

January 21, 2013

### 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 18-20, 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 19 and 20. Most will be available in their offices on February 18. Registration will be available in the Academic Center and by telephone beginning at 8 a.m. on Thursday, February 21.

Registration for summer and fall classes begins May 13.

### 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":

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

### 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, CIS106B, and NET 101 at 12 noon on Friday, January 25, 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 23. 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.**

### Do NOT 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.

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.

### Attention: Winter Quarter 2013 Potential Graduates

Winter quarter graduation applications are due **NOW**. You may submit a graduation application ONLINE at [www.baker.edu/graduation](http://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](http://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.

### EXTRA MILE AWARD

Show your appreciation to a faculty or staff member who has gone the "Extra Mile" for you by nominating that person who has made your experience at Baker College more meaningful by going beyond expectations. One winner is chosen by the students each year and presented with an award at the graduation ceremony. Past winners include Amy Seewald, Jasmine Dean, Tim Stein, Terri Rutzen, Sheila Arnouts, and Terri Fielstra.

Go to the [baker.edu](http://baker.edu) website, under Current Students, for your opportunity to submit the name of a very special faculty or staff member. You must submit your nominee by February 15.

## BUSINESS OFFICE NEWS

### TUITION REFUND POLICY

Tuition refunds are calculated based on the date the College is **notified in writing** of class withdrawal, not the last date of attendance. **Please refer to the College catalog or student handbook for refund percentages.**

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). Withdrawing from a class may result in a reduction of grants and loans and may affect future financial aid eligibility.

"If you don't know where you are going, you'll end up someplace else."

~Yogi Berra

Please check with 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.

### WHAT IS A BAKER ONECARD?

The Baker OneCard is how Baker College delivers money to students. ANY credit balance owed to you by Baker College will be handled through the Baker OneCard. It is not just for financial aid refunds.

- How do you receive money for a book you returned?
- How do you get your excess loan funds?
- Where is your refund for tuition you paid and then later dropped the class?

*The answer is your Baker OneCard.*

The Baker OneCard is not a credit card. When you go to [www.BakerOneCard.com](http://www.BakerOneCard.com) to activate the card, there are three options for delivery of your funds. First, you may choose to have the funds sent to another bank account. Second, you may request funds be sent to you by paper check via US Mail. The third option is to create a OneAccount.

The OneAccount can be used for fee-free banking. You may access your funds through the ATM located outside the Baker College Bookstore. If you establish a OneAccount, the Baker OneCard may be used to "swipe and sign" for purchases at most retailers. There are fees for PIN-based transactions and some services. Please see a complete list of banking fees at [www.BakerOneCard.com](http://www.BakerOneCard.com).

The OneAccount **PREMIER** is an enhanced account which has monthly fees and is NOT considered "fee-free banking" like the basic OneAccount. It is designed for students who plan to make their own deposits to the account (in addition to any Baker refunds) and use the account for their primary banking needs. A monthly fee is charged.

Whichever option you choose, remember to activate your Baker OneCard as soon as it is received. Assistance is always available in the Business Office.

### WINTER INVOICES

Invoices for Winter quarter charges were sent electronically the week of January 14. Your invoice is ready for viewing and printing from the Baker website at <https://carina.baker.edu/solar>. Sign in with your current user ID and password to access the invoice. Please contact the Business Office if you have questions about obtaining your invoice or how to make payments on your account.

## Library Learning Connection

Fall 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.

Frustrated with the grade on your first essay?

Schedule an appointment with the Writing Center today!



Check out our calculator workshops Week 3.

Come visit the LLC for details on where and when!



**STUDY TIP:** STUDY ACCORDING TO YOUR LEARNING STYLE. LISTEN TO MUSIC, CREATE A GAME, RECORD YOUR CHAPTER AND LISTEN TO IT WHILE YOU WALK.

### Library Learning Center Resources

ODLLOSENI ZAGAME  
MKZ WEXCELWDV MGS  
DATABASESTYRNET  
POWERPOINTS IONA  
CEHWQDS CRVTDBWF  
DONKXHVZANXSSJF  
AHMKSCTDIVSGEOV  
DDAPUARRS NCOVUY  
KGHXUEPEUVGHR RN  
HJYZSTFWDVW PENZ  
SGQABJE COI OOS AX  
KNMJ XESRCBBIELD  
ODSKOOBESDLLRSW  
OWVKSREPAPS WENI  
BTVEGNI ROTUTQIF

BOOKS  
CDS  
COMPUTERS  
CREDIBLE  
DATABASES  
DVDS  
EBOOKS  
EXCEL  
JOURNALS  
MAGAZINES  
NEWSPAPERS  
POWERPOINT  
PRINTING  
RESERVES  
STAFF  
TUTORING  
WORD

**ASK US**

Questions? <http://askus.baker.edu/>

**Reminder:** You are responsible for payment of your balance due. However, if a parent, employer, friend or some other awesome person is paying your Winter balance, be sure to give them the above information.

It is important to be aware of your account balance. A \$30 finance charge will be applied to all unpaid accounts on February 22.

### ATTENTION ALL HUMAN SERVICE STUDENTS!

Are you planning a Spring Quarter Internship? You must contact Internship Coordinator Rich Nelson **NO LATER THAN FRIDAY, 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](mailto:rich.nelson@baker.edu) by the deadline!

## CALENDAR OF EVENTS

Wednesday, January 23  
11:30 a.m.—5:15 p.m., Gymnasium

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

Thursday, February 14  
**VALENTINE'S DAY**

### COMING EVENTS . . .

**Monday—Wednesday,  
February 18—20**  
**Academic Advising and  
Registration for Spring Classes  
in the Student Center**



### Know Your Staff—Patty Carnes

Patty Carnes began working as an Admissions Advisor at Baker College of Muskegon in April of 2012. As an Admissions Advisor, Ms. Carnes helps new students make the transition from where they are now, whether it is high school, an unfulfilling job, or unemployment due to lack of skills, to where they want to be which is successful in challenging and rewarding careers. Her days are spent meeting with students and empowering them to set goals for a better future. Baker College provides the quality higher education and training the students need in today's world.

Ms. Carnes understands firsthand the power of what we do at Baker. She

### VITA—FREE TAX PREPARATION

Baker College Instructor Ann Klomp is the contact person at Baker College regarding VITA (Volunteer Income Tax Assistance). You can contact Ms. Klomp at [ann.klomp@baker.edu](mailto:ann.klomp@baker.edu) for the following:

- Inquire on how to become a VITA Volunteer—volunteers serve in many functions.
- Use the VITA service to file your taxes this year.

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

Friday, March 1  
Keyboarding Waiver Tests, 12 p.m., T107

March 16—*Winter Quarter Ends*  
(*Spring Break!*)

Wednesday, March 27  
• Keyboarding Waiver Tests, 12 & 5 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 29 (*during Spring Break!*)  
**GOOD FRIDAY—COLLEGE CLOSED**

Sunday, March 31  
**EASTER**

graduated from Baker College of Muskegon in 2006 with her Associate of Business Degree in Accounting/Management and again from Baker College Online in 2011 with her Bachelor of Business Administration Degree. The training she received here transformed her from a frustrated, unskilled worker to a confident professional with so much to offer employers.

Prior to finding her place in the Admissions Department, Ms. Carnes worked most recently as an auto claims adjuster for an insurance company in Grand Rapids and before that she held positions in accounting and management. Ms. Carnes says her success is the product of hard work and perseverance for a better future and that kind of success is her goal for the students she meets every day.

Ms. Carnes is married with two children and lives in Whitehall. She loves cooking and camping.

## BAKER COLLEGE OF MUSKEGON HEALTH SCIENCES CAREER DAY

**Friday, February 22, 2013**  
Muskegon Campus Gymnasium  
9:00 a.m. – 11:30 a.m.

Exclusive to Baker College students and graduates.

**All majors are welcome.**

### **Network with employers and discuss...**

Career Options, Internships/Externships, Employment, 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.

### **Visit Career Services...**

Pick up a current list of registered employers with company website links.  
Have your resume critiqued.

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

## MEETINGS & ACTIVITIES

- **YOUTH LEADERSHIP GROUP MEETING** ~ The Youth Leadership Group is sponsored by the internationally-renowned Toastmasters organization. Our purpose is to sharpen communication and leadership skills. Our group also provides excellent opportunities for networking, and participation looks great on a resume. We meet every Tuesday from 4:30-5:30 p.m. in the West End Conference Room (WE104) - one door north of the West End Fitness Center. Refreshments provided.
- **ADOBE USER GROUP MEETING** ~ The Adobe User Group will be meeting on Tuesday, February 12, at 3 p.m. in Room T103 (the Graphics Lab). Andy Maciejewski, a partner at Revel, will be speaking to the group about DSLR Video Production.
- **GAY/STRAIGHT ALLIANCE OF BAKER COLLEGE (GSA)** ~ The GSA 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 Maggie Foster and Tracie Webb. The GSA promotes a welcoming and safe environment for all students.
- **BAKER COLLEGE ORGANIZATION OF HUMAN SERVICE (BCOHS)** ~ Sunday meeting dates are February 10, March 10, & April 14, at 4—5 :30 p.m., held in West End Room 104.

## From the Desk of the Bookstore Manager

My name is Amy Bodbyl-Mast and I am the Bookstore Manager at Baker College. On behalf of the entire Four Corners Bookstore staff, let me take this opportunity to say "Hello!" The Four Corners Bookstore staff is here to provide you with a convenient source for textbooks, educational resources, office supplies and Baker College clothing and gifts. Many students have the same questions for us at the Bookstore:



### How do I know what books I will need?

**How much will they cost?** You can find required textbook and supplies information prior to registration. Visit the STAR system at [www.baker.edu](http://www.baker.edu) to view the Required Books Inquiry link for book and supplies information and estimated prices.

**Can I get USED books?** Yes! You can purchase books and supplies at least 2 weeks prior to the start of each quarter. Check the Bookstore web page for details at [muskegon.baker.edu/bookstore](http://muskegon.baker.edu/bookstore). The best time to purchase your books is within the first week of textbook sales for the biggest selection of USED textbooks!

**Can I RENT my books?** Yes! Each quarter, the Bookstore selects a number of bestselling textbooks from a variety of classes to RENT. Students can save up to **75% off** the cost of a new textbook.

**Reminder:** A rental textbook **MUST** be kept in good condition (no water damage, no torn pages/covers, minimal highlighting) and **MUST** be returned before the end of each quarter.

**What if the Bookstore doesn't have what I'm looking for?** The Bookstore will work with you to special order merchandise not currently stocked. A special order can be filled in as soon as 1-3 days! Just stop in and ask a bookseller!

### What if I buy a book (or educational supply) that I don't need?

Keep your receipt! You are able to return a book through **WEEK 2** of the quarter. Be sure to keep your merchandise in good condition.

**When can I sell my books back?** The Bookstore hosts a buyback during the **last week of each quarter** giving students the opportunity to sell back books for cash. Watch for additional buybacks during the quarter, too!

**How do I get books for my online classes?** The Four Corners Bookstore does not stock books for online classes. Students can order books for online classes directly from the Online Bookstore at 800-339-9879, [bookstore@baker.edu](mailto:bookstore@baker.edu).

**What are the Bookstore hours?** The Bookstore is open regularly scheduled hours throughout each quarter, and extended hours during book sales and buyback. Check the Bookstore web page for details at [muskegon.baker.edu/bookstore](http://muskegon.baker.edu/bookstore).

Remember, we are here as a service for you. Call the Four Corners Bookstore at 231-777-5340 or send an email to [bookstore-mu@baker.edu](mailto:bookstore-mu@baker.edu) with any questions or concerns.

## SCHOLARSHIP AVAILABLE

Mass Mutual has a multicultural scholarship offering \$150,000 in funds to high-achieving students across the country. Some of the eligibility criteria are:

- Open to those students of African-American, Asian/Pacific Islander, or Hispanic descent;
- Proof of citizenship; and
- A minimum GPA of 3.0.

The scholarship application is available from January 3 – May 3, 2013. Students can apply online at [www.act.org/massmutual](http://www.act.org/massmutual).

## 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, 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/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"

SAVE TIME

SAVE TIME

\*\*\*\* Contact the helpdesk at 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.

## FOUR CORNERS BOOKSTORE

### Winter Quarter Hours Weeks 3 - 10 (January 21 – March 15)

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

Monday – Thursday  
8 a.m. to 6 p.m.  
Friday — CLOSED

## Welcome New Baker Faculty—Winter 2013

### BUSINESS, TECHNOLOGY, AND ENGINEERING PROGRAMS

James Johnson, Luke Vanica

### EDUCATION & HUMAN SERVICES

Mark Apman, Heidi Reister

### CULINARY ARTS

Andrew Eggert

### HEALTH SCIENCES

Carla Calabro

### DEVELOPMENTAL AND GENERAL EDUCATION

Angela Prins, Nate Robrahn