

OCTOBER 14, 2013

## REGISTRATION AND ACADEMIC ADVISING

Registration and Academic Advising for winter quarter will take place Monday, November 11, through Wednesday, November 13, in the Student Center.

Students are eligible to register based on the number of credit hours earned prior to September 30, 2013:

<b>Monday, November 11</b>	<b>30+ credits</b>
<b>Tuesday, November 12</b>	<b>13+ credits</b>
<b>Wednesday, November 13</b>	<b>0+ credits</b>

Students may register from 9:30 a.m. until 3 p.m., and from 5 p.m.—6:15 p.m. in the Student Center.

**A limited number of advisors will be in the Student Center on Monday, November 11. Students with 30+ credit hours should see or contact their advisor by November 11 for guidance.**

Advisors for most programs will be available in the Student Center on Tuesday, November 12, and Wednesday, November 13, from 9:30 a.m. until 3 p.m. and from 5 p.m. until 6:15 p.m. to assist students in selecting classes. Culinary, Baking, and Food & Beverage Management advisors will be available at the CIM.

Walk-in and phone registration at the Academic Center will begin on Thursday, November 14, at 8 a.m.

Registration for winter quarter online classes and web-based registration also begin November 11. The credit hour restrictions listed will apply. **Classes fill fast, so register early.** Students taking an online class for the first time need to complete an online Technical Training session PRIOR to registering for online classes. Access the Baker College home page at [www.baker.edu](http://www.baker.edu) and click on "Baker College Online" for more information.

## STUDENT HANDBOOK—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
12. Bare feet
13. Rollerblades

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

## THANKSGIVING WEEK HOURS

Classes will **NOT** be held Monday—Saturday, November 25-30, and the College will be **CLOSED** Thursday and Friday, November 28-29.

The LEARNING CENTER AND LIBRARY will be open Saturday, November 30, from 10 a.m. to 4 p.m., and the COMPUTER CONNECTION will be open Sunday, December 1, from 2 to 6 p.m., for students who have projects and assignments to complete before the end of the term. The final week of the quarter begins December 9.



## ATTENTION ALL HUMAN SERVICE STUDENTS! PLANNING A WINTER QUARTER INTERNSHIP?

The deadline for contacting the Internship Coordinator to request a winter internship is October 15. Please e-mail or call Rich Nelson, Internship Coordinator at [rich.nelson@baker.edu](mailto:rich.nelson@baker.edu) or (231) 777-6534 by the October 15 deadline to be considered for a winter internship. Students missing this deadline will need to wait until the spring quarter for their next internship.

## Read the Newsletter on the Web:

*baker.edu—current students—muskegon—resources—newsletters—select a newsletter*

## Financial Aid Updates

### When Will I Receive My Loan Refund?

In an effort to provide exemplary customer service to Baker College of Muskegon students, an e-mail notification will be sent to each student when a loan refund is available (i.e. BakerOne Card, paper check). Student loan refunds are typically available to students during Weeks 3-10 of each quarter. This date could vary depending on whether a student has completed Entrance Loan Counseling, and a Direct Loan Master Promissory Note, maintained satisfactory attendance in current quarter classes, submitted all missing items, and started the required minimum amount of six (6) credit hours for the current quarter. Students are encouraged to communicate with creditors such as landlords, utility companies, etc., to request patience because a refund may be received at any time during Weeks 3-10 of the quarter.

## Online All the Time

Students can check the status of their Financial Aid online 24/7, which may eliminate the need to call or stop by the Financial Aid Office.

### How Can I Check the Status of My Financial Aid?

Go to: [www.baker.edu](http://www.baker.edu)

- (1) Select "SOLAR SYSTEM" on top of webpage
- (2) Log in using your Baker ID and Password\*\*
- (3) Select "STAR SYSTEM" in left-hand column of webpage
- (4) Select "Financial Aid Office"
- (5) Select "Awards"
- (6) Select year from drop down box
- (7) Click "Continue"
- (8) Click link "View/Save/Print Financial Aid Awards"



\*\* Contact the helpdesk at 1-800-645-8350 if you need assistance logging in.

The Financial Aid Office is awarding files and certifying loans every day. Please check your account often for updates.

### Know Your Staff—Caitlin Benallack

Caitlin Benallack has been a reference librarian in the Library Learning Center since February of 2013. In addition to helping students find the books and online resources they need to succeed academically, she teaches library instruction sessions and creates research guides to direct students to the most relevant resources for their classes. She feels "that the most satisfying thing about being a reference librarian is not just helping students find what they need, but helping them make connections between resources and their existing knowledge about their field."

Ms. Benallack has a Bachelors degree in Spanish and Social Science from Central Michigan University, and recently



graduated from Indiana University's (IU) Master of Library Science program. She also has a Master of Arts degree in Latin American and Caribbean Studies.

Before working at Baker, Ms. Benallack worked with some of IU's special and photo collections, as well as a public library genealogy collection. Most recently she worked with IU's Adaptive Technology and Accessibility Center, serving students with disabilities.

In her spare time, Ms. Benallack enjoys knitting, baking cookies, and taking dance classes whenever she can. She also loves to read; she is a librarian after all.

## CALENDAR OF EVENTS

OCTOBER IS ...

**UNITED WAY MONTH**

**Thursday, October 31**  
*Halloween*

**Friday, November 1**  
Fall 2013 graduation applications due

**Monday, November 11**  
*Veterans Day*

**Monday, November 11**

Web-Based Registration begins for all winter classes. Credit hour restrictions apply.

**November 11-13**

**Winter Quarter Registration and Academic Advising in the Student Center,**  
**9:30 a.m. – 3 p.m.**  
—AND—  
**5—6:15 p.m.**

### BAKER COLLEGE OF MUSKEGON ADOBE USER GROUP

Baker College of Muskegon Adobe User Group consists of students and industry professionals of all skill levels who gather monthly to share the latest in cutting-edge information relating to our rapidly changing industry. With a focus on building community, we provide a casual environment where fellow designers, developers and producers can gather to exchange ideas and resolve problems. We meet the second Tuesday of every month the college is in session, in Room T103.

Upcoming speakers include *Mariposa Davis* on **November 12**, and *Mike Vogas* on **December 10**. More presenters will be announced as they become available.

### Pre-OTA Meeting

The pre-OTA student meeting regularly scheduled for Week 5 will meet on Tuesday, October 29, from 4 to 4:45 p.m. in Room A105.



*Baker College Organization  
of Human Service*

#### MISSION STATEMENT:

*Empowering our Students to  
become tomorrow's Leaders  
through community involvement.*

**November 5 and December 3**  
**4:15 p.m.**  
**West End Conference Room**

### Safe Space Program

The Safe Space Program provides a non-judgmental, confidential place for LGBTQ (Lesbian, Gay, Bisexual, Transgender, Questioning) students to come to for support, resources, or just to talk. Supportive staff and faculty are available; look for the rainbow decal around campus. For more information, contact Rich Nelson at [rich.nelson@baker.edu](mailto:rich.nelson@baker.edu) or (231) 777-6534.

*A program of the Gay/Straight Alliance  
of Baker College.*

## Library Learning Connection

Mon—Thu 7:30 a.m.—9 p.m.  
 Fri 7:30 a.m.—6 p.m.  
 Sat 10 a.m.—4 p.m.

### COMPUTER CONNECTION

Mon—Thu 9 a.m.—6 p.m.  
 Sun 2—6 p.m.

### What do we do in the Learning Center?

We are here to help you with your academic needs. Come and see us for help with:

Blackboard    Calculators  
 Clickers        Connect  
 MyMathLab    User ID/Password

Free tutoring is also available! You can schedule **2 hours per week per class** — Stop in or call **231-777-5345** to schedule your appointment.



Like  
[facebook.com/MULLC](https://www.facebook.com/MULLC)

Jump start your research with

### Research Guides !

Start at [guides.baker.edu](http://guides.baker.edu)

Click on the tab **Guides for Classes**

**Research Guides** save time by showing:



- E-books for your class
- Articles & Databases
- Educational Videos
- Credible websites

**Research sources available 24/7!**

*From the Desk of... Gail Powers-Schaub,  
 Director of the Baker College of Muskegon Library*

**Welcome to fall quarter!** Our mission in the Library Learning Connection (LLC) is connecting our customers (you!) with the resources you need to succeed. Successful students are those who use the resources for which they are paying – and there is a vast array of resources, services and people available in the LLC to see you through to graduation, and ultimately the career for which you came to Baker College. Those resources may include other people, books, articles, DVDs, films, audio, research guides, tutoring, computer access and more.



Start your **research** at the library website [www.baker.edu/library](http://www.baker.edu/library), where a world of college-level resources awaits you. Look at the **Research Guides** at [guides.baker.edu](http://guides.baker.edu) to locate program specific research help and links to **e-books**, credible, authoritative websites, keyword suggestions and topic ideas, focused database choices and academic video, among other great tips. Visit [askus.baker.edu](http://askus.baker.edu) for help in real time with frequently asked questions. **Text** your question to a librarian at **810-771-8959**. Schedule an appointment for **Research Tutoring** to plan your project. **Access DVDs, CDs, audio books**, Films on Demand, e-books, databases with magazine and journal articles, and more than 45,000 print books. Use the Interlibrary Loan service to **borrow** items from other Baker campuses, and other state and national library collections. LIKE us on **Facebook** to access special news updates, contests and more - at [facebook.com/MULLC](https://www.facebook.com/MULLC). The LLC has **evening and weekend hours** during the quarter – please drop in!

## BOOKSTORE HOURS

**Monday - Thursday**

8 a.m. — 6 p.m.

**Friday**

9 a.m. — 1 p.m.

## FROM CAREER SERVICES...

### SEASONAL EMPLOYMENT OPPORTUNITIES

Are you looking for something to do this fall?  
 Are you looking to make some extra money?  
 Are you looking to gain some additional work experience?

### NOW IS THE TIME TO ACT.

Seasonal jobs can be viewed on our **HQ Connect** job search software. If you are not familiar with **HQ Connect**, please stop by the Career Services office or call 231-777-6500.

## COURSES

One part restaurant. One part classroom.

Designed to give students a “real world” industry experience, COURSES Restaurant affords the opportunity to showcase what is being taught in the classrooms at The Culinary Institute of Michigan to the community. COURSES offers a dining experience enjoyable for Baker students and faculty at

affordable prices. Everything you will enjoy in the restaurant is prepared by Baker’s very own Culinary Arts and Baking and Pastry students.

COURSES is proud to announce the following hours of operation.

**LUNCH:** Monday - Saturday  
 11 a.m.—2 p.m.

**DINNER:** Thursday - Saturday  
 6—9 p.m.

**Job & Internship Expo**  
**11.6.2013 2p.m.-6p.m.**  
 BAKER COLLEGE OF MUSKEGON GYMNASIUM  
 EXCLUSIVE TO BAKER COLLEGE STUDENTS AND GRADUATES  
 PROFESSIONAL ATTIRE REQUIRED

SPONSORED BY CAREER SERVICES

SPLASH INTO A NEW CAREER

## Youth Leadership Group (Toastmasters)

Join Youth Leadership Group (Toastmasters) if you would like to hone professional speaking and leadership skills in a friendly, supportive environment. We meet in Room WE104 Thursdays from 4:30 to 5:30 p.m. Refreshments are provided. Randy Baker is the Club Advisor.



## Students Encouraged to Participate in e-merge 2013 Elevator Pitch Competition

Baker students and the community-at-large will have a unique opportunity to compete for prize money or the opportunity to connect with investors when they enter the e-merge 2013 elevator pitch competition, scheduled for Wednesday, November 6, at the Baker College Auditorium.

Participants will have two minutes to present an idea for a business. Participants can be entrepreneurs in the early stages of developing their business concept to more seasoned entrepreneurs who are actively running their business. The competition will have two divisions; one for high school/college students; and one for the public, which is open to all ages.

Participants will pitch their idea, product, service or business before a panel of judges. The top winner of the open division will have the opportunity to meet with an angel investor group to present their business idea at a future date. The top three finishers will receive a special prize package of services to enhance their business.

**The top three finishers in the student category will win \$1,000, \$750, or \$500, respectively. To register, go to <http://guides.baker.edu/elevatorpitch>. Pre-registration is required, and space is limited.**

### Registration Deadline:

October 18

### Practice Session:

October 21, 6 p.m.

Baker College Auditorium

### Competition:

November 6, 4 – 6 p.m.

Baker College Auditorium

## DON'T FORGET TO ACTIVATE YOUR BAKER ONECARD

Log on to [www.BakerOneCard.com](http://www.BakerOneCard.com) to activate your Baker OneCard and select a refund preference today. The Baker OneCard is the delivery method to receive any funds owed you by the College. If you have not received your Baker OneCard, please contact the Business Office.

*“Success is not final, failure is not fatal: it is the courage to continue that counts.”*

~Winston Churchill

## THINKING ABOUT WITHDRAWING?

Although the tuition refund period lasts the first two weeks of a class, it takes a *longer* amount of time to *earn* financial aid (grants and loans). Your financial aid is based on how long you have ATTENDED class. Do not be tempted to walk away from a class, assuming your financial aid will cover your tuition.

Please come to the Business Office before you consider withdrawing from a class. The Business Office can help you avoid costly mistakes which could prevent you from registering in the future and accomplishing your educational goals.

## CHECK YOUR ACCOUNT

All students with a balance due for the current quarter will receive an EMAIL notice each month

## Welcome New Faculty

### BUSINESS, TECHNOLOGY, AND ENGINEERING

Jamie Heinz, Mitch Nyberg, and Todd Price

### DEVELOPMENTAL AND GENERAL EDUCATION, HUMAN SERVICES

Leslie Anderson, Troy Baker, Lisa Bayne, Troy Bitson, John Boynton, Nancy Carder, Rachel Cotton, Paul Fiori, Jennifer Furner, David Garland, Ann Hesselsweet, Amy Kurdziel, Suzanne Luhman-Plough, Ryan Maring, D'Erika Nichols-Lewis, Jackie Nunez, Michael (Andy) Sanford, Corey Spickler, Joseph Sura, and Steven Wemple

### HEALTH SCIENCES

Jodi Brown, Kim Maguire, Elsie Plank, Heather Schiller, and Karl Smith

### TEACHER PREPARATION

Michelle Prince and Beth Scarbrough

## BUSINESS OFFICE NEWS

the balance remains. The email notice will instruct you how to access your account information via the Baker College webpage. You will not receive paper invoices by regular postal mail. *Hint:* If a family member or some other awesome person is paying your account balance for you, it is your responsibility to provide them with the necessary account details.

Use your online account information to see if your financial aid (grants, scholarships, or loans) has been applied to your account.

If there is a balance due on your account, you WILL be delayed in registering for Winter quarter. Please make sure you have your financial aid complete and any remaining balance paid before November 15 to avoid being assessed a \$30 finance charge.

Payments to your Baker account can be made at the Business Office, via the website, or by calling the Business Office at (231) 777-5233.

If you believe you have received an email invoice in error, please contact the Business Office. Be sure to verify your personal email account preferences will accept Baker College emails.

*Timing is everything.  
Please open your mail and email  
from Baker and reply ASAP.*

Do you want to make a difference in the world? Do you want a professional network?  
***The Rotaract Club is for you!***



**“Service above self”**

Meeting Times:  
Tuesdays—4:30 to 5:45 p.m.  
The Club Room (WE 103)  
Contact: Linda Meyers  
[linda.meyers@baker.edu](mailto:linda.meyers@baker.edu)