

SEPTEMBER 28, 2009

## WELCOME TO BAKER COLLEGE

The 2009-2010 academic year is sure to be an exciting one for all of our students, faculty, and staff. The campus is bustling with a record-breaking enrollment this fall.

If you are a new student, take time to get familiar with the campus and to check out the many resources we offer you here on campus at our Fremont location. Returning students will notice a number of changes on campus since last spring.

A new driveway on the south side of campus leads directly to Oak Avenue. This additional entrance/exit will alleviate congestion for students, particularly at the busiest times during the day and at the end of evening classes. Because of the road closures on Marquette Avenue, completion of this new driveway couldn't have come at a better time.

A new two-story addition is going up east of the gym. This building will house a new Admissions Welcome Center, and there will be 4 computer classrooms on the second floor. We ask your patience as parking areas are fenced off and construction continues on this project. Please drive and walk carefully in the parking lot.

Fall term can be a successful one for every student. Your academic success is the result of making a commitment, attending all your classes, putting forth your best effort, seeking help when you need it, and hanging in there if the going gets tough. The faculty and staff at Baker College are focused on helping you reach your educational dreams and goals—this term and every term. Take advantage of the resources and assistance in the Library Learning Connection. Seek help from your instructors or a tutor as soon as you meet a tough challenge. Have a great fall term!

*Dr. Mary Ann Herbst, President*

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### **Baker Bash Coming** October 1, 2009, 12-3 p.m. in the Student Center

Baker Bash 2009 will include over 50 areas businesses providing information, discounts, and freebies to all students, faculty, and staff who attend. ResLife will also have the cotton candy and popcorn machines fired up, so be sure to stop in!

**Everything is free!**

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### **Baker College Four Corners Bookstore Hours**

Mondays - Thursdays, 8 a.m. to 8:15 p.m.

Fridays, 8 a.m. to 6 p.m.

### H1N1 Influenza Information

#### For All Baker College of Muskegon Students and Staff

Baker College of Muskegon is committed to providing a safe and healthy environment for its students and staff. In response to the heightened awareness and media attention regarding the spread of the H1N1 influenza at college campuses around the nation and to alleviate any concerns or misperceptions, Baker College is providing the following information regarding this virus.

Reliant Cleaning, the College's housekeeping contractor, will continue to clean and disinfect restrooms, offices, and classrooms on a daily basis. Wall-mounted hand sanitizer dispensers are located in the hallways near all water fountains.

The Campus Safety Department and the Crisis Response Team will continue to monitor the situation in our local area and will work closely with area hospitals and the Muskegon County Health Department should an outbreak occur in our campus population.

The College's emergency notification system will be used to notify students if conditions warrant the cancellation of classes, the closing of the College, or any other change in normal procedures. A Crisis Response Manual is located in every classroom. This manual details the roles and responsibilities of staff and students during any emergency event including pandemic.

More detailed information on H1N1 influenza and its prevention can be found at the following websites: <http://www.cdc.gov> and <http://flu.gov/professional/school/preventfactsheet.html>

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### H1N1: The Facts

- Symptoms may include fever, headache, tiredness, coughing, sore throat, runny or stuffy nose, body aches, diarrhea, and vomiting.
- 9,000 individuals in the United States have been hospitalized and over 500 cases have been fatal. To put this number in context, approximately 36,000 Americans die each year from the more common seasonal flu viruses.
- Flu is difficult to diagnose. You should contact your health provider if you are at risk of complications from the flu. Those at high risk are people 65 years or older, people with chronic medical conditions, pregnant women, and young children.
- Students and staff are encouraged to get the H1N1 vaccine when it becomes available in our community.
- Flu viruses are spread mainly from person to person through coughing or sneezing. You can also be infected by touching something with flu viruses on it and then touching your mouth or nose.
- Preventative measures include staying at home when you are sick; covering your mouth and nose when you cough or sneeze; washing your hands frequently or using hand sanitizer when soap and water are not available; avoiding touching your eyes, nose and mouth; and avoiding close contact with people who are sick. You should also contact your health care provider to see if you should be vaccinated for seasonal flu.
- Individuals who are sick with fever or chills and a cough or sore throat should not come to class or work. They need to remain home for 24 hours after the fever has gone away without the use of fever-reducing medication. This recovery period could extend to 5 – 7 days.

## Know Your Staff — Gerald Browning



Gerald Browning is the Director of the College Writing Center. He has a bachelor of arts degree in English with a specialization in writing and communications from the University of Michigan and a master of arts degree in English Studies from Illinois State University.

Mr. Browning has several years of teaching experience at the college level. He taught eight years at the University of Michigan Flint campus and at the Baker College of Flint campus. Mr. Browning currently teaches English and Speech classes here.

Mr. Browning enjoys creative writing in his free time. He has published mystery and horror fiction. One of his novels is currently being published in a horror magazine. He is attempting to get the full manuscript published as well. He also writes mainstream and scholastic essays.

The Writing Center has been created to address the need to help students improve their writing skills in ALL disciplines (not just students taking English classes). Resources are available to support both students and instructors. The Writing Center accepts appointments. For an appointment, email [gerald.browning@baker.edu](mailto:gerald.browning@baker.edu). An appointment is not necessary. Anyone can come in during the regular hours which are Monday through Thursday from 10 a.m. to 2 p.m. and 4 p.m. to 6 p.m. The Writing Center is located in room T101.

### ATTENTION ALL HUMAN SERVICE STUDENTS!

If you are planning to do an internship during Winter Quarter, the deadline for contacting Internship Coordinator Rich Nelson is October 15. Please make this contact at (231) 777-6534 or [rich.nelson@baker.edu](mailto:rich.nelson@baker.edu) by the deadline date. A group orientation for all winter internship students will be conducted in late October; information on this orientation will be available when you make contact with Rich.

Students who miss the October 15 deadline will need to wait until Spring Quarter for their next internship.

### Scholarship Winners for Fall Quarter

Congratulations to the following students who were chosen for the Porter Scholarship!

- New Students—**Stacey Salacina** and **Sherry Vandenberg**
- Returning Students—**Susan Derby** and **Patricia Kelley**

Each quarter the Porter Scholarship awards two new and two returning students \$1,250 towards their tuition and books.

Winter applications are due December 1. Get your applications from the FAB desk.

### Scholarship Recipients

One Program Champion scholarship was awarded for fall term. Sheri Goik-Kurn was named the 2009 Program Champion last spring. As Program Champion, Ms. Goik-Kurn nominated a student for a scholarship in her program area. This year's \$1,000 scholarship recipient is **Nancy Baldus**. Congratulations to Nancy!

**Dress Code** ~ Students are reminded to adhere to the student dress code—for details, see campus bulletin boards.

## WAIVER TESTS

Baker College students have the opportunity to take waiver tests to receive credit and advanced placement for a specific list of classes.

- Free waiver tests for INF classes, CIS106, WPG098, and MTH111 are offered at the scheduled and posted times only. Times and dates are posted in the Here's How Brochure and the [Baker College Connection](#) newsletter. A list of competencies or sample questions for these tests are available at the Academic Center for review prior to the test.
- If a student requests a free waiver test at a time not regularly scheduled, a \$50 test fee will be charged and must be paid prior to taking the test. There is no refund for the \$50 fee if the test is not passed.
- Additional waiver (Credit by Examination) tests are listed in the current College catalog and are available for a \$50 fee per test. These tests are scheduled through the appropriate dean or department chair.
- ALL waiver tests MUST be taken prior to beginning the class. A waiver test is intended for students who have attained competency in an area before enrolling in a course in that area.
- ALL waiver tests may be taken only once.
- If you feel you are qualified to test out of a class, plan ahead to schedule and complete that WAIVER test before enrolling in the class.
- **INF waiver tests are scheduled for Friday, October 16, 2009, at 12 p.m. in Room T106.**

### Keyboarding Waiver Test

The waiver test for WPG098 Keyboarding will be Friday, October 16, 2009, at 12:30—1 p.m., in Room T107. In order to take the test, you must have Touch Typing ability which requires correct fingering and not watching the keys. If you are planning on taking the test, please sign up at the Academic Center counter at least one day before the test. Meet your keyboarding requirement before INF112 begins Week 6!

### Baker College Construction Zone

If you are returning to campus for the first time since last spring, you have no doubt noticed the new construction projects under way. The new Welcome Center is taking shape on the east side of the gymnasium. It will house the Admissions staff on the first floor when it is completed in the summer of 2010. Four computer classrooms and faculty office space will occupy the second floor.

We also anticipate that the new access road connecting the southwest corner of the campus with Oak Avenue will open this week. This will provide students another entrance and exit from the campus. Please take advantage of this new exit from the south parking lot.

Over the summer, a new roof was put on the second floor of the A-wing, and the new Culinary Institute of Michigan opened in downtown Muskegon. Baker College is very excited about the opportunities presented by our continued growth. If you miss a quarter around here, you miss a lot!

### Congratulations to Terri Rutzen! Winner of the 2008-2009 Extra Mile Award

Extra Mile Award nominees are nominated by students and selected by the Student Focus Group. The award is presented at graduation each year to a faculty or staff member who has gone "The Extra Mile" to make a difference for students. Thank you, Terri, and all the nominees for making Baker such a great place to learn!

# Business Office News

DON'T FORGET TO ACTIVATE YOUR BAKER ONE CARD.  
EVERY STUDENT NEEDS THIS CARD ACTIVATED  
DO NOT THROW THE BAKER ONECARD AWAY  
GO TO [www.BakerOneCard.com](http://www.BakerOneCard.com)

If you have not received your Baker OneCard, please contact the Business Office.

## EXCESS LOAN REFUNDS

The first day for excess loan funds to be issued to **returning students** is Friday, October 9, 2009. To receive a refund, you must:

- Have good attendance (missing class for a good reason or having instructor's approval to miss class is still an absence and will delay loan funds).
- Have at least six credit hours started as of September 28. *Online classes and second session five-week classes not starting on or before September 28 won't count toward the required six credits until mid-way attendance is established.*
- Complete all loan requirements (Entrance Counseling, Promissory Note, Missing financial aid items). Many of these can be completed by accessing the Baker Website.

Excess loan funds are available beginning Friday after 3 p.m. on October 9. Loans arriving later in the quarter will be available each Friday of the quarter as loan funds arrive. ALL FUNDS will be available thru your BAKER ONECARD.

Remember NO CHECK will be issued by the Business Office. **If you withdraw from classes after your funds has been disbursed to you, and before attendance in week seven, your loan may have to be reduced resulting in a balance owed to Baker College.**

The first date for excess loan refunds for **new loan borrowers** will be November 6h, 2009. You must meet the criteria listed above to receive a refund.

**EMPLOYER SPONSORED STUDENTS:** The deadline for enrolling in the Fall program is October 5, 2009. Your signed, purple enrollment forms must be turned in to the Business Office by

October 5, 2009. All students must turn in a copy of your company's tuition reimbursement policy each Fall Quarter. Please remember that this deferred payment program does not cover books costs.

## CORRECT ADDRESS AND PHONE NUMBER:

It is imperative that you keep this information current. Your financial success depends on the fact that Baker is able to contact you. It is not enough to write your new address on your Financial Aid form or on your Registration card. You must complete a change of address form at the FAB or Academic Office. This form is then circulated to all offices.

## TUITION REFUND POLICY

### Ten-Week Courses:

- 100% - Official withdrawal is prior to the beginning of classes.
- 80% - If date of official withdrawal is 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 class.

Refer to your catalog or the Here's How booklet for refund amounts on five-week or on-line courses. Fall Quarter on-ground, ten-week classes begin September 28, 2009.

*The tuition refund is calculated based on the date the College is notified of withdrawal, not the last date of attendance. Notification of withdrawal must be made in writing to the Academic Center. Withdrawing from classes may result in a reduction of grants and loans and may affect future eligibility for financial aid.*

**Please MEET with the Business Office if you are considering NOT ATTENDING your classes.**

## BAKER BUSINESS OFFICE GOES GREEN

Current students will no longer receive paper invoices/statements via the US Mail. Students will receive an email stating that your invoice is available for viewing and printing from the Website. Please use the following link to access the Solar System, <https://carina.baker.edu/solar> and sign in with your current user ID and password. Be sure to turn off your pop-up blocker.

Once logged in, you may use the following instructions to access your Invoice/Statement:

- Select "STAR System"
- Select "Business Office"
- Select "Account Inquiry"
- Choose Campus
- Click "Submit"
- Choose Quarter
- Click "Submit"
- Read Disclaimer
- Click "Continue" if in agreement
- Click "View/Save/Print" link

If you are receiving an invoice, then your tuition is NOT YET paid by financial aid or by the student personally.

If you need help logging in or have forgotten your password, please contact the HELPDESK at 1-800-645-8350.

**Have your I.D. Card with you at ALL times!!**  
**It is your "passport" to every office and every department on campus!**

## BAKER COLLEGE NEW EMERGENCY ALERT SYSTEM

Beginning Fall Quarter 2009, Baker College will be implementing a new Emergency Alert System. The Emergency Alert System will notify you of any closures on campus (inclement weather, power outages, etc.). You will be contacted automatically via phone, email, and SMS (text). Be sure to have your contact information current. You can update your contact information via the STAR/SOLAR system.

For additional information, please visit the link: <http://www.baker.edu/departments/campusafety/alerts/>.



## Toastmasters Club

A Toastmasters Club is being formed on the Muskegon Campus and is open to faculty, staff and students. The club meets Tuesdays from 4:30 p.m. to 5:30 p.m. in West End Conference Room C. Toastmasters is an excellent professional development opportunity that will not only improve your speaking skills but your leadership skills and personal confidence. Contact Randy Baker at ext. 5361 for more information.

## Open Parking after 5:30pm

The fall quarter enrollment at Baker College of Muskegon is destined to be one for the record books. Despite our increased enrollment, it remains the commitment of the College to provide all students free parking. In order to make the parking more accessible to everyone, all parking spaces on campus will be available on a first-come, first served basis after 5:30 p.m. each night, **except handicapped spots and those reserved for Baker College cars.** Other spaces reserved for faculty, staff or visitors are open to all students after 5:30 p.m. Likewise, signs will be up directing students to our new East lot. Students are welcome to use this new lot as well.

## Library Learning Connection Learning Support Services

### Library Learning Center Hours Increased

The Library Learning Center will be open longer to serve students beginning September 28, 2009. The new hours will afford earlier access in the morning for students who arrive on campus in advance of their classes, and later access to students who want to come in during evening classes. New hours will be as follows:

#### Fall Hours

Monday - Thursday	7:30 a.m.— 9 p.m.
Friday	7:30 a.m.— 6 p.m.
Saturday	10 a.m.— 4 p.m.
Sunday	2 p.m.— 6 p.m.

#### Welcome to the Fall Quarter!

The staff of the Library Learning Connection hope that you had a wonderful summer and that you are ready for the upcoming fall quarter. Just in case you feel a little overwhelmed, we wanted you to know about some of the ways we can help you become successful students.

#### What services are offered at the Library Learning Connection?

- Blackboard help
- Writing support
- APA workshops
- Peer-to-peer tutoring for Math, English, Anatomy and Physiology and so much more.

Stop by or call The Library Learning Connection to check availability of tutors and schedule a tutoring appointment.

Tutoring appointments are encouraged, and scheduled for a maximum time of one hour per session. Students are allowed up to two hours per class per week.

Student ID required to use Learning Support Services.

Phone: 231.777.5345

## CALENDAR OF EVENTS

### OCTOBER 16

- Fall 2009 graduation packets due
- INF and Keyboarding (WPG098) Waiver tests at 12 noon, T104, T107

### Coming Events...

### NOVEMBER 2

Winter/spring quarter class schedule available online or at Academic Center

## NURSING MAJORS WHO ARE APPLYING TO THE PROFESSIONAL TRACK FOR WINTER 2010

Please attend one of the following NURSING APPLICATION MEETINGS to review the application process and sign up for the HESI test —  
**September 30 at 4 p.m. in Room F104, October 2 at 11 a.m. in Room F104, October 6 at 4 p.m. in Room F109, October 8 at 4 p.m. in Room F109.**

Each meeting will last approximately one hour. Students who are planning to apply to the 2010 nursing cohort must have completed ALL of the required prerequisite classes by the end of the Fall 2009 quarter. Application packets will be available after October 5 in the faculty office reception area.

## Nursing Program Information Meetings

Anyone interested in obtaining more information regarding the Baker College Nursing program is invited to attend an Information Meeting. The meetings are held in the Auditorium (A-101) and are scheduled for **Saturdays at 10 a.m. on the following dates:**

Saturday, October 10, 2009  
**NO NOVEMBER MEETING**  
Saturday, December 15, 2009

**PLEASE NOTE:** Individuals wishing to declare Nursing as their program major must **FIRST** attend one Information Meeting.

**\*PLEASE NOTE:** These meetings are **NOT** intended for current Nursing majors.

If you have questions, contact:  
Sally Schmieding, Nursing Clinical Coordinator, 231-777-5374; or  
Jennifer Kaiser, Nursing Program Director, 231-777-5378.

### Mark Your Calendars!

## JOB & INTERNSHIP EXPO

Tuesday, November 3, 2009  
2:00 p.m. – 6:00 p.m.  
Baker College Gymnasium

MAKE YOUR NEXT  
MOVE TOWARD A  
CHALLENGING AND  
REWARDING CAREER.



More details coming soon!

*Sponsored by Baker College Career Services.*

## The Writing Center

The Baker College Writing Center will be opening its doors to students this fall. Students needing assistance in writing are encouraged to make use of this addition to the Baker College of Muskegon campus. Students from all classes are welcome. The Writing Center is open Monday through Thursday from 10 a.m.—2 p.m., and 4—5:45 p.m. It is closed Fridays.

Walk-ins are accepted, but appointments are preferred. For more effective results please bring your assignment sheet with you. If you have any questions, or would like to set up an appointment, please contact Gerald Browning, Director of College Writing, at [Gerald.browning@baker.edu](mailto:Gerald.browning@baker.edu) or (231 777-5287).