Baker College of Clinton Township

Baker Bulletin

Spring 2013, Issue 1

April 1 – April 28, 2013

Congratulations Cyber Defense Team!

The Baker College of Clinton Township Cyber Defense Team took 3rd place at the Michigan 2013 Collegiate Cyber Defense event held in Grand Rapids on March 8th & 9th. It was a 1 ½ day long event. Our team had five new members. The Cyber Defense team competed against 7 teams, including two other Baker campuses. Davenport University took 1st place and Ferris State University took 2nd place. Well done team!

Graduation Information

Commencement will be Saturday, June 8, 2013.

If you will be finishing your program either in Spring or Summer term, you should complete your graduation application as soon as possible. Applications are available at www.baker.edu/graduation.

Graduation Speakers Wanted

Are you graduating this June? Show off your pride in your accomplishment as a graduation speaker. We are seeking two speakers – one for the morning and one for the afternoon graduation ceremony.

Requirements:

- Minimum 3.0 GPA
- Brief essay with a reason why you would like to speak at graduation and what you would like to say
- Completion of the grad speaker application form

Applications are available in the Academic Office. All applications are due back to the Academic Office (main campus or Gratiot campus) by **Friday, April 19, 2013**. Apply today and show everyone at Commencement how proud you are of what you've done for your future!

Questions? Call Pat Felix, Dean of Developmental Education at 586-790-9448.

Important Dates:

- April 8—Paralegal club Guest Speaker
- April 18—HRM club Guest Speaker
- April 25—Surg Tech Meeting
- April 27—Waiver Testing
- May 3—Limited Enrollment program applications due (Rad Tech, Surg Tech, Vet Tech, Nursing)
- May 6 & 7—Cash for Books
- June 8—Graduation

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Baker Bulletin is published six times per academic year—weeks 1 and 5 of Fall, Winter, and Spring Quarters.

Department Hours

Academic Office (main campus)
Monday 8:00 am — 8:30 pm
Tuesday-Friday 8:00 am — 6:00 pm
Saturday 8:00 am — 1:00 pm
(586) 790-9587

Academic Office (Tech Center)
Monday-Friday 8:00 am —10:00 pm
Saturday 8:00 am — 5:00 pm
(586) 790-9707

Bookstore
Monday 8:00 am — 8:30 pm
Tuesday-Friday 8:00 am — 6:30 pm
Saturday 8:30 am — 1:00 pm
(586) 790-9593

Business Office
Monday 8:00 am — 8:30 pm
Tuesday-Friday 8:00 am — 6:00 pm
(586) 790-9681

Campus Safety
Monday-Friday 7:00am —10:00pm
Saturday 8:00am — 5:00pm
(586) 790-9409

Career Services
Monday 8:00 am — 8:30 pm
Tuesday-Friday 8:00 am — 6:00 pm
(586) 790-9165

Faculty Office
Monday-Friday 8:00am —6:00pm
(586) 790-9430

Faculty Workroom
Monday-Friday 7:30am —10:00pm
Saturday 8:00 am — 5:00 pm
(586) 790-9430

Financial Aid
Monday 8:00 am — 8:30 pm
Tuesday-Thursday
8:00 am — 6:00 pm
Friday 9:00 am — 6:00 pm
(586) 790-2810

Café (Main Campus)
Monday-Thursday 8:00 am — 8:30 pm

Snack Room (Tech Center)
Monday-Thursday
11:00 am — 1:00 pm &
5:30 pm — 8:00 pm

Learning Support Services
Monday-Thursday 8:00am — 8:00 pm
Friday 8:00 am — 7:30 pm
Saturday 8:00 am — 4:00 pm
(586) 790-9697

Library
Monday-Thursday 8:30 am — 8:00 pm
Friday 8:30 am — 7:30 pm
Saturday 8:30 am — 12:30 pm
(586) 790-9584

Health Sciences Office
Monday-Friday 8:00am — 6:00pm
(586) 790-2837

Student Shop (Tech Center)
Open only when class is in session
Monday-Thursday 9:30am — 2:00pm &
4:30pm — 6:30pm
Friday (Weeks 1,2, &10) 9:30am —2:00pm
& 4:30pm — 6:30pm
Saturday (Weeks 1, 2, & 10)
8:30am — 1:00pm
(586) 790-9181

Henry Ford Health Clinic
(C101 & C102)
Tuesday 1:00pm — 4:00pm
(586) 790-5213

No Smoking Policy

Baker College of Clinton Township endeavors to provide a safe, secure, and healthy environment for all students, faculty, staff, and visitors. To that end, the College has determined that maintaining a smoke free/ tobacco free campus will further support these goals.

Recognizing that many people struggle with smoking addictions, the College will allow persons to remain in closed vehicles to smoke *as long as there is no negative impact on the cleanliness of parking lots and surrounding areas.* At such time as the College determines that there is a negative impact to the parking lot and surrounding areas, the College may then decide to go completely smoke free within campus boundaries.

Current Baker students, staff, or faculty **may not park in the Visitor Parking spaces** outside the Little Mack building entrance. Violators will be towed. The same is true for those parking in **Handicap Parking without the proper permits**. Thank you for keeping those spaces available for those who need them!

Bookstore

Cash for Books is located in G Hallway

Two Days Only:
May 6-7, 2013 from 10am-6pm

DO NOT SELL RENTALS at CASH FOR BOOKS. To avoid penalties, return rented textbooks back to the Bookstore by the deadline.

If you miss these dates, try our buyback link anytime at clintontownship.baker.edu/bookstore

Returning Books to the Bookstore

Students have until Saturday, April 13, 2013 to return for refund textbooks sold or rented for Spring Quarter 2013 classes.

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

Find important Bookstore dates on the web:

Go to: www.baker.edu and select the Clinton Township Campus Homepage.

Select EVENTS on CAMPUS CALENDAR and search.

Looking for Gift Ideas?

Check out the Bookstore for affordable gifts for Moms, Dads, & Grads!

We have diploma frames, extra tassels, graduation announcements, photo frames, plush, cards, & inspirational gifts.

Flash Drives:

Like any other temporary storage device, flash drives can fail at any time without warning. Make sure that you also save files on a more permanent storage device. You can try emailing yourself your work to your Baker College Student account.

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.

Anti-virus software:

Students may go to www.baker.edu/computing to find a link to Kaspersky Anti-virus that may be purchased at a discount.

Financial Aid

Census Date

Baker College uses the census date to determine a student's enrollment status for awarding Pell Grant funds. Spring 2013 Census Date is April 9, 2013. Any changes to your enrollment after the census date can affect your Pell eligibility.

One quarter only loans

If you have requested a one quarter only loan for any academic quarter, please be aware that the loan must be paid in two equal disbursements. The second disbursement of a one quarter loan cannot be paid until after the half-way point of the quarter and attendance is verified.

Students must apply for Financial Aid yearly

Students must apply for Financial Aid every year. Apply as soon as possible for the 2013-2014 school year.

If you have completed your taxes, it is highly encouraged that students utilize the IRS DATA retrieval link to facilitate the awarding process.

Access the correct website WWW.FAFSA.GOV

Have your PIN (personal identification number) in order to electronically sign your application (if dependent, your parent must also have a PIN). You may retrieve or apply for a PIN at WWW.PIN.ED.GOV

List Baker College of Clinton Township as your first college choice. Use our school code of E00462.

Always follow up with the Financial Aid Office, for any issues or questions.

Summer Quarter Financial Aid

Financial aid is awarded for Fall/Winter/Spring of the academic year. If you are planning on attending Summer 2013, please see a financial aid advisor to determine if you have remaining aid to attend Summer quarter. Loans that are received during Fall, Winter and/or Spring quarter may affect your eligibility to receive loan funds for Summer quarter.

Career Services

Work Experience Orientation (Mandatory):

April 9 @ 8am: All Non-medical Programs
April 9 @ 9am: Medical Programs
April 10 @ 5pm: All Non-medical Programs
April 11 @ 5pm: Medical Programs

-Eligible students for Summer Quarter should receive an invite
-Students MUST RSVP to ONE of the orientations
-If you are planning to complete the WRK EXP course during Summer 2013 Quarter and you have not received an invite contact your Program Director and/or Career Services

Work Experience Resume Review:

April 18, 4pm-5pm - Main Campus Student Center

-Students completing their WRK EXP during Summer 2013 Quarter are welcome to attend!

On Campus Recruiting:

April 3: CareTech Solutions
-Entry-level positions available (Computer Science graduates)
-For more information contact Career Services

April 17: State of Michigan
-Entry-level positions available (Business Administration Programs)
-Graduates & Potential Graduates
-For more information contact Career Services

April 19: Family Video
-Management Positions available
-Graduates & Potential Graduates; MUST be graduating no later than Spring 2013 Quarter
-For more information contact Career Services

Career Services Location:

We are located in the same area as Financial Aid.

Business Office

Electronic Invoice Delivery

Instead of receiving a paper invoice in the mail, you will be sent an e-mail to alert you that a new invoice is available for you to view/print online. **Please take a moment to verify that the e-mail address we have on file for you is correct and update it if necessary.**

The subject of the email will say "Notification That Your E-Account is Ready to View!"

To View Invoices, Log onto: https://carina.baker.edu/solar,

Select "*Star System*". Select "*Business Office*". Select "*Account Inquiry*". Choose a campus. Click "*Submit*". Choose a quarter. Click "*Submit*". Read the Disclaimer. Click "*Continue*" if you agree with the disclaimer. Click "*View/Save/Print*".

To Pay Invoices:

◊ Electronic payment through the "Star System" (Credit/Debit Card)

◊ Contact your campus Business Office over the phone (Credit/Debit Card)

◊ Mail payment with printed invoice copy (Check, Money Order)

◊ Visit your campus Business Office (Cash, Check, Money Order, Credit/Debit Card)

The tuition refund policy is based upon the official notice date and enrollment period. *NOTE: Absenteeism or failure to begin a class does NOT reduce a student's financial obligation.*

Official Notice Date: The official notice date is the date the drop/withdrawal form is turned into the Academic Office, the postmarked date of the letter sent to the Academic Office, the date the fax was sent, the date the e-mail was sent, or the date of notice of withdrawal by the College. Refunds will be based on the date of official notice.

Percentage:

* 100% Drop – If **official notice date** is before the first day of the **enrollment period** (not class start date).
* 100% Withdrawal – If **official notice date** is within the first seven days of the **enrollment period** (not class start date).
* 50% Withdrawal – If **official notice date** is after the first seven days of the **enrollment period** and before the fifteenth day of the enrollment period.
* NO REFUND – If **official notice date** is after the fourteenth day of the **enrollment period.**

Enrollment Period:

Enrollment period is determined by the registered class.

On-ground classes: enrollment period begins on the Monday of the week that class begins.

On-line classes: enrollment period begins on the Thursday of the week that class begins.

All students planning to use the Deferred Tuition plan for SPRING 2013 should see the Business Office to make sure you have the following on file:

Signed deferred agreement for SPRING 2013

Current tuition reimbursement policy from your employer.

Tuition is due Thursday, March 28, 2013 or payable in 4 equal payments.

You may pay in the Business Office during regular hours, deposit in the drop box by the Business Office, or online at www.baker.edu.

Loan Refund Policy

For Spring loans that have been posted to student accounts, loan refunds will be available after Friday, April 12, 2013. **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 10, 2013. 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 and have created a credit on your student account

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

A 2nd 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.

Academics

Automotive Department

Again this year Baker College provided discount tickets for the International Auto show and the Autorama custom car show at Cobo Hall in Detroit. The tickets included a bus ride to and from the shows.

This year was special for us. Thanks to Tim Pawlowski, our auto body program director, his faculty and students, we entered our 2004 Dodge Magnum at the Autorama. It had some custom body work performed and a spectacular candy apple metallic paint job. It was displayed at the Baker College Admissions Booth.

Now both the Auto Body and Auto Service programs are gearing up for the next big event, the Clinton Township Gratiot Cruise. It will be held on Sunday August 4, 2013. The public is welcome to join us on our Technical Center Campus to enjoy the day and vehicles.

This spring quarter we are offering an automotive Hybrid course for the first time. Ross Oskui will be teaching the class using a Ford Escape and Toyota Prius especially purchased for it.

Radiologic Technology Applications

The 2013 Radiologic Technology Program application process will take place during WEEKS 1 through 5 of the Spring term. Application packets are now available through Friday, May 3, 2013. Application Packets must be signed for at the time of pick-up. Completed applications need to be returned to the Health Sciences Office in person before the close of business **Friday, May 3, 2013**. All students who plan on applying to the Radiologic Technology program for the cohort beginning Fall 2013 must have all required and weighed prerequisite courses completed by the end of Spring quarter 2013.

Students are required to achieve a B- or better in the following prerequisite courses to qualify for full acceptance into the professional courses in the RAD program.

Required Courses for application:

ENG101, MTH111, SCI 211 (Note: SCI 211 is the only required prerequisite that can be completed during Summer term.)

Single-Weighted Courses:

ENG102, MED103

Double-Weighted Courses:

SCI101C, SCI102C

Entrance Exam:

**HESI - minimum score is 75%. The exam only includes anatomy, physiology, and a math component.*

Students may not take an Online weighted or required non-weighted pre-requisite course the second session of the Spring quarter of application, as grades for these courses are not posted soon enough to be used for application. All applicants will also be required to take the HESI knowledge Exam prior to end of the Spring term. The HESI exam registration will be held Weeks 2- 5 (Monday, April 8—Friday, May 3, 2013) by close of business day in the Faculty workroom (F101). At the time of registration, students must select either Friday, May 24, 2013 or Tuesday, May 28, 2013 from 10:00am-12:30 pm or 2:00 pm-4:30 pm. *(There is an HESI admission assessment exam review book that can be purchased in the bookstore.)*

The most efficient/effective method to complete the Radiologic Technology Program application process is to obtain an application packet (A105) and complete the HESI registration (F101) during week 2 of the Spring quarter.

If you have any questions regarding the application process, please contact the Program Director, Jufauri Ely at (586) 790-9401.

Veterinary Technology program applications are now available. Please pick up applications in the Health Sciences Office (room A105). Completed applications must be submitted to the Health Sciences Office by **Friday May 3, 2013** by the end of the business day to be considered, even though all pre-requisite courses may not be completed until the end of Spring quarter.

Students should not take an online course the second session of the Spring quarter, as grades for these courses do not post soon enough to be used for the application.

Academics

Surgical Technology Program

2013-2014 applications are now available through week 5 of Spring quarter.

Pick up application packets in the Health Sciences Office (A105) Monday, April 1, 2013—Friday, May 3, 2013. Packets must be signed for at the time of pick-up.

Return completed applications to the Health Sciences Office, in person, week 5 (Monday, April 29 through the close of business Friday, May 3, 2013).

All pre-requisites must be completed by the end of Spring quarter.

Students MUST NOT TAKE an Online pre-requisite course during the second session or their applications will not be considered.

Students will be notified week 11 of the results of their application.

Students are required to use their Baker College email account.

Effective Spring 2012:

Students reapplying to the Surgical Technology program do not receive points.

The 2013-2014 Surgical Technology Cohort begins on Tuesday, June 25, 2013.

Contact the Health Sciences Office (A105) with any questions.

Spring 2013 Nursing Application Process

Beginning with the Spring 2013 application cycle, the following courses are mandatory for application to the Nursing Program and cannot be substituted. The following courses must be completed by the end of the Spring quarter; June 8, 2013.

- HSC 151: Intro to Electronic Health Records (2 credits).
- INF161: Technology & Society (2 credits).

If you have substituted other INF courses for HSC151 or INF161 in the past they will no longer be accepted and your application will be disqualified. You may meet with an Academic Advisor within the Academic Office, Room M101, to review the 2012A version and to ensure that you are on track to apply.

IMPORTANT: You cannot take an Online course the second session of the quarter of application, as grades for this course are not posted until 10 days beyond the end of the on-ground term.

KAPLAN Admission Test Registration:

Registration is Weeks 1-5 of the Spring 2013 term (Monday, April 1—Friday, May 3, 2013). Register in the Health Sciences Office (Room A105) with your student ID. You must have all pre-requisites complete or take them in the Spring 2013 term in order to register.

The KAPLAN Admission Test dates and times are as follows:

- Friday, May 10, 2013 ~ 5:00 – 8:00 p.m.
- Saturday, May 18, 2013 ~ 8:00 a.m. – 11:00 a.m.
- Saturday, May 18, 2013 ~ 12:00 – 3:00 p.m.

A study guide is available for purchase in the Bookstore and the Outline of the Admissions Test is available in the Health Sciences Office.

Application Pick-up & Drop-off:

Applications are now available and must be submitted by Friday, May 3, 2013. The office will be open Monday through Friday from 8am-6pm.

No applications will be available for pick-up or drop-off after 6pm on Friday, May 3, 2013. A photo ID will be required to obtain and submit an application packet.

For questions, contact the Health Sciences Office at (586) 790-2837.

Does your writing assignment have you stressed?

Make an appointment with a Writing Center Tutor, Baker's writing experts, by visiting bakerct.mywconline.com and selecting the **Writing Center Tutoring** schedule. The Writing Center Tutors, who also teach writing courses at Baker, can help you with any writing assignment for any class at any point in the process. We can help you brainstorm, outline, draft a thesis, integrate research, and work with APA.

View our current hours of operation and schedule for Weeks 2-9 at bakerct.mywconline.com. We look forward to working with you!

Clubs & Announcements

Have hunger pains? Stop by the "**Welcome Center Snack Room**" for a quick bite!

Located in room **TC112** at the Tech Center campus. The Café will sell a limited menu at the Welcome Center Snack Room. The hours will be 11 am – 1 pm for lunch service and 5:30 pm – 8 pm for dinner. The offerings will include hamburgers, cheeseburgers, French fries, chicken tenders, assorted salads, cold sandwiches, and fruit & yogurt parfaits. The kitchen will no longer be open in the Career Corporate Services "C" building. In addition to the limited menu, vending machines are always available.

Waiver Testing

Saturday, April 27, 2013
1:00 pm & 2:00 pm

Registration Deadline is Saturday, April 13, 2013

Please see an Academic Advisor for more details.

We would like to congratulate Marianne Tear, director of Veterinary Technology, on being appointed to the Michigan Board of Veterinary Medicine by Governor Snyder. The board has nine members who evaluate and determine the minimal entry-level competency of veterinarians. **We are proud to have Marianne Tear at Baker!**

The **Paralegal Club** will hold its first meeting of Spring quarter on Monday, April 8, 2013, at 3:15 p.m. in the community room. Our guest speaker will be Stephanie Shattuck. She is an eDiscovery Consultant for North America Delivery Operations at Xerox. This is a great networking opportunity. All students are welcome to attend.

"SCRUB CLUB" & Surgical Technology Fact Finding Get Together

The meeting will be Thursday, April 25, 2013 from 4:30 to 6:30 PM in the Community Room.

Come meet current students and learn about their experiences and the program. Meet graduates and hear about their careers. Meet the program staff.

Allied Health Club

Meeting with Liz Hoffman at the Tech Center (Gratiot Campus) on Tuesday, April 2 at 1:30pm.

HUMAN RESOURCES and MANAGEMENT CLUB

Are you looking for a great way to network and gain business and student contacts? Well you should be!

The Baker College Human Resources and Management Club would like to encourage all HR and Business students to join our club and get involved in a student activity. The benefits are endless! To learn more about how the club can help you, come check us out!

All of our meetings take place on the Thursday of Weeks 3 and 7, from 4:30 – 5:30 pm in the Academic Office Boardroom. Each meeting has a guest speaker relevant to the business arena and snacks! You do NOT have to be a member to attend! On April 18, 2013, we will have Liz Volpe, HR Manager with Dearborn Sausage Company and Carolyn Failer, People Consultant with Ernst & Young, LLP.

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 our club, the Society for Human Resource Management (SHRM), Detroit SHRM, and everything those organizations provide. Plus get a 10% discount on clothing and gift items in the Baker bookstore. We hope to see you there!