

Winter 2015 Registration

Student Center • 8:00am - 8:00pm

Monday, November 10, 2014
30+ credit hours

Tuesday, November 11, 2014
13+ credit hours

Wednesday, November 12, 2014
Open Registration

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 our Career Services staff to determine if you are eligible to complete your work experience internship/externship.

Career Services: (248) 276-8216



POP INTO REGISTRATION WINTER 2015

Now is the time to start thinking about **REGISTERING** for winter classes. Winter 2015 registration begins **November 10, 2014** in the Student Center. Students will be eligible to register based on the number of hours already earned. The breakdown is as follows:

Monday, November 10 - students who have earned more than 30 credit hours

Tuesday, November 11 - students who have earned more than 13 credit hours

Wednesday, November 12 - any returning student can register

Registration will take place in the **STUDENT CENTER** at posted times. Staff from Academics and Financial Services will be available to assist you during the following times:

Monday, November 10 **8:00am – 8:00pm**

Tuesday, November 11 **8:00am – 8:00pm**

Wednesday, November 12 **8:00am – 8:00pm**

Make sure to register early to assure yourself a seat in the classes that you need to successfully complete your program. **REGISTER NOW!!!!!!!!!!**

***After November 12, 2014, you will be able register for classes in room 204.

Pre- Registration

Pre- Registration for Winter 2015 in Room 204 - November 3-8, 2014

Schedule information for the winter quarter will be available on November 3, 2014. Beginning on November 3, 2014, you have a great opportunity to meet one on one with your Academic Advisor to get assistance in selecting your classes. You can also fill out your registration card and bring it to registration that takes place in the Student Center on November 10.



Academic Advisors on the Move!

As of Monday, October 20, 2014, all **Academic Advisors will be located in room 204**. This decision was made based on feedback from the Advisors, the staff, and the students. The Advisors can be reached by calling 248-276-8224 or by sending an email (preferred by Advisors). Please also note on weeks 0, 1, 6, and 7, students are only seen on a walk-in basis. During the other weeks, appointments are preferred.

Please see below for the contact information for your Advisor.

- Chip Evans (chip.evans@baker.edu) – Technology (Office is located in the Library)
- Patricia Gulley (patricia.gulley@baker.edu)– Business Administration
- Jessica Laurinec (jessica.laurinec@baker.edu) – Health Sciences
- Michelle McClure (michelle.mcclure@baker.edu)– Criminal Justice, Early Childhood Education, Education through EDU200, Human Services, Interpreter Training
- Sara Molloy (sara.molloy@baker.edu) – Generalist

If you have any questions, please do not hesitate to contact Chip Evans at 248-276-8241.

Mental Health First Aid Training

Contact Steve Percival if you are interested in attending an eight hour class offered by the Campus Safety office through Common Ground.

The class will deal with giving the attendees a better understanding of the issues the Mental Health industry faces today. It is also designed to train participants in the appropriate and effective methods in dealing with and

assisting those who suffer from mental health conditions. Class size is limited so send your request ASAP to sperci02@baker.edu. Once the class dates are formalized (depending on the number of participants), Steve will contact potential participants and relay this information.



Campus Safety

Each year the Campus Safety department gathers statistics and publishes a report that identifies policies, criminal statistics, and self-help initiatives to help the campus community stay safe. The new **Annual Security Report** (for the 2013 calendar year) is now published and available by going to: <https://www.baker.edu/media/ckfinder/files/Security-Report-AH.pdf>.

The Campus Safety department keeps a **Crime Log** at the front counter in the Campus Safety Office. We encourage all campus community members to be aware of their surroundings and to take steps to keep themselves safe while on campus. One way of doing this is to understand what and where criminal activities may have occurring on campus and taking steps to stay alert and vigilant. Students and staff may stop by the Campus Safety office anytime to review the log and ask the Campus Safety personnel questions concerning steps to staying safe.



The Auburn Hills Campus Library hours:



Starting the week of October 27th, the Library will now be open the following hours for the remainder of the Fall 2014 Quarter:

Monday 9:00am - 9:00pm
Tuesday 9:00am - 9:00pm
Wednesday 9:30am - 9:00pm
Thursday 9:00am - 9:00pm
Friday 9:00am - 8:00pm
Saturday 8:30am - 1:00pm

The Auburn Hills Campus Bookstore hours:

Weeks 5-10

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



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 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 (room 203)

Loan Refund Tuesday

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

Financial Services



Fall Tuition Due

Tuition is due November 7, 2014. **Before registering for Winter quarter, Fall and ALL past due balances must be paid in full. Check account balance via the *Star System* to ensure you can register.** 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.

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.

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.



Attendance Hotline

248-364-3395

Can't attend class?

You will be asked to leave the following:

- Name
- Student ID #
- Instructor Name
- Course Name
- Duration of Absence
- Reason for Absence
- E-mail your instructor!

Also, do not forget to e-mail your instructor!



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.

