AUBURN HILLS CAMPUS INFORMATION

HOURS

Campus Building Hours

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

Adjusted building and office hours will be posted for breaks between quarters and during the summer quarter.

Class Schedule Hours

Day Division	8:00 a.m. to 3:00 p.m.
Evening Division	4:00 p.m. to 10:00 p.m.

Library, Learning Center, and Bookstore Hours will be posted every quarter.

Admissions Office Hours

Monday through Thursday	9:00 a.m. to 6:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.

Academic Office Hours

Monday through Friday	8:00 a.m. to 10:00 p.m.
Saturday	8:00 a.m. to 3:00 p.m.

Business Office Hours

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

Financial Aid Office Hours

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

Office hours and individual staff hours will vary due to class schedule breaks, during the summer quarter, etc. Please check with the individual office and/or the staff member for the current hours of operation.

POLICIES

Parking/Driving

Students are to use the proper entrance and exits to University Drive. Students are to abide by the markings for restricted parking areas. Students are to abide by stop signs and the posted speed limit.

Guests and Visitors

Baker College encourages visitors at any time. You are welcome to have parents, relatives, or friends visit the College. If you have friends or relatives who may be interested in attending Baker College, we invite you to show them our facilities.

Visitors should check in at the Academic Office. Children are not allowed in the classrooms, labs, Learning Center or the Library at any time.

Telephone Calls

Incoming calls to students - students will not be called out of class for telephone calls unless there is an emergency. Emergency messages will be taken to the student's scheduled classroom. Outgoing calls by students - students will use the pay phones to make any personal calls. A pay phone is located on the lower level.

Lost and Found
The College cannot be responsible for articles either lost or stolen. We ask that you take special care of clothing, textbooks, etc. We suggest that items of great value be carried with you at all times. If you lose an item, check to see if it has been turned in at the Campus Safety Office.

Food and Beverages
Food and beverages should be consumed in the Student Center. Food is prohibited in all classrooms, in the Library, and in the Learning Center. However, beverages with a cap or in a container with a secure lid are permitted in any classroom except those rooms with computers.

Smoking on Campus
Baker College of Auburn Hills is a smoke-free environment. Smoking is prohibited anywhere in the building. Smoking is permitted only along the northeast corner of the building.

WHOM TO SEE ABOUT WHAT

Academic Office: Add/drop, withdrawals, scheduling and advising.

Admissions Office: New student applications, new student financial aid applications, and new student career information.

Business Office: Payments, refunds, and bookstore.

Career Services: Graduation, placement, internships, externships, and career information. Career Services is now located in the Technology Building.

Financial Aid Office: Financial aid (loans, grants, and forms) and College work study.

Learning Center: Tutoring assistance, waiver tests, and open computer labs.

CLASS CANCELLATIONS AND BUILDING CLOSURES

If classes are cancelled due to inclement weather (snow days) or the College is closed due to building problems, announcements will be made via the Baker College of Auburn Hills Weather Line at (248) 276-4580, the Baker College Web page at www.baker.edu and on the following television and radio stations:

Television stations: WJBK, WDIV, WXYZ
Radio: WJR 760 AM, WWJ 950 AM

You will also be notified through the Baker Alert System unless you have opted out for this notification. Please remember that you must have accurate contact information for this system to be effective.

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