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### President's Corner

On behalf of all of the faculty and staff at Baker College of Auburn Hills (BCAH), I want to welcome all of our students to campus for fall 2014. Whether you are first time student, returning student from spring or summer, or a reentry student from some previous quarter we are all very pleased that you have chosen Baker College of Auburn Hills. We are committed to making your educational experience as successful as possible. Each and every one of the over 350 employees at BCAH is here to assist you in some way – please don't hesitate to let us know how we can help.

I would like to congratulate former Campus President, Mr. Jeff Love on his retirement from Baker College effective August 31, 2014. Mr. Love started at Baker College in 1968 at our Flint campus location and served an impressive 46 years with the same organization. He was selected as the campus president at BCAH in 1995 when the campus enrollment was only 700 students. Much of what the campus is today is due in large part to Mr. Love's outstanding and dedicated leadership. We are very fortunate that he has agreed to stay on in his retirement and do some teaching for the College.

*(President's Corner continued on page 1)*

### Career Services

**Are you ready for your internship or externship?**

If you have completed at least 75 percent of your courses including ENG102, please contact Career Services to determine if you are eligible to complete your work experience internship/externship.

**Career Services: (248) 276-8216**



## President's Corner (continued)

As the new campus president, I am pleased to be returning to Baker College of Auburn Hills (BCAH). I previously held positions of faculty member, dean, and Vice President for Academics at BCAH. For the last six years I have been campus president at Baker College of Owosso. I was born and raised in Oakland County and am enormously pleased to be back on my "home" campus! My educational background includes a bachelor's degree in accounting, a master's degree in business administration, masters in education, and a doctorate degree in educational leadership. My first professional career was in public accounting and I continue to hold a CPA credential. I believe strongly in the mission of Baker College and our ability to positively impact student lives through our career-focused education and training.

I look forward to seeing you on campus! I can be reached at [pete.karsten@baker.edu](mailto:pete.karsten@baker.edu).

Have a great fall quarter!

Dr. Pete Karsten, CPA  
Campus President



## WELCOME ABOARD!

The Auburn Hills campus is pleased to welcome aboard these instructors this fall. Also, a warm "welcome back" to returning, veteran instructors Dr. Sue Cathcart, Tina Karsten and Jeff Love.

- |                   |                   |                   |
|-------------------|-------------------|-------------------|
| Eesam Arabbo      | Brenda Guinan     | Eileen Palazzolo  |
| Keri Bell         | Daniel Hassett    | Katrina Palushaj  |
| Amanda Bladzick   | Stefanie Hopson   | Kristin Patterson |
| Kathie Carruth    | Gia Huff Michael  | Cynthia Praet     |
| Daniel Dean       | Jasinski          | Lynn Szykiel      |
| Jenny Dennings    | Karen Kane        | Rondrell Taylor   |
| Isra El-beshir    | Natalie Kohout    | Gordon Thorsby    |
| Dr. David Fausone | Elise Leonard     | Jessica Topor     |
| Laurie Ferris     | Kenya Martin      | Nina Uppal        |
| Stacey Gasparovic | Valerie Martin    | Tracy Vaden       |
| Toni Giglio       | Tiffany McInerney | Jeffrey Way       |
| James Giordano    | Dr. Marian Mety   |                   |

## The Auburn Hills Campus Bookstore hours:

*Come in We're*  
**OPEN**

### Week 1

Monday-Thursday 8:30 am - 6:30 pm  
Friday 8:30 am - 5:00 pm  
Saturday 8:30 am - 1:30 pm

### Week 2

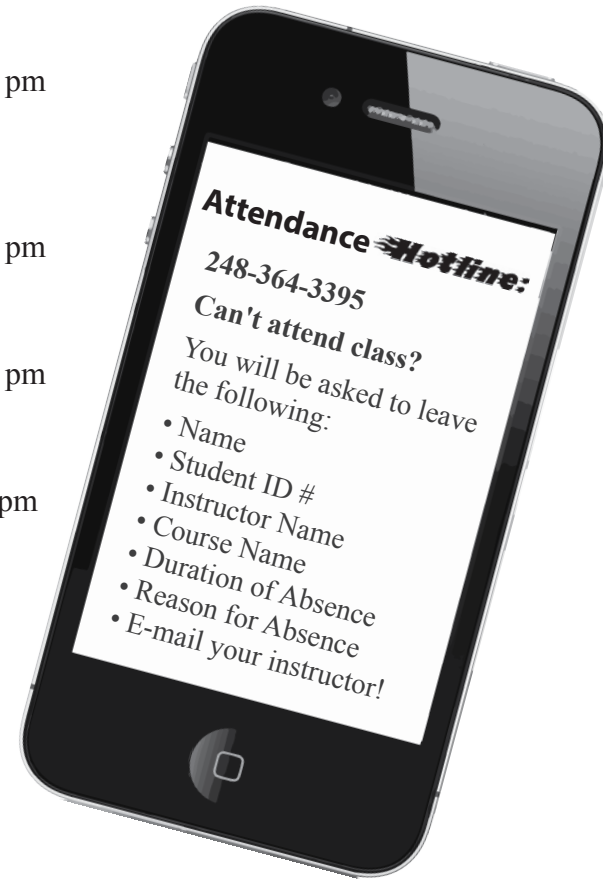
Monday-Thursday 8:30 am - 6:00 pm  
Friday 8:30 am - 5:00 pm

### Weeks 3-10

Monday-Thursday 8:30 am - 6:00 pm  
Friday Closed

### Week 6

Monday-Thursday 8:30am - 6:00pm  
Friday Closed  
Saturday 8:30 am – 1:00 pm



## School Closing Information

Please keep this information about canceling classes at Baker College of Auburn Hills with you at all times! **Day classes will be canceled by 7:30 am, and evening classes will be canceled by 4:30 pm.**

1. Students and staff should check <http://auburnhills.baker.edu> for up-to-date information.
2. 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.
3. The following news organizations will be notified if classes are canceled. There is limited information that we can provide, so please check our website at <http://auburnhills.baker.edu> for more details.

- WJR 760AM - Radio
- FOX - TV channel 2
- WDIV - TV channel 4
- WXYZ - TV channel 7

4. **Do not assume that both day and evening classes will be canceled.** Please check the website and the news organizations to verify which classes are canceled.

5. Please call only the **campus weather line at 248-276-4580** to inquire if classes are canceled. You can also check Auburn Hills information on the news organizations listed above.

6. Remember, drive safely when there is snow or ice on the ground.



## Business Office and Financial Aid have merged to become **Financial Services (248) 276-8211 located in Room 203.**

For Fall Quarter 2014, eligible financial aid funds (including student loans) will be applied to student accounts beginning on October 13 (the Monday following the census date). Before funds can be applied to your account, you must meet the federal requirements (i.e. attendance, minimum registered hours, etc.). **Refunds will be issued weekly on Tuesdays (beginning October 14) instead of Fridays in order to accommodate more students.**

- Effective Fall Quarter 2014 for students awarded the Baker College Grant (BCG) or BCRS Merit Award: These funds will not be applied until November 10, 2014. The amount that will be applied to your account is based on your enrollment status at that time. Withdrawals will reduce the amount of funds you will receive.
- New students who are receiving their first student loan, the earliest date your loan funds can be applied to your account is November 3, 2014. This date may vary based on your class schedule.
- Federal regulations require that loans for a single quarter be paid in two disbursements. To qualify for the second disbursement, students must be registered at least half time and have attendance after the midpoint of the loan period. You will receive an email when loan funds have been applied to your account.
- Financial aid funds must be **applied to your account** to be eligible for a refund. Pell grant, one quarter loans, BCG and BCRS awards can affect the amount that you receive and when you receive a refund. You could have multiple refunds.
- Refunds are generally available by 5 pm EST. Higher One will send an email when credit is available on the Baker One card.
- If you receive a refund, please understand that it is contingent upon your attendance in all of your fall quarter classes. If you do not attend or if you withdraw from any classes, your financial aid eligibility may be impacted. This may result in a loss of financial aid and a balance due to the College. Please contact your campus Financial Services Office prior to withdrawing from classes.

The fall quarter Census Date is October 7, 2014. This Census Date is used to determine your enrollment status for Pell Grant awarding. Visit our Census Date website (<http://www.baker.edu/departments/finaid/census-date/>) for more details on how this may impact your awards.

Use the STAR system (<https://carina.baker.edu/solar>) to view the status of your financial aid and for the following:

- Determine if documents are needed
- View your financial aid awards
- Complete your MPN and entrance loan counseling (visit [www.baker.edu/loans](http://www.baker.edu/loans) for more details on this process)
- See if your financial aid has been applied to your account
- Determine if a refund has been applied to your Higher One card

### Single Quarter Only Loans

Remember they disburse twice during the quarter! 2nd disbursement is calculated after the midway point of the quarter.

### Preferred Email

Is your preferred email updated in *Solar System*? Be sure we can contact you by your correct email address. Updates can be done through the *Solar System*.

Go to Contact Information, and select. The next screen is the Edit screen. Select the area to update, change it and submit. Voila! Your new information is saved.



### Thinking of Withdrawing?

**Don't just stop attending! You could owe. Absenteeism does NOT reduce financial obligation. There may be significant financial consequences.** To avoid the potential consequences, please meet with your Academic Advisor and Financial Service staff (203)

### Loan Refund Tuesday

Higher One will send you a notification via text or email when your refund is available.

## Financial Services

### Baker OneCard Problems

For immediate assistance: Just pick up the red phone! Go to the computer kiosk in the Atrium, pick up the red phone, and a Higher One representative will assist you. Or call 877-266-9097.



### Official Notification Date

The official notice date is the date the drop/withdrawal form is turned in to your Academic Advisor, the postmarked date of the letter sent to your Advisor, the date the fax was sent, or the date of notice of withdrawal by the College. **Tuition refund policy** is based on the official notice date and enrollment period.

**NOTE: Absenteeism or failure to begin a class does not reduce a student's financial obligation.** 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 class begins.

### 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 7 days of the enrollment period and before the 15th day of the enrollment period.

**No Refund** - If official notice date is **after** the 14th day of the enrollment period.



### Fall Tuition Due

**Tuition is due November 7, 2014.** Payment plans are available. Let us help you! A \$50 finance charge will be added to any balance not paid by the due date.

Contact Financial Services at 248-276-8211 with any questions.



## LPN to ADN Ladder Nursing Program

Baker College of Auburn Hills  
Application Process Fall 2014

### PLEASE READ ALL STEPS CAREFULLY!!!!

#### Step 1

Applications will be available for pickup in the Health Science Office (Room 209) of Baker College of Auburn Hills starting the first week of the Fall 2014 Quarter (**October 2, 2014**).

Students are to pick up applications in person in the Health Science Office (Room 209) and must present two (2) pieces of picture identification when picking up and submitting an application.

The application packet includes:

- 1) An application form- to be completed by the **student**
- 2) Student information sheet- to be completed by the **student**
- 3) Clearance to Apply for Nursing Program- to be completed by **Health Science Advisor**

#### Step 2

Make an appointment with the Health Science Advisor (Health Science Office (Room 209))

- **Please call or email to schedule your appointment:** Health Science Office 248-276-8294 or Jessica.laurinec@baker.edu
- Make sure to bring your **completed** application to your appointment.
- At this appointment the following information is verified:
  - Completion of your prerequisite courses.
  - Science classes are not expired
  - B- or better in all classes
  - Verification of academic major of ADN NURL
  - Verification that official transcripts from other schools attended are on file.
  - Update personal contact information.
- If all criteria are met for application into the nursing program, you will be given a clearance ticket to take to the Learning Center to schedule your testing date and time for the Kaplan Admission test.

**\*\* Applications must be completed and returned by week 5 of the Fall QTR: (No later than 4pm October 30, 2014)**

**LATE APPLICATIONS WILL NOT BE CONSIDERED FOR REVIEW**

**REQUEST A RECEIPT WHEN DROPPING OFF YOUR APPLICATION**

### **Step 3**

#### **Scheduling the Kaplan Exams**

- Once clearance is obtained from the advisor, you may take your clearance form to the Learning Center to book your appointment for your exam.
- Availability is determined by the Director of the Learning Center. Kaplan testing for October 2014 will be announced later but will begin sometime in late October/early November

#### **Information for the Kaplan Exams**

- The Kaplan Admission test is required for all students entering the professional track for their programs and may only be taken once per each application.
- Kaplan exams can be taken every 6 months or the next application period for this campus.
- If you have taken the Kaplan within the past six months at another campus, you will need to bring a copy of the results included in your application if you want to use those test results.
- The Kaplan Admission exam will be done on the computer and each module is timed.
- The exam is approximately 90-100 questions.
- Go to the Health Science Supplement Form for information on calculation of points.

You will have a response by email whether you have been accepted or not in late November or early December followed by an official letter.

If you are accepted, there will be a mandatory nursing late November or early December.

If you did not get accepted, it is recommended for you to seek advice from the Health Science Advisor to discuss your next step and possibly initiating your Plan B. Here is her contact information:

**Jessica Laurinec**  
**Jessica.laurinec@baker.edu**  
**248-276-5524**

**PLEASE READ ALL STEPS CAREFULLY!!!!**

# Anti-Harassment Policies

## Sexual Harassment Policy

Pursuant to Baker College's policy of Equal Employment Opportunity, the College will maintain a working/educational environment for its employees/students, which is free from sexual harassment. Sexual harassment is illegal and against the policies of this College.

Sexual harassment involves (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment/education, or (b) making submission to or rejection of such conduct the basis for employment/educational decisions, or (c) creating an intimidating, offensive, or hostile working/educational environment by such conduct.

The following are examples of sexual harassment:

**Verbal:** Sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions.

**Nonverbal:** Making suggestive or insulting noises, leering, whistling, or making obscene gestures.

**Physical:** Touching, pinching, brushing the body, coercing sexual intercourse, or assault.

Employees/students who believe that they have been the subjects of sexual harassment should report the alleged conduct immediately to: Dr. Dana Clark, Vice-President of Human Resources, 1050 West Bristol Road, Flint, MI 48507, (810) 766-4028 or [dana.clark.@baker.edu](mailto:dana.clark.@baker.edu).

An investigation of any complaint will be undertaken immediately. The investigation and its results will remain confidential, to the extent possible.

Any employee/student found by the College to have sexually harassed another employee/student may be subject to appropriate disciplinary sanctions ranging from a warning in his or her file, up to and including termination/expulsion.

Retaliating or discriminating against an employee/student for complaining about sexual harassment or participating in an investigation is prohibited.

The College recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received. The College also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all employees/students will continue to act in a responsible and professional manner to establish a pleasant working/educational environment free of discrimination and harassment.

Individuals who wish to file a complaint should complete the Baker College Complaint/Grievance Form.





# Anti-Harassment Policies

## Anti-Bullying/Harassment Policy

It is the policy of Baker College to provide a safe environment for its employees and students. This policy is intended to protect employees and students from bullying and/or aggressive behavior. Bullying is defined as repeated, abusive conduct that causes intentional physical or emotional harm to the target and often involves an imbalance of power between the bully and the victim, which may involve a gesture or a written, verbal, social, graphic, or physical act.

Baker prohibits any form of bullying or harassment. This prohibition includes written, physical, verbal and psychological abuse, including hazing, gestures, comments, threats, or actions which cause, or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Bullying is not the same as teasing, but repeated, harmful teasing is a form of bullying. Constant undue criticism, work sabotage, and glaring are all potential examples of bullying tactics.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims. Bullying or harassment creates conditions that undermine the ability of individuals to achieve their full potential.

The following are examples of bullying or harassment:

**Verbal bullying:** Repeated comments made to or about a person by one or more people. These comments can include name-calling, intimidation, and humiliation tactics. Verbal bullying often happens when an imbalance of power exists between the bully and the bullied person, but sometimes the goal is to create this imbalance. When bullying creates a hostile environment and is based on a protected category, it could rise to the level of unlawful harassment.

**Physical bullying:** Repeated physically aggressive actions toward a recipient. Some forms of physical bullying constitute assault, battery, or false imprisonment. Even if no one complains, bullying may be occurring.

**Social bullying:** Harming a person socially, often resulting in social isolation of the victim. Examples of social bullying include spreading rumors, staring and laughing, or shunning.

**Cyberbullying:** Using digital means such as the Internet, social media, cell phones, or other electronic devices to bully someone.

**Other:** Bringing or threatening to bring baseless legal actions against someone to control or punish them.

Employees/students who believe that they have been the subjects of bullying or harassment should report the alleged conduct immediately to the campus Chief Academic Officer/Vice President for Academics.

An investigation of all complaints will be undertaken immediately. The investigation and its results will remain confidential, to the extent possible.

Any employee/student found by the College to have bullied or harassed another employee/student may be subject to appropriate disciplinary sanctions ranging from a warning in his or her file, up to and including termination/expulsion.

Retaliating or discriminating against an employee/student for complaining about bullying, harassment, or participating in an investigation is prohibited.

The College recognizes that the issue of whether bullying or harassment has occurred requires a factual determination based on all the evidence received. The College also recognizes that false accusations of bullying or harassment can have serious effects on innocent men and women. We trust that all employees/students will continue to act in a responsible and professional manner to establish a pleasant working/educational environment free of discrimination.

Individuals who wish to file a complaint should complete the Baker College Complaint/Grievance Form.

# Equal Opportunity Policy

## Policy Statement

It is the policy of Baker College not to discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information or other protected characteristic in providing and the administration of educational programs, services, activities, and employment, or recruitment. Inquiries regarding this policy can be directed to Dr. Dana Clark, 1050 West Bristol Road, Flint, MI 48507, (810) 766-4028, e-mail at [dana.clark@baker.edu](mailto:dana.clark@baker.edu).

The College declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination, where applicable, in the provision of educational services to the public. The College will make all decisions regarding recruitment without discrimination on grounds of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, other protected characteristic which cannot lawfully be the basis for an admissions/employment decision. The College reaffirms its policy of administering all of its educational programs and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, or other protected characteristic which cannot be lawfully the basis for the administration of such services.

Baker College commits itself to a program of Affirmative Action/Equal Employment Opportunity, set forth herein, to encourage the application of veterans, minority, disabled and women students, to identify and eliminate the effects of any past discrimination in the provision of educational procedures which will assure equal treatment and equal access to the facilities and educational benefits of the institution to all students, as required by law. Further, the College takes affirmative action to employ, promote, and otherwise treat qualified individuals with disabilities, disabled veterans and Vietnam Era veterans without regard to either their disability or status. This policy shall apply in the following areas: admissions, student educational opportunities and services, employment, promotion, demotion or transfer, layoff, termination, compensation, and selection for training programs.

The College reaffirms its policy of nondiscrimination, on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information or other protected characteristic, in the provision of all services provided to members of the public by facilities under control of the College.

Baker College commits itself to a continuing program to assure that unlawful discrimination does not occur in the services it renders to the public, and that those sectors of the public most affected by this policy be kept informed of its content.

## **Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (ADA) and Americans with Disabilities Act Amendments Act of 2008 (ADAAA)**

Baker College is committed to the implementation of regulations from Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008, as they apply to persons with disabilities in the following ways: all new facilities are barrier free; programs, classes, and activities in existing facilities are made accessible to persons with disabilities; reasonable and appropriate adjustments and accommodations are made to ensure full educational opportunity for students with disabilities; and auxiliary aids and services, when necessary, are provided in a timely manner to afford an individual with a disability an equal opportunity to effectively participate in, and enjoy the benefits of, a service, program, course, or activity conducted by the College.

A postsecondary student with a disability who is in need of auxiliary aids is obligated to provide notice of the nature of the disabling condition to the College's Academic Counseling/Advising Office and to assist the College in identifying appropriate and effective auxiliary aids. The student must identify the need and give adequate notice of the need. In response to a request for auxiliary aids, the College will require from the student supporting diagnostic test results and professional prescriptions for auxiliary aids.

## Grievance Procedure for Complaints

If any person believes that BAKER COLLEGE has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), or the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), he/she may follow any one of the following complaints procedures available to them:

### SECTION I

The person who believes that BAKER COLLEGE has inadequately applied the requirements of the law may bring forward a grievance to the Equal Employment Opportunity/Affirmative Action /ADA Officer, Dr. Dana Clark, at 1050 West Bristol Road, Flint, MI 48507, (810) 766-4028, e-mail at [dana.clark@baker.edu](mailto:dana.clark@baker.edu).

### SECTION II

The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the campus chief academic officer, who shall function as the designated campus EEO/AA/ADA Officer. The campus chief academic officer shall in turn investigate the complaint and reply with an answer to the complainant. He/she may initiate formal procedures according to the following steps:

#### STEP 1

A written statement of the grievance signed by the complainant shall be submitted to the campus chief academic officer, within five (5) business days of receipt of a response to the informal complaint. The campus chief academic officer shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

#### STEP 2

If the complainant wishes to appeal the decision of the campus chief academic officer, he/she may submit a signed statement of appeal to the campus president within five (5) business days after receipt of the campus chief academic officer's response. The campus president shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

### SECTION III

A grievance or inquiry may be made at any time to the Office for Civil Rights Region V, Department of Education, Room 700C 7th Floor, 401 South State Street, Chicago, IL 60605-1202.

\* The campus chief academic officer, will provide a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure on request. A copy of each of the acts and regulations on which this notice is based may be found in the campus chief academic officer's office.

