

January 23, 2012

IT'S TIME TO START PLANNING—THINK SPRING!**Academic Advising and Registration for Spring Term****Academic Advising**

Students are encouraged to begin meeting with their academic/program advisors, to pick spring classes. An appointment is recommended.

Academic Registration and Advising

Students may register for classes in the Student Center on February 20-22, from 9:30 a.m.—3 p.m. and 5—6:15 p.m. Academic/Program advisors will be available in the Student Center at scheduled times on February 21 and 22. Most will be available in their offices on February 20. Registration services will be available in the Academic Center and by telephone beginning at 8 a.m. on February 23.

Registration for summer and fall classes begins May 14.

SUCCESSFUL WAIVER TESTS SAVE TUITION COSTS

INF Waiver Tests – Students will have an opportunity to test out of INF111, 112, 113, 114, 121, 131, 141A and CIS106A at 12 noon on Friday, January 27, in Rooms T104/T105. Students who believe they have the knowledge and skill to try any of these waiver tests should review the course outcomes which are available at the Academic Center. Sign up for the INF waiver tests at the Academic Center by Wednesday, January 25. The number of seats is limited, so sign up ASAP.

Remember – a waiver test must be taken before you attend the first class session of a course. The waiver test for each class may be taken only once. Students may take up to two tests per session.

STUDENT DRESS CODE

Students are reminded to review the contents of the Student Handbook and the Baker College Catalog to become familiar with policies and procedures affecting students. A number of policies have been established to create and maintain a comfortable and safe learning environment for all students while they are on campus.

An excerpt from the Student Handbook states:

“Students are to dress in conventional attire that exhibits good taste. In instances of unsuitable dress, faculty or staff may request that the student leave the classroom or facility.”

The College considers the following apparel to be “unsuitable dress”:

1. Halter tops
2. Strapless tops or tube tops
3. One-strap/one-shoulder tops
4. Tops that expose the bare midriff
5. Low-cut tops or plunging necklines
6. Very short skirts
7. Very short shorts
8. Low-ride pants that expose flesh
9. Low-ride pants that expose underwear
10. Jeans or pants with slashes/cuts that expose flesh or underwear
11. Hats or shirts with offensive or vulgar wording or pictures.

Attention: Winter Quarter 2012 Potential Graduates

Winter quarter graduation applications are due **NOW**. You may submit a graduation application **ONLINE** at www.baker.edu/graduation. You will not be considered as a graduate for winter quarter unless you submit a graduation application.

Winter Weather Alerts

In the event the College must close due to inclement weather, communication is sent via several avenues. First, students may call the weather hotline at 231-777-6666 for a recorded message concerning any closings. Second, a message is posted on the College web site at www.baker.edu. Third, area television and radio stations are contacted. Finally, students are notified via telephone, text message and e-mail through the Baker College Emergency Notification System.

Every effort is made to communicate closing information quickly. The College is very aware that students have to make important travel and daycare decisions based upon weather closings. Furthermore, the College is aware that conditions vary in surrounding areas. Students must contact their teachers if they are unable to get to school due to inclement weather. An absence will be recorded, if classes are in session.

12. Bare feet
13. Rollerblades

Adherence to the dress code is part of developing professional behavior and contributes to a professional learning environment.

BUSINESS OFFICE NEWS

TUITION REFUND POLICY

Please refer to the college catalog or student handbook for actual percentages. Do not stop attending a class. Refunds are calculated based on the date the College is notified in writing of withdrawal, not the last date of attendance. Withdrawing from classes may result in a reduction of grants and loans and may affect future eligibility for financial aid. Please check with the Business Office before withdrawing from your classes.

NO TUITION REFUND – After the first two weeks of an on-ground class.

If you change the credit hours you originally registered for, your financial aid may also change. An EMAIL will be sent to you to check your account on the Solar System for any changes made and the new balance of your account.

First-Time Loan Borrower

If you are a first time loan borrower to Baker College, filling out the loan request form is just the **first of three steps** that need to be completed by you before your loan can be credited to your account. Please refer to the checklist available at the front desk of the Financial Aid Office when you requested your loan.

Please Note: You will still receive invoices from Baker College with a payment due date of February 17. Also, your account may include a finance charge of \$30 if you have not completed all three steps in the loan process by February 10.

Winter Invoice

The second invoice/bill for Winter quarter was available the week of January 16. You should have received an EMAIL NOTICE stating your invoice is ready for viewing and printing from the Baker Website. <https://carina.baker.edu/solar> Please sign in with your current user ID and password to access the invoice. Be sure your pop-up blocker is turned off and that your computer accepts Baker/carina emails. Confirm that Baker has your current email address. Remember that a \$30 late fee will be added to all unpaid accounts on February 17. Please feel free to contact the Business Office if you did not receive an email notice. Do not ignore the email.

Attention New Students and Re-Entry Students

Remember to activate your BakerOne card. Go to www.BakerOneCard.com if you need assistance, please contact the Business Office.

Hold onto Your Money!

If you STOP ATTENDING your class, your Financial Aid may NOT PAY on your account, making the balance your personal responsibility. Please call or visit the Business Office for financial advice. We can help you make the right decision.

Welcome New Baker Faculty—Winter 2012

BUSINESS/OFFICE ADMINISTRATION

Terry MacAllister, Bethann Rahn, Eric Seifert, Jung Sung

GENERAL EDUCATION

Ann McLaughlin, Sue Palmer, Cynthia Shyne,
Soranto Waller, Tracie Webb

HEALTH SCIENCES

Kellie Boersma, Shae Collins, Lanel Parmer, Wendy Schweifler

TECHNOLOGY/COMPUTER INFORMATION SYSTEMS

Tiffany Hodges, Danielle LaFleur, Steve Osburn

BAKER COLLEGE OF MUSKEGON HEALTH SCIENCES CAREER DAY

>>>>>>>>>>

Friday, February 17

Muskegon Campus Gymnasium
9 a.m. – 11:30 a.m.

Exclusive to Baker College students and graduates.

All majors are welcome...

Students in Health Sciences programs are strongly encouraged to attend.

Network with employers and discuss...

Employment, Internships/Externships, and Volunteer Opportunities

Plan ahead...

Prepare your error-free resume.
Practice your introduction and responses to interview questions.
Plan to dress professionally.
Prepare by researching companies.

View current employer registrations and company website links at...

www.baker.edu

Select "Current Students"
Choose "Muskegon" and then "Departments"
Select "Career Services" and "Career/Job Fairs"
Scroll to "**Baker College of Muskegon**"
Select "**Health Sciences Career Day 2012**"

For questions, contact Career Services at 231-777-6500.

CAMPUS SAFETY

PARKING PERMITS — To park in the Baker College parking lots, a Parking Permit is required and is available at the Campus Safety Office. All students are responsible for knowing the correct parking locations for their vehicle. Please park between the lines. Also, DO NOT PARK ON THE GRASS, unless directed to do so by Campus Safety Officers.

Main campus residence hall students have a green parking permit. Townhouse students have a color parking sticker. If you have not already received one, please be sure to stop by the Campus Safety Office to trade your old one in.

RESTRICTED PARKING AREAS — Baker College supplies an ample number of free, paved, lighted parking spaces. Some of these spaces are designated for particular groups of people; i.e., handicapped drivers, motorcycles, staff, residence halls, campus visitors, veterinary drop off, and College employees. These areas are clearly marked as **RESERVED** areas. Vehicles with a student-parking hangtag are prohibited from parking in these **RESERVED** spaces.

The College also has an electric vehicle charging station. See Campus Safety for more information.

Evening seems to be the hardest time to find a good parking spot. Our recommendation is to come as early as you can to find a good spot.

PARKING FINES — Students who park illegally in **RESERVED** areas will receive a parking ticket and be expected to pay a fine. Failure to pay the

(Continued on page 3)

Library Learning Connection

Tutoring appointments are filling up quickly this quarter! Make sure to schedule your appointment(s) a week in advance. If you are unsure whether or not we tutor your subject, feel free to stop in and check. Each quarter we get new tutors who are qualified to tutor in many subjects. This quarter we welcome Drue to our tutoring team.

If you don't need a full hour of assistance and just have a question or two, please come in or give us a call! We will gladly answer your questions.

(231) 777-5345



Are you ready for the
“BIG GAME” of researching?

Research Guides can help!

Start at:

<http://guides.baker.edu/library>

- ⇒ Find your program or specific class
- ⇒ Links to credible, **college-level websites**
- ⇒ Links to databases to find **articles**
- ⇒ Links to **e-books** for your topic

The library staff can be coaches to help you score a touchdown and win the **Super Bowl** of research!

Library (231) 777-5330



From the Desk of Steve Snyder, Dean of Developmental Education

As a right-to-try institution of higher education, Baker College is committed to helping students succeed regardless of their previous educational experience. We know a significant number of our students will place into developmental courses and need a little extra help in gaining a strong academic foundation as they begin their college career. It was with that understanding, that in January 2004 the Baker College System instituted a Developmental Education Division (DevEd) headed by a dean at every campus.

The mission of DevEd is to provide a comprehensive preparatory program enabling students to acquire academic skills necessary to complete a college-level course of study. The specific goals of DevEd include: providing appropriate educational opportunities and services, ensuring proper placement of students, maintaining high academic standards that support student success in college-level courses, promoting continued development, providing opportunities to build strong foundational skills, and responding to individual differences among students.

The division provides the following courses: ENG091 English Review, ENG098B College Reading, MTH091 Essential Math Concepts and MTH099E Pre-Algebra. The Division also provides COL111A College Success Strategies for all new students who do not have previous college experience.

All developmental classes must be completed in no more than three attempts. In MTH091, MTH099E and ENG098B students must pass a standardized final exam that was designed to indicate readiness for college level work. The exit exam for ENG091 students is a portfolio with a documented essay meeting the requirements set forth in a standardized rubric. The portfolios are evaluated at the end of each quarter by English composition instructors from across all Baker College campuses.

The Muskegon campus is proud to have one of the highest pass rates in developmental courses across the Baker System. Students enrolled in developmental classes who are struggling with a course are encouraged to talk with their instructor early in the quarter. Experience has shown that an early conversation increases the chance of success. The DevEd division also offers assistance to students placing into college level math and or English courses and who find the courses more challenging than expected. Any student in that situation is encouraged to make an appointment with DevEd Dean Steve Snyder (email steve.snyder@baker.edu or 231-777-5227) to discuss options to drop back a level. It is best if this discussion takes place before starting the higher level class or no later than the end of the first week of the quarter in which the student began the class.



BAKER COLLEGE ORGANIZATION OF HUMAN SERVICE

MEETING DATES: February 12, March 11, & April 4
WHERE: To Be Announced on the Digital Signage
TIME: 4 – 5:30 p.m.

ATTENTION ALL HUMAN SERVICE STUDENTS!

Are you planning a Spring Quarter Internship? You must contact Internship Coordinator Rich Nelson **NO LATER THAN WEDNESDAY, FEBRUARY 1,** to be considered for a spring internship. Please do not delay making this contact. If you miss the February 1 deadline, you will need to wait until the summer or fall quarter for an internship. Contact Rich at (231) 777-6534 or Rich.nelson@baker.edu by the deadline!

(Continued from page 2) CAMPUS SAFETY

fine within 5 business days may result in additional fees charged to your account. If you wish to dispute the fine, you must write an appeal to the Director of Campus Safety. Please stop by the Campus Safety office for instructions. We now have the capability to run license plates through the Secretary of State. If this action is taken, additional fines will be added.

1st offense: \$10	All other offenses: \$25
2nd offense: \$15	Handicap offense: \$50
3rd offense: \$20	Reckless Driving offense: Up to \$50

CALENDAR OF EVENTS

Friday, January 27

- INF, CIS, & NET Waiver Tests, 12 p.m., T104/T105

Tuesday, February 14

VALENTINE'S DAY

COMING EVENTS . . .

Friday, February 17

Health Sciences Career Day
9-11:30 a.m., Gymnasium

**Monday—Wednesday, February 20—22
Academic Advising and Registration
for Spring Classes in the Student Center**

Friday, March 2

- Keyboarding Waiver Tests, 12 p.m., T107

March 17—Winter Quarter Ends (Spring Break!)

Wednesday, March 28

- Keyboarding Waiver Tests, 1 p.m., T107
- Math Waiver Tests, 4 p.m., F102
- INF, CIS, & NET Waiver Tests, 4 p.m., T104/T105
- Writing Waiver Tests, 2 p.m., T102

Friday, March 30

- INF, CIS, & NET Waiver Tests, 2 p.m., T104/T105

Friday, April 6

GOOD FRIDAY—COLLEGE CLOSED

Sunday, April 8

EASTER

Toastmasters

Improve your public speaking skills with a membership in the internationally known group, Toastmasters. We meet every Tuesday from 4:30 to 5:30 p.m. in the West End Conference Room A (for January). Refreshments are served. We are encouraging and supportive. Come join us this quarter.

Adobe User Group Meeting

The next Adobe User Group meeting will be Tuesday, February 21, from 3—4 p.m. in room T103. Arrive thirty minutes early for an opportunity to network. Our guest speaker will be **Don Vanderkooi**, Videographer, who will be speaking on the subject "Editing Your Shots and Sound Track for Optimal Results." All are welcome. Hope to see you there!

Know Your Faculty - Joseph F. Kearney, Ph.D.

Dr. Joseph F. Kearney has been an instructor at Baker College of Muskegon since 2007. He teaches College Success Strategies, Math for Business and Introductory Algebra. He says he works and teaches with wonderful people and feels very much at home here.



Corp. He has been a consultant and corporate educator to a variety of organizations. His previous work experience also includes having been a statistical assistant in medical research. He has worked in operations research, systems engineering, sales forecasting and marketing.

Dr. Kearney has a bachelor degree in Physics from Grand Valley State University, a master's degree in Operation Research from Fairleigh Dickinson University in Rutherford, New Jersey and a doctorate degree in Higher and Adult Education with a Mathematics Core from the University of Michigan.

Dr. Kearney has twenty-five years of teaching experience and has taught at several colleges in Michigan as well as having been an instructor in the United States Army Signal

Dr. Kearney's personal interests include serving as a volunteer pilot for two organizations. He is a twelve-time marathon runner and is still training for future marathons. Dr. Kearney lectures at Michigan libraries regarding the sinking of the ore carrier, Edmund Fitzgerald, as part of the Michigan Scholars Program. He scratch-built an eight foot long replica of the passenger liner, Andrea Doria, that was exhibited at Art Prize in Grand Rapids a few months ago. He has co-authored a journal and has written a book.

Don't Stop Attending!!

If you STOP ATTENDING your class, your Financial Aid may NOT PAY on your account, making the balance your personal responsibility.

Please call or visit the Business Office for financial advice. We can help you make the right decision.

IADS
Valentine's Day
Bazaar—
Don't Forget
Your Sweetheart!

Interior and
Architectural
Design Society

Baked Goods and Crafts
in the Student Center

February 8 & 9 and
February 13 & 14
11 a.m.—8 p.m.

Culinary Institute of Michigan (CIM) Information

THE SWEET SPOT

Extended hours are now in effect:

Monday—Wednesday: 7:30 a.m. - 3:30 p.m.
Thursday—Saturday: 7:30 a.m. - 7 p.m.

COURSES

NOW OPEN — with a brand new menu!

Hours of Operation

Lunch Service Monday—Saturday 11 a.m. - 2 p.m.
Dinner Service Thursday—Saturday 6 p.m. - 9 p.m.

Get Involved... In the GSA

The Gay/Straight Alliance (GSA) of Baker College is looking for students who are interested in becoming involved in our organization. Announcements of our monthly meetings, brown bag discussions, and other special events can be found on the GSA bulletin board, located in the hallway near G-Wing, or by contacting co-advisors Rich Nelson at rich.nelson@baker.edu or Maggie Foster at mfoste02@baker.edu The GSA promotes a welcoming and safe environment for all students.