January 7, 2013

From the President's Desk…

Regional accreditation through the Higher Learning Commission is one of the primary ways Baker College holds itself accountable to its mission to produce graduates who are ready for challenging and rewarding careers. The Higher Learning Commission is the same governing body that accredits many highly-respected colleges throughout the State of Michigan, such as Michigan State, the University of Michigan, Calvin College, Hope College, and many others. Baker College has been fully accredited by the Commission for half a century.

Baker College recently hosted a visit from a site team from the Commission. The purpose of the site visit was to review the College's progress toward several improvement projects and generally comment on the quality of education provided to Baker students. The site team members came from colleges around the country. During their visit, the site team members examined Baker's curriculum, faculty credentials, equipment, and facilities. They spoke with instructors, administrators, and students, including the presidents from all nine campuses.

I am happy to report that Baker College received an excellent report from the site team. Baker College can look forward to its status as a fully-accredited institution of higher learning being renewed for many years to come.

What does this mean for you? It means that you can pursue your education with confidence knowing that your Baker College degree has value that is recognized by experts in higher education and by employers throughout the state, region, and country. Those of us who have been a part of Baker College for many years are not surprised by the Commission's report. However, it is encouraging to have our commitment to excellence confirmed by an independent, third-party review.

I hope you have an excellent winter quarter. Thank you for your hard work and dedication to your career goals. Your efforts also contributed much to the great report we received from the Higher Learning Commission.

Lee Coggin, President

Online Classes

*Complete the Online Orientation **WELL AHEAD** of time — before you plan to sign up for online classes or take your work experience (WRK) courses for the **next** quarter. Just come to the Academic Center for information! Online permission is REQUIRED for either choice.*

REMINDER: If you plan to take online classes spring term, check the course offerings printed online. Due to the popularity of online classes, they fill very fast. Plan to register early to get the classes you want. If you have never taken an online class, you **must** complete an online orientation **before** you can register. Check out the Baker Online Web page at http://online.baker.edu.

Welcome to 2013!

Porter Scholarship Winners!

Congratulations to the following winter quarter Porter Scholarship Winners. New Student Winners are ***Melissa Foreman*** and ***Max Marshall,*** and Returning Student Winners are ***Samantha Parlmer*** and ***Judy Benham.***

Winners receive $1,250 each towards tuition and books. Every quarter Baker awards two new students and two returning students the Porter Scholarship. Spring quarter application deadline is Friday, March 1! Get the application at the Financial Aid desk.

Weather-Related or Emergency Alerts

Check the Baker College homepage at *www.baker.edu* for weather-related campus closing announcements or other emergency alerts. You may also call the weather hotline at 231-777-6666.

Official Transcripts Required to Receive Transfer Credit

Students seeking to have transfer credit applied to their Baker College transcript from other institutions must submit "official" transcripts from the other institution. ***Official transcripts may NOT be hand-delivered***. They must be sent directly from the other institution to Baker College via the U.S. Mail or other delivery service. Official transcripts must be received within 120 days of the posting of pending credit. If official transcripts are not received within 120 days, the pending credit will be removed.

Please note that there may be a cost involved. Please check with your previous school for more information.

Spring Term Registration

Read the next issue of the Baker College Connection for information on Academic Advising and Registration for spring term classes. Spring class schedules are available online. Plan now to meet with your academic advisor on or before Week 7 to select your spring classes.

Scholarship Available

The Michigan Association for the Education of Young Children is offering a $1000 scholarship. Those who are interested must be registered or attending a four-year institution of higher education leading to a Bachelor's Degree. Students who are matriculating from a two-year institution to a four-year institution are also eligible for this scholarship. For more details and an application go to www.MiAEYC.org . Applications must be postmarked by January 24, 2013.

The Business Office Welcomes You to Winter Quarter!

ATTENDANCE MATTERS

If you think attendance doesn't matter, **read on!** Not only will poor attendance stop you from **receiving** financial aid, you must **continue** going to your classes to **keep** your financial aid. Have you already received a loan refund? Well, if you stop going to classes after you have received a refund (even if you have a *really, really* good reason to do so) your lack of attendance may cause you to be withdrawn from your classes and your posted financial aid to be reduced. This means **YOU** may owe money to Baker College and possibly the Federal government.

How can you avoid these financial pitfalls? Attend classes. If you miss class time, contact your instructor and identify an opportunity to get back on track. If you cannot continue in a class, call or visit the Business Office. The Business Office can tell you BEFORE you withdraw what, if any, financial ramifications may result from a schedule change.

TUITION REFUND POLICY

The tuition refund policy applies to on-ground **and** online classes. A tuition refund is based on the date a class withdrawal/change form is submitted to the **Academic Center**. This is called the **Official Notice Date**.

Note: *Absence* from class is **NOT** a withdrawal. Failure to attend class without officially withdrawing may result in continued tuition charges. Tuition refunds will be granted as follows:

100% Refund – If official notice date is before the first day of the **enrollment period (not class start date)**

100% Refund – If official notice date is within the first seven (7) days of the **enrollment period (not class start date)**

50% Refund – If official notice date is after the first seven (7) days of the **enrollment period** and before the fifteenth (15) day of the **enrollment period**

No Refund – If official notice date is after the fourteenth (14) day of the **enrollment period**.

The **enrollment period** is determined by the registered class as follows:

- 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.

If you must change your class schedule after the enrollment period has begun, always check with the Business Office ***before*** making any schedule changes.

EXCESS LOAN REFUNDS

The first day for excess loan funds to be issued to **returning student loan borrowers** is Friday, January 18. To receive a refund, you must:

- Have a credit balance on your Winter quarter account. Don't assume, check your account at www.baker.edu
- Have good attendance (missing class infrequently and for a "good reason" or having instructor's approval to miss class still constitutes an absence and will delay loan funds).
- Attend at least six credit hours of class starting the week of January 7. *Online classes and second session five-week classes not starting on or before January 7 do not count toward the required six credits until attendance is established.*
- Complete all loan requirements (Entrance Counseling, Promissory Note, missing finan-cial aid items).

Loans arriving later in the quarter will be available on subsequent Fridays of the quarter. The Business Office is unable to "guarantee" refund dates or amounts in advance of the actual release of funds. For this reason, please check your Baker OneCard online account to confirm available funds. It is always sound financial practice to plan ahead for *any* possible delays in loan disbursements.

"Don't count your chickens before they are hatched."
~Aesop

The first refund for excess loan funds to **new loan borrowers** will be **Friday, February 15**. You must meet the criteria listed above to have funds released to the Baker OneCard account.

Excess funds from **grants** or **scholarships** will be refunded Friday, February 22.

EMPLOYER SPONSORED STUDENTS

The deadline for enrolling in the Employer Sponsored Program for Winter quarter is Monday, January 14. Completed Employer Sponsored Contracts (blue in color) are due quarterly and must be submitted to the Business Office by the enrollment deadline. There is a $30 fee for first time enrollees.

E-INVOICES

An e-mail notice of balance due is sent to students the week of the 15th of EACH month. Please make sure your preferred e-mail account accepts Baker College e-mails.

A minimum of one-half of your Winter quarter balance is due **January 4**, the Friday before on-ground classes start. If paying by installments, the second half of your Winter balance is due on or before the **Saturday of Week 6, February 16**.

Non-Sufficient Funds (NSF) checks: A $25 fee per item returned by the bank will be charged to the student's account.

Need help activating your Baker OneCard? Assistance is available in the Business Office.

BAKER COLLEGE ORGANIZATION OF HUMAN SERVICE

MEETING DATES: **January 15, February 12, March 11, & April 4**
WHERE: **West End Conference Room C**
TIME: **4 – 5:30 p.m.**

From the Desk of Jon Pate, Director of Residence Life

Residence Life ("ResLife") manages the safe, secure, and comfortable operations for all student housing at Baker College of Muskegon. Students can choose from seven unique housing options including apartment, traditional, suite-style, or townhouse living. ResLife offers reduced-occupancy Honors Housing for students maintaining a 3.25 GPA or higher in Macdonald Hall as well. The Residence Life staff is comprised of four Residence Hall Coordinators, an Administrative Assistant, Recreation Facilities Coordinator, and me, the Director of Residence Life. Along with the professional staff, ResLife employs 17 Resident Assistants, 25 work-study employees, and during the summer months, 17 Orientation Leaders.

Aside from the housing operations, Residence Life also provides much of the programming, activities, and events on campus from the quarterly Red Cross Blood Drives, to Baker Bash, IM sports, fitness, and recreation, Super Bowl Party, BRIC All-Nighter, and entertainers. For your fitness and recreation needs, ResLife coordinates the hours and usage for the BRIC and West End Fitness Center year-round.

Should you be interested in on-campus housing, recreation opportunities, or just want to learn more about Residence Life, check us out at muskegon.baker.edu/reslife, "LIKE" us on Facebook at Muskegon Baker Residence Life or call Residence Life at (231) 777-6526.

CALENDAR OF EVENTS

January is Back-to-School Month

Monday, January 7
Winter quarter begins

Monday, January 21
Martin Luther King, Jr. Day Observance
(**ALL** classes are in session)

Friday, January 25
- INF, CIS, & NET Waiver Tests, 12 p.m., T104/T105

COMING EVENTS . . .

Friday, February 22
Health Sciences Career Day
9-11:30 a.m., Gymnasium

Friday, March 1
- Keyboarding Waiver Tests, 12 p.m., T107
- INF, CIS, & NET Waiver Tests, 2 p.m., T104/T105

Wednesday, March 27
- Keyboarding Waiver Tests, 12 p.m. & 5 p.m., T107
- Writing Waiver Tests, 2 p.m., T102
- INF, CIS, & NET Waiver Tests, 4 p.m., T104/T105
- Math Waiver Tests, 4 p.m., F102

Friday, March 29
- INF, CIS, & NET Waiver Tests, 2 p.m., T104/T105

Attention Teacher Preparation Program Students Planning on Student Teaching Next Year?

Student Teaching Application Deadlines
Your completed portfolio, along with the application and other required forms, must be turned in by:
- February 1 for Fall 2013–Winter 2014 Student Teaching
- May 1 for Winter–Spring 2014 Student Teaching

If you have questions, contact Angela Leuchtmann, by e-mail at angela.leuchtmann@baker.edu, or by phone at (231)777-5228.

FEEL UNCOMFORTABLE WITH COMPUTERS?

Unsure why you need to use a computer for your classes?
(After all, you want to be a veterinarian, not a programmer!)
Not positive how to turn a computer on?
(You know there's a button there somewhere!)
Just need help understanding computer terms?
(What is a GUI, anyway?)

Now there's an answer!

⇒ Baker College offers a 10-week INF class on computer fundamentals for anyone interested in developing, increasing, or improving their computer skills or level of basic knowledge.

⇒ INF 091 is a hands-on class that begins by assuming you have never turned a computer on or you aren't sure how to log-in or sign-on, or sign-off. From there the class proceeds through basic hardware identification and terms, software, applications, security, media, printing, the Internet & the WWW, and email. It wraps up with a full review of various Baker systems like Blackboard, Solar and Star.

⇒ If you think that this class would be for you, contact your academic program advisor.

BAKER COLLEGE OF MUSKEGON HEALTH SCIENCES CAREER DAY

>>>>>>>>>>>>>>>>>>>

Friday, February 22, 2013
Muskegon Campus Gymnasium
9 a.m.—11:30 a.m.

Exclusive to Baker College students and graduates. All students are encouraged to attend.

Great opportunity to network and gain valuable information about:
- Career options
- Internships/Externships
- Volunteer opportunities
- Employment

Now is the time to:
- Prepare your error-free resume
- Research companies
- Practice your introduction and responses to interview questions
- Make plans to dress professionally

Watch for more information in future newsletters.

Sponsored by Career Services

Winter Quarter Blood Drive

The Department of Residence Life, Community Service Team, will be sponsoring the Winter Red Cross **Blood Drive** on **Wednesday, January 23.** The drive will be held in the gym, from 11:30 a.m. — 5:30 p.m. We will be continuing our competition for the Blood Drive Trophy with Muskegon Community College. Make sure that we keep it with its rightful owners– BAKER!

You can register online for a time to donate blood. To register online go to https://www.givelife.org. Enter our zip code (49442), scroll down, and find Baker College Muskegon. Once you click on the blood drive, you are able to pick a time slot and schedule an appointment. Scheduling an appointment is the fastest way to get you through the blood drive process.

Please take the time to donate on January 23 —***GIVE LIFE!***

GSA Notes

The Safe Space Program is sponsored by the Gay-Straight Alliance (GSA) of Baker College. If you are LGBTQ (Lesbian, Gay, Bisexual, Transgender, or Questioning) and need to talk with someone or need information on resources available for LBGTQ individuals, please look for the rainbow decal on designated offices around campus.

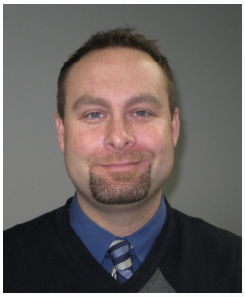
Supportive staff and faculty are available. For more information on this program, contact Rich Nelson at (231) 777-6534 or rich.nelson@baker.edu.

The Gay/Straight Alliance will be hosting various programs this quarter. Look for announcements of these upcoming events, and check out the GSA on our Facebook page.

WAIVER TEST OPTIONS

- **INF WAIVER TESTS**—Students will have an opportunity to test out of NF112, INF113, INF114A, INF121, INF131, INF141A, and CIS106 at 12 p.m. on Friday, January 25, in Rooms T104 and 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 Thursday, January 24. Remember – a waiver test must be taken *before* you attend the first class session of a course. A waiver test can only be taken once. Please bring a pen or pencil with you for the test.
- **NET 101 WAIVER TEST**—A waiver test for NET 101, Networking Essentials I, will be administered at noon on Friday, January 25, in Rooms T104 and T105. This is a paper test that requires a #2 pencil. A minimum score of 80% is required to receive test credit. Any students who have already attended one or more class sessions of NET 101 will not be allowed to take this test. Other INF tests are available at the same time and date. Students may only take two INF, CIS or NET waiver tests per testing session.

Know Your Staff – Jared Olson



Jared Olson is the Assistant Director of Career Services at Baker College of Muskegon. The Career Services Office is located at the four corners across from the Bookstore. Mr. Olson has been employed with the college for ten years. As the Assistant Director of Career Services, Mr. Olson helps students with all aspects of finding related quality employment after graduation. This includes internships, externships, teaching Professional Career Strategies classes, reviewing resumes, doing mock interviews, and recruiting companies to hire Baker College graduates.

The employment service that Baker College offers is a lifetime benefit. Any time graduates would like help in a job search, Baker College is willing and prepared to give assistance. Also, if a student would like to seek part-time employment and has begun attending classes at Baker, the student may visit the Career Service Office for job postings.

Mr. Olson has a bachelor degree in Secondary Education majoring in Psychology and Sociology with a minor in Kinesiology from Grand Valley State University. After college, Mr. Olson worked for a non-profit organization helping displaced workers and individuals with criminal backgrounds to write resumes, learn computer skills, work on job-hunting techniques and learn how to use government resources.

Mr. Olson has been married for five years and has a four-year-old daughter named Gracelynn and a two-year-old son named Garrett. His interests include sports, traveling, teaching youth ministry, and spending time with family and friends.

Adobe User Group Meeting RIGHT Now!

The Adobe User Group will be meeting on Tuesday, January 8, at 3 p.m. in the Graphics Lab (T103). Kristine Babiarz, a Baker College graduate, will be speaking to the group about *"Print Preparation and Production."*

Library Learning Connection

Winter Quarter Hours:		Computer Connection:
Mon-Thurs	7:30 a.m.—9 p.m.	9 a.m.—6 p.m.
Fri	7:30 a.m.—6 p.m.	CLOSED
Sat	10 a.m.—4 p.m.	CLOSED
Sun	CLOSED	2 p.m.—6 p.m.

The LLC has a computer lab, lab assistance, trained tutors, and a writing center. Come make an appointment today!

Calculator workshops will be held Week 3. Come visit the LLC to get more details on where and when!

STUDY TIP: ORGANIZE YOUR NOTEBOOK/FLASH CARD HOLDER THE FIRST WEEK TO MAKE ADDITIONAL MATERIALS EASY TO ADD.

Like facebook.com/mullc

"Information Overload" on the Internet?

Try Research Guides!
Start at guides.baker.edu
Guides for Classes & Programs available.
Links to: E-books available 24/7
College-level websites
Articles from databases
Evaluate them and make suggestions.
Get a head start in your class!

Four Corners Bookstore

231-777-5340
bookstore-mu@baker.edu

WINTER QUARTER HOURS

Weeks 1 & 2 (January 7—18)
Monday - Friday 8 a.m. – 6 p.m.

Weeks 3-10 (January 21—March 15)
Monday - Thursday 8 a.m. – 6 p.m.
Friday CLOSED

Rent Your Textbook and SAVE!

Stop in today for great prices on back-packs, office supplies, Baker College gifts & clothing, and more!

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!

Fine Dining

COURSES @ THE CIM

The hours for COURSES during the Winter 2013 Quarter:

MONDAY THROUGH SATURDAY
LUNCH: 11 a.m. - 2 p.m.
DINNER: 6 p.m. - 9 p.m.

Call 231.777.6610 to make a reservation.

COURSES will re-open Monday, January 14, 2013.

Great Service & Prices