and smoking regulations.

We ask that you not consume food or drink in the hallways or classroom,



Don Torline, President

[don.torline@baker.edu](mailto:don.torline@baker.edu)

as carpeting is very expensive, and it is hard to keep clean when certain food or drink items are spilled on it. I hope you visit our state of the art library. If you are having problems understanding your assignments or home work, please feel free to drop into the learning support services area to get help. Please do not be afraid to use this wonderful resource as it is free to you as a student at Baker College. They have over 25 tutors to assist you in a broad category of subjects. They will also make special arrangements or appointments with you if your schedule is tight. If you have any concerns or problems, feel free to stop in the Academic office area and speak with an advisor. They are wonderful, caring people who want to help you be successful in your studies. Good luck this quarter and thank you for choosing Baker College.

### IMPORTANT DATES:

- April 3, Tuition Due
- April 10, Graduation Applications for Spring & Summer Due
- April 16-17, Financial Aid closed
- April 17, Career Fair
- April 29, Career Exploration Workshop
- May 11-12, Cash for Books

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BAKER BULLETIN IS PUBLISHED NINE TIMES PER ACADEMIC YEAR—WEEKS 1, 5, AND 9 OF FALL, WINTER, AND SPRING QUARTERS

# DEPARTMENT HOURS

## Academic Office

Monday-Friday 7:30 am — 8:30 pm  
Saturday 8:00 am — 1:00 pm

## Bookstore

Monday 8:00 am — 8:30 pm  
Tuesday-Friday 8:00 am — 6:30 pm  
Saturday 8:30 am — 1:00 pm

## Business Office

Monday 8:00 am — 8:30 pm  
Tuesday-Friday 8:00 am — 6:00 pm

## Career Services

Monday, Tuesday, Thursday, Friday  
8:00 am — 6:00 pm  
Wednesday 8:00 am — 8:30 pm

## Faculty Office/Copy Center (main campus)

Monday-Friday 7:30 am — 10:00 pm  
Saturday 8:00 am — 5:00 pm

## Financial Aid

Monday 8:00 am — 8:30 pm  
Tuesday-Thursday 8:00 am — 6:00 pm  
Friday 9:00 am — 6:00 pm

## Goody's Café

Monday-Friday 8:00 am — 8:30 pm  
Saturday 8:30 am — 1:00 pm

## Learning Support Services

Monday-Thursday 8:00am — 8:30 pm  
Friday 8:00 am — 7:30 pm  
Saturday 8:00 am — 4:00 pm

## Library

Monday-Thursday 8:30 am — 9:30 pm  
Friday 8:30 am — 8:00 pm  
Saturday 8:00 am — 4:00 pm

## Technology Center

Monday-Friday 8:00 am — 10:00 pm  
Saturday 8:00 am — 5:00 pm

Think Spring!



## BAKER ALERT SYSTEM



Register to receive email or text message alerts as to when the building is closed, notifications about inclement weather, and other emergencies.

Go to [www.baker.edu](http://www.baker.edu)>>>Current Students>>>Clinton Township >>>Resources>>>Alert System Sign-Up. Log in with your user name and password. Select to receive notifications via text messages or email. Confirm your registration, then check to make sure you are signed-up to receive alerts each quarter.

The sun was warm but the wind was chill.  
You know how it is with an April day.  
~Robert Frost



**A MESSAGE TO STUDENTS FROM YOUR VICE PRESIDENT FOR ACADEMICS****SPRING 2009, TIME TO COMMIT TO LEARNING AND GIVING FEEDBACK**

To those students who are entering Baker College for the first time and to those who are returning to continue their educational goals, welcome. I know your decision to attend Baker College is based on a desire to build your professional knowledge base and to gain meaningful employment and promotions. To do so requires students to attend all their classes and remain until the class ending time. Come to class prepared by reading assigned materials from textbooks and other sources. Complete any outside work for timely submission. Faculty will help you to succeed by providing meaningful lectures, projects, and labs to improve comprehension of the topics studied. Your participation in those activities and projects enhances your understanding of the content and aids the faculty in determining areas requiring additional concentration to improve successful transfer to the student. Following the above advice will help you to successfully reach graduation in the shortest possible time and with the least amount of frustration.

The faculty and staff within the Academic Department take great pride in their work with students. Do we always meet their needs or expectations? No. We do, however, strive to meet those expectations and more. As the customers of this institution we are grateful that you have chosen Baker College. We have a responsibility to provide not just education for successful careers; we also hope to meet each of you in a professional, respectful and gracious manner. To do so we require feedback to know what improvements are needed.

Two years ago Baker College administered the Noel Levitz Student Satisfaction Inventory (SSI). This is a nationally recognized tool used by colleges throughout the United States to help understand areas of strength and weakness in their institutions. The purpose at that time was to gain knowledge of which areas in which we excelled and which needed improvement. The results were enlightening. We scored well in many areas for which we thought students would criticize the College. What we were criticized most for was advising. The result of that survey gave impetus to the growth of the Academic Advising area. As a result we now have five full-time and three part-time Academic advisors budgeted plus the Director of Advising for a total nine advising staff members. That is up from four positions two years ago. As you can see we take seriously what students tell us from such surveys.

Why bring this up at this time? We again will administer the SSI in spring quarter during weeks three and four. Selected courses are used to gain the widest range of students, both new and returning, to produce a meaningful sampling of the campus student body. We would love to have all 5200+ spring students surveyed, however, the cost would be prohibitive. If your instructor does administer the survey to your class, please take seriously the questions. Since some students may be in more than one course in which the survey is being administered, please do not complete the SSI a second time. While we value your input, each person's views should only be reflected once. Let your instructor know that you have already completed the survey and return the documents if distributed to you.



**Jim Koenig,**  
Vice President for  
Academics

[jim.koenig@baker.edu](mailto:jim.koenig@baker.edu)

**“We take  
seriously what  
students tell  
us from such  
surveys.”**

## BOOKSTORE

Cash for Books is located  
in G Hallway

Cash For Books-Mini

Two Days Only:

May 11-12, 2009

10am-6pm

### RETURNING BOOKS

Students have until Saturday, April 25, 2009 to return textbooks sold for Spring Quarter 2009 classes.

The amount of the refund depends on the condition of the book. There will be no book returns after the third week of classes for any reason. Other restrictions apply to returns for reference books and non-textbook items.

Spring has Sprung  
and Easter is on  
the Way!

CHECK OUT THE  
BOOKSTORE FOR  
FUN AND  
INSPIRATIONAL  
GIFT IDEAS FOR  
EASTER...



**To make sure that  
funds are available  
for all of your text-  
books and supplies,  
be sure to purchase  
these items by the  
middle of Week 2.**

2009 Graduation  
Announcements  
and extra '09  
tassels: limited  
quantities  
available!  
Stop in Today!

### FOR MATH 091 OR MATH 099

**DID YOU KNOW?** Your purchase of the MTH 091 or MTH 099 e-textbook includes your hassle free access to the Pearson Online Learning tools which includes an E-BOOK for MYMATHLAB users. These textbooks are an exception to the normal refund policy and we are not able to return these textbooks once you attend the class.

If you purchased a MTH 091 Basic College Mathematics book or MTH 099E Pre-algebra book and were not able to return the book because you dropped the class after attending, you have access for over 12 months and can use the book and online tools if you retake the class as long as they have not changed.

### SCANTRONS

Need Scantrons in a pinch? There are vending machines in the B Hallway Little Mack Student Center and the Tech Center Student Center that sell them for \$1.25 per six pack.

Scantrons are also available at the Bookstore and Student Shop. If you have trouble with a vending machine, contact the Bookstore or Student Shop for remedy.

### FINDING IMPORTANT BOOKSTORE DATES

Go to [www.baker.edu](http://www.baker.edu) >>> Click on Current Student Tab >>> Clinton Township >>> Resources >>> Bookstore >>> Campus Calendar >> Search Weekly Calendar (use arrows) OR Search Calendar Events (enter time frame and keyword)



## LSS

Welcome to the Spring 2009 Quarter!

The Learning Support Services staff and tutors are ready to assist you in achieving your educational goals. We are located in G-103 on the south side of the campus and our hours of operation are:

Mon.—Thurs. 8:00 a.m.—8:30 p.m.

Fridays 8:00 a.m.—7:30 p.m.

Saturdays 8:00 a.m.—4:00 p.m.

Please feel free to stop in!

## CAREER FAIR

**FRIDAY, APRIL 17, 2009**

**1 PM – 3 PM in the STUDENT CENTER**

Baker College of Clinton Township's Career Fair is coming soon! – Are you ready?

The first step is to go over your resume! This is your marketing tool and should represent you in the best possible way to a prospective employer. Make copies on good quality paper.

Check out your interview clothes! Do you project a professional image?

Practice your introduction and interviewing skills. Have a 30-second commercial.

Research companies that are coming. A list of companies who have registered will be posted on the bulletins boards across from the Career Services Office (M105).

## ATTENTION INTERIOR DESIGN STUDENTS

Please congratulate Interior Design Student - Jennifer Murray-Huffman. On Friday, March 27th, Jennifer was awarded first place in the 2009 ASID Student Design Competition held at the Michigan Design Center. She won \$400 for first place in the Junior Division. The competition is part of the annual Student Career Day held at the MDC. Approximately 200 students representing various Michigan colleges participated in the event with about 50 submitting their entries. Students had eight hours to design an 800 sq. ft. vacation retreat consisting of sustainable materials. All student entries were displayed in various showrooms at the Design Center. Other festivities included professional seminars, portfolio review, and interviews with potential employers. Please congratulate Jennifer when you see her. She is a great inspiration and motivator who continuously challenges herself and those around her.

### Career Exploration Workshop Spring 2009

Wednesday, April 29,  
3-5 pm

Who would benefit from attending?

Every student, especially those who need guidance in choosing a major/career or would like hands-on guidance with career resources.

What will the workshop cover?

- Myers Briggs Personality Assessment
- Career Cruising Website
- Department of Labor Occupational Outlook Handbook

And more!

To secure your spot, contact Jennifer Gosney in the Academic Office at (586) 790-9203.



Jennifer Murray-Huffman

## ACADEMICS

### RADIOGRAPHY

#### Applications for Veterinary Technology Program

Applications will be available starting week two and are due by **May 1, 2009**.

They will be in the Academic office.



#### All Pre-Radiography students:

All students who are interested in applying to the professional track of our program for Fall 2009 must be sure to have their step plan updated to the 2008 version or newer in order to be eligible to apply to the program for 2009.

#### HESI Exam:

All students applying for the program must have a past or NEW Radiography HESI exam score. Students will be tested on **ALL sections** included in the second edition study guide except: **Biology, Chemistry, and Physics**. Students who have not yet sat **for the Radiography HESI exam** are required to sign up and sit for the exam this year. *Student exam sign up will be on a first come first served basis* (must show Baker ID). **\*Note Students may sit for this exam only once each application cycle** (year). Students may sign up for only one of the following exam dates and times. If you miss your exam date you **MAY NOT sit for one of the other exam dates as seating is limited and rosters are filled in advance**. Students who miss their exam date will NOT be eligible to apply for this application cycle! The only exception would be for medical emergencies (see Program Director for further details).

**Where:** Academic Office at main campus.

**When:** Exam sign up will be held the first week of Spring quarter 2009. Monday-Friday (ONLY) during regular Academic Office Hours.

**Exam Date:** The Radiography HESI exam for 2009 will be held during Spring-Summer Quarter Break on **JUNE 16th and 18th**, at 8:30am—12:00pm, **AND** 12:30pm—4:00pm. Students must have currently working **Baker ID and password** as this exam will be computerized.

#### Application packets for Fall 2009:

All students may pick up their formal program application during the HESI exam sign up period (only), in the Academic Office at Clinton Township MAIN campus during the first week of Spring Quarter 2009. Returned application packets must include all required materials listed in the *2008 Health Science Catalog Supplement*. **\*Note all application materials** must be returned **Monday – Thursday** the week of **June 22<sup>nd</sup> – 25<sup>th</sup>, 2009** in the Academic Office of the Clinton Township Main Campus. **We cannot accept late packets after the June 25<sup>th</sup> 5:00PM deadline**. (Completed applications for this year *will only be accepted* during this week.)

If you have questions regarding the application process or any other questions related to our radiography program, please contact Christopher Woodward, Program Director, at [christopher.woodward@baker.edu](mailto:christopher.woodward@baker.edu), (586) 790-9401 or Helen Van DeVelde, Academic Clinical Coordinator, at [helen.vandevelde@baker.edu](mailto:helen.vandevelde@baker.edu), (586) 790-9690. You may also refer to the 2008 Health Science Catalog Supplement regarding further details for the application process.

\*Note all students must complete all prerequisite courses, including Pathophysiology, as stated in the *2008 Health Science Catalog Supplement* in order to be eligible to apply. All prerequisite course work must always be completed by the **end of Spring Quarter** for the year that you are applying.

#### Medical Assisting

Congratulations to the staff and students of the medical assisting program for completing a whopping 3,275 competencies in the winter quarter!

Congratulations to the fall 2008 students that passed the national certified medical assistant exam at 100%

## ACADEMICS

### NEW TECHNICAL/CIS PROGRAMS FOR FALL '09

#### **AAS ITSS – Associate of Applied Science Information Technology Support Specialist**

IT Support Specialists provide technical computer assistance to managers, network administrators, web developers, and employees in the computer information systems departments of businesses and organizations. They help a company choose, install, and maintain software applications to achieve company goals. A small company may hire an information specialist to manage a highly computerized office environment. In larger companies, specialists often work as information technology communicators and technicians to facilitate the flow of information between the back-end network and front-end business departments. The program includes courses that prepare students for A+, Net+ and MNP certification.

#### **Bachelor of Technology and Security - Cyber Defense**

This program prepares graduates for career opportunities in information technology and security with a concentration in cyber defense. Protection of multiple platform hardware, software, networking, and operating systems is considered an integral part of the information technology topology of any business.

Information technology specialists work in health care, business, information systems, technical, and engineering fields. Cyber defense technologists possess the necessary skills to identify, correct, and defend against internal and external threats as well as other problematic issues relative to an organization's computing and networking infrastructure on a multiple platform topology.

#### **AAS CAP – Associate of Applied Science Computer Animation**

People with computer animation skills are employed in a wide variety of industries including graphic design, video gaming, advertising, web commerce, digital signage, and/or film arts. Students study the fundamentals of graphic and digital design and learn how to apply storytelling, timing, animation, sound, and other aspects of multi-media to produce animated designs and productions.

At Baker College, we use 3dsMax animation software on a Windows platform in our CAP courses. Students also study the fundamentals of programming and take additional graphic design courses using Adobe Photoshop and Flash.

#### **BCS GSD – Bachelor of Computer Science Game Software Development**

This program is designed to immerse students in the core knowledge of software engineering, emphasizing animation and gaming development. The game software development portion of the program focuses on leading programming technologies. This program will follow a comprehensive approach to game software development from modeling through animation and programming and will culminate with a senior design project.

#### Contact Information

See or email Pauline Dueweke (pauline.dueweke@baker.edu) or Ahmad Sahabi (ahmad.sahabi@baker.edu) in the Academic Office for more information.

#### **Waiver Testing**

Waiver testing to be held Saturday May 2, 2009 at 1:00pm. Registration deadline is Saturday April 18, 2009 at 1:00pm.

#### **Attention Pre-Nursing Students!**

The Nursing program meet & greet will be held in the Community Room on **Wednesday, April 22, 2009 anytime between 5 – 8 p.m.**

You will be able to meet the Director of Nursing, Nursing Faculty/Staff and current Nursing students.

We will be discussing admissions criteria, opportunities in nursing, answering your questions and concerns, and discussing the realities and challenges of the Nursing Program.

Food will be provided and prizes available to win.

All Baker College faculty and staff are welcome to attend.

Hope to see you there!

## ACADEMICS

### **Nursing Program** **Application Fall** **2009**

Application packets will be available in the **Academic Office from Monday, June 1 through Friday, June 5** during regular office hours. **No application packets will be available for pick-up after June 5. A picture ID and signature will be required to obtain an application packet.**

Completed applications are to be returned to the Academic Office from **Monday, June 8 through Friday, June 12** in a sealed envelope, which will be provided. **No applications will be accepted after 5 p.m. on June 12.** The envelope will need to be initialed and dated by an Academic Administrative Assistant.

You **must** complete the Nurse Entrance Test (NET) on the Clinton Township campus with a composite score of 50 or better and **all prerequisites must be at least a B- and must be completed by the end of Spring 2009 term to apply** for the Fall 2009 professional track. Registration for the Spring NET sessions ended March 31, 2009.

If you have any questions please contact Cera Begeman, Nursing Administrative Assistant, at (586) 790-2837.

### THE 2009-2010 SURGICAL TECHNOLOGY CLASS APPLICATION

Application Packets are available starting week 4 through the end of term (Monday, April 27, through Thursday, June 11, 5:00 pm). Packets are in the Academic Office. Packets are signed for at the time of pick-up and you must have a Student ID. Completed Applications are returned in person to the program director or designee during week 10 of the Spring term. Days and times are included in the application packet. This is a limited enrollment program, and acceptance is based upon the number of clinical sites available. **All pre-requisites must be a B- or better and ALL applications are calculated utilizing the Universal Admission Criteria for Limited Enrollment Programs (pages 6 & 7- Health Science Catalog Supplement-2008).**

#### **Applicants may be either:**

**Category I** - students have met all the General Education and Major Core prerequisites by the end of the Spring term.

**Category II** - students still have prerequisites to take and will only be considered **ONLY** if there are openings after the selection process. **All prerequisites must be completed by end of the Summer term with a B- or better**

**The 2009-2010 Surgical Technology Class will start on June 29.**

### ALLIED HEALTH PINNING CEREMONY

The Third Annual Allied Health Pinning Ceremonies will be on Thursday, June 11, 6:30 pm for Radiologic Technology, Surgical Technology and Veterinary Technology students and on Friday, June 12, 6:30 pm for Health Information Technology, Medical Assistants, and Medical Insurance Specialist students at the Baker College of Clinton Township campus.

The pinning ceremony is a way to formally recognize and congratulate students who have finished their allied health program, in addition to the official graduation ceremony. The pins received represent the student's chosen profession and the school he or she attended. Additional information will be made available by the program directors.

### SURGICAL TECHNOLOGY

**April 29** - The Michigan State Assembly of the Association of Surgical Technologists "MSA-AST" will present a Total Knee Mock Surgery in Lansing (9am, in the Capitol Rotunda). This is a great lobbying endeavor for surgical technologists.

**May 2** - MSA-AST is sponsoring its Spring Workshop in Muskegon. This is an excellent educational and networking opportunity for all students interested in surgical technology as a career choice. For further information go to [www.msa-ast.org](http://www.msa-ast.org)

**May 25-29** - The Association of Surgical Technologists turns 40 this year & the annual conference will take place in Las Vegas. AST offers student special rates and a student track.

## GRADUATION SPEAKERS WANTED

### Speakers wanted for the June 13<sup>th</sup> Graduation Ceremonies

Baker College of Clinton Township will hold two graduation ceremonies on Saturday, June 13. We are looking for one speaker for the morning Health Sciences program graduates' ceremony and one speaker for the afternoon ceremony for all other program graduates.

Could this speaker be **YOU?**

Criteria:

Fall 2008 through Summer, 2009 graduate. A completed application in the Academic Office. GPA of 3.0 or higher. Excellent communication skills. Participation in extra-curricular activities through Baker or your community.

Applications are available in the Academic Office.

Deadline, Monday, April 27.



### Graduation Applications

Graduation applications for Spring and Summer 2009 graduates are due by **April 10th**.

They can be found at [www.baker.edu/graduation](http://www.baker.edu/graduation)

## HELP SUPPORT OUR TROOPS!

Baker College is collecting the following materials to support our troops in Iraq. The Human Services Club has "Adopted" a platoon of soldiers who are deployed to Iraq. Our platoon has 49 soldiers, 11 of whom are women. The soldiers are deployed to Iraq until December. The soldiers do have running water for showers/latrine and they have 220V power. The main contact person is Sergeant First Class James Smart.

Help Support our Troops by donating items to fill care packages with things they need such as food, toiletries, clothing items, and fun time materials. We will be sending packages every month through the month of November. **Items being donated can be dropped off in the Student Center and put into the HUS Wooden Chest.**

The Human Services Club sent out 18 packages on March 11 and would like to extend their gratitude to President Torline for helping with the mailing costs. We would like to thank everyone for your support and keep up the good work!

### Some specific items that have been requested include:

Support mail	Word Puzzle Books	Medicated Body Powder (for heat rash)
Grab and Go Snacks	AA, AAA, C, D and 9-volt Batteries	Stationary
Protein Bars	Board Games	Zip Lock Bags and Plastic Lock containers
Granola Bars	Blank CDs	Small Flash Lights
Trail Mix	Music CDs (all kinds)	Contact Lens Cleaner
Cheese Crackers	DVDs	Dusting Cloths (for removing sand)
Powdered Drink Mix Singles	Calendars	Foot Inserts for Boots
Hand Sanitizer Wipes	All Occasion Cards to mail home	Microwaveable Foods
Toiletries for Both Genders (No Fragrance)	Non-aerosol insect repellent with DEET	Instant Coffee
Feminine Hygiene Products	Sunscreen with High SPF	Tea Bags
Dark Hair Restraints (ponytail holders)	Lip balm with SPF	Coffee Creamer
Body Spray	Fly traps	Games
Current Magazines		



## BUSINESS OFFICE

**WITHDRAWING  
FROM A CLASS?  
FINANCIAL AID  
RECIPIENT?  
READ THIS!!!**

Federal and state regulations determine your eligibility for financial aid based upon your registered credit hours. If you are a recipient of state or federal financial aid, withdrawing from a class could affect the amount of financial aid to which you are entitled.

Please see the Financial Aid AND Business offices **before** you officially withdraw from any of your classes to determine the financial impact of the withdrawal.

### GOING GREEN!

Baker College would like to introduce you to our new paperless invoice/statement service. For your convenience, invoices and statements will now be available on the Baker College website. You will receive monthly email notifications to remind you to view and print your invoice/statement. From there, it's easy:

- Log on to [www.baker.edu](http://www.baker.edu) to access your account.
- Go to SOLAR system, then choose STAR system.
- Then select "Business Office" at the top. For your convenience, while viewing your account, payment on the web is also available.

**NOTE: Please ensure that email from Baker College is not marked SPAM and forwarded to your trash.**

### TUITION DUE

Tuition is due **Friday, April 3, 2009.**

You may pay your tuition in the *Business Office* during the following hours:

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

Tuesday – Friday 8:00 a.m. to 6:00 p.m.

Or you may deposit payments in the drop box located down the hall from the Business Office (located in B101).

### TUITION REFUND POLICY

A student who officially withdraws during the quarter, for reasons clearly beyond his/her control, will be granted a tuition refund according to the scale below for on-ground classes.

**TEN-WEEK COURSES:**

100%	OFFICIAL WITHDRAWAL <b><u>PRIOR TO</u></b> THE START OF CLASSES
80%	OFFICIAL WITHDRAWAL IS WITHIN THE FIRST WEEK OF CLASSES
60%	OFFICIAL WITHDRAWAL IS WITHIN THE SECOND WEEK OF CLASSES
20%	OFFICIAL WITHDRAWAL WITHIN THE THIRD WEEK OF CLASSES
	<b>NO REFUND AFTER THE THIRD WEEK OF CLASSES.</b>

**FIVE-WEEK COURSES:**

100%	OFFICIAL WITHDRAWAL <b><u>PRIOR TO</u></b> THE START OF CLASSES
80%	OFFICIAL WITHDRAWAL IS WITHIN THE FIRST WEEK OF CLASSES
50%	OFFICIAL WITHDRAWAL IS WITHIN THE SECOND WEEK OF CLASSES
	<b>NO REFUND AFTER THE SECOND WEEK OF CLASSES.</b>

## BUSINESS OFFICE/FINANCIAL AID

### LOAN REFUND POLICY

For Spring loans that have been posted to student accounts, loan refunds will be available after Friday, April 17, 2009. **Availability depends on your Baker OneCard refund preference.** Baker College has partnered with Higher One to provide disbursement services for all financial refunds. Students have three choices as to how they want to receive financial refunds. Due to federal regulations, loan refunds for NEW students will not be available until after Friday, May 15, 2009.

In order to receive a loan refund:

- You must have completed the loan application through the Financial Aid Office
- You must be attending your classes
- Your loan must be posted to your account

**You must have activated your Baker OneCard AND selected a refund preference.**

**A 2<sup>nd</sup> 5 week or online class may delay your refund. If you have any questions regarding the loan refund policy, please contact the Financial Aid or Business Office.**

### BAKER ONE CARD

To activate your BakerOne card visit: [www.BakerOneCard.com](http://www.BakerOneCard.com)

During card activation, choose how you would like to receive any money owed to you by Baker College:

- Easy Refund to OneAccount = Same day
- ACH Transfer = 2 - 3 days
- Paper Check = 5 or more days



This card **MUST BE ACTIVATED** in order to receive any refunds from your student account. Examples include: Financial aid refunds, tuition refunds, or bookstore refunds.

Activate your Baker OneCard now even if you are not expecting a refund.

### FINANCIAL AID

The Financial Aid office will be CLOSED on Thursday, April 16 and on Friday, April 17, 2009.

If you have not yet applied for Financial aid, remember you may apply ONLINE for 2009-2010 school year at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) .

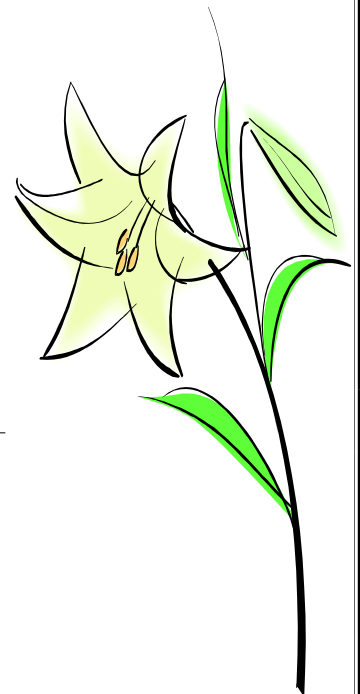
A PIN number is required, which can be requested at [www.pin.ed.gov](http://www.pin.ed.gov) .

### REMINDER: SPRING 2009 DEFERRED TUITION STUDENTS

Just a reminder to all students planning to use the Deferred Tuition Plan for Spring 2009.

See the Business office to make sure you have the following on file:

- Signed deferred agreement for Spring 2009
- Current tuition reimbursement policy from your employer.



## CLUBS

### VET TECH CLUB

We conducted a very successful food drive to benefit Last Chance Rescue. We also made a donation to the TEAR foundation, that aids with emergency medical bills at the Oakland Veterinary Referral Services. Club membership is open to all Baker students and you can stop by the Vet Tech Lab for meeting dates and times.

The Vet Tech Club is collecting donations for the Last Chance Animal Rescue. Blankets, pet food, litter, cleaning and office supplies are always welcome along with any other pet supplies. Donations are being taken in vet tech lab B.

### **Allied Health Club**

We will be holding elections for new officers for the upcoming school year for the Allied Health Club. Please see Liz Hoffman if you are interested in running for an office.

**Elections will be held Week 4, April 29, 2009**

### SURG TECH CLUB

The last meeting of this academic year will be **May 9, 10am in A-207.**

Come network and ask question from students who are graduating in June.

### HIT CLUB ACCOMPLISHMENTS SPRING 2008– SPRING 2009

We have 55 members and growing! We've had two successful bake sales and sold t-shirts, hoodies, and sweatshirts with the club logo. If you would like to join, it is \$5; email the Faculty Advisor, Amy Robbins at amy.robbins@baker.edu. This is a great way to network with friends and meet future employers.

**Congratulations New Officers for 2009-2010** : President Michelle Grove, Vice President Yolanda Bradley, Secretary Erin Owens, and Treasurer Elizabeth Cantrall.

This year we had guest speakers Lori Brooks from Crittenton Hospital, Charlie Robinson from Care Tech Solution, and we visited the DocuStore Archives.

On May 9, 2009 we will be participating in the Arthritis Walk.

### HUMAN RESOURCES & MANAGEMENT CLUB

The Baker College Human Resources and Management Club would like to encourage all Business students to join our club and get involved in a student activity. To learn more about how the club can benefit you, please see our board and handouts next to the courtyard window in M hallway or come check us out.

Our next meeting will take place Week 3 on Thursday, April 23<sup>rd</sup> from 4:30 – 5:45 pm in the Academic Office Boardroom. The guest speaker will be Pamela Lavers, Assistant City Manager/City Clerk with the City of Fraser. You do not have to be a member to attend.

If you have any questions please feel free to attend our meetings or contact Beth LaValley at beth.lavalley@baker.edu. Membership fee is \$35 annually, which entitles you to a membership with Society for Human Resource Management (SHRM) and everything they provide, 10% discount on clothing and gift items in the bookstore and much more.

