




Summer and Fall 2014 Registration

Student Center • 8:00am - 8:00pm

Monday, May 19 • 30+ credit hours

Tuesday, May 20 • 13+ credit hours

Wednesday, May 21 • Open Registration



Week 6 - Meet with Advisors in Atrium
8:30am - 1:30pm
4:30pm - 6:00pm

Summer and Fall 2014 Registration

Now is the time to start thinking about Registering for summer and fall classes. Summer and fall registration begins May 19, 2014. Students will be eligible to register based on the number of hours already earned.

The breakdown is as follows:

Monday, May 19 - students who have earned more than 30 credit hours

Tuesday, May 20 - students who have earned more than 13 credit hours

Wednesday, May 21 - any returning student can register

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

Monday, May 19 8:00am – 8:00pm

Tuesday, May 20 8:00am – 8:00pm

Wednesday, May 21 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 May 21, 2104, you will be able register for classes in the Academic Office.

Advising for Summer and Fall 2014

May 12-15, 2014

Week 6 – Meet with Advisors in Atrium

8:30am – 1:30pm

4:30pm – 6:00pm

*NOTE – Courses selected during week 6 will not be registered until week 7 based on student's credit hours earned and are not guaranteed to be available.

Graduation

All students who anticipate successful completion of their program course requirements for a degree, diploma, or certificate at the end of the Spring 2014 quarter or Summer 2014 quarter, must complete an application for graduation audit form. Graduation packets are available online at: www.baker.edu/graduation



Baker College Virtual Career Fair

May 8, 2014 - Join this Live online event!

REGISTER NOW at CareerEco.com/Events/Baker * LEARN MORE *
All Majors invited: Undergraduate & Graduate Students, plus Alumni
Full-time, Internship, & Co-op positions. Attend the Fair from Anywhere.
It's easy & efficient!

Career Services

Fall 2014 Internship Orientation



Tuesday, July 8, 2014

5:15pm-6:15pm

Thursday, July 10, 2014

10:00am-11:00am

Saturday, July 12, 2014

9:00am-10:00am

All students receive an email to inform them of mandatory meetings for summer internships and externships. It includes an attachment, the Internship Orientation Ticket, which must be signed by an Academic Advisor or Program Chair. The signature confirms they are academically ready for an internship and the ticket must be brought to the orientation. The meetings take place in the Tech Building lobby.

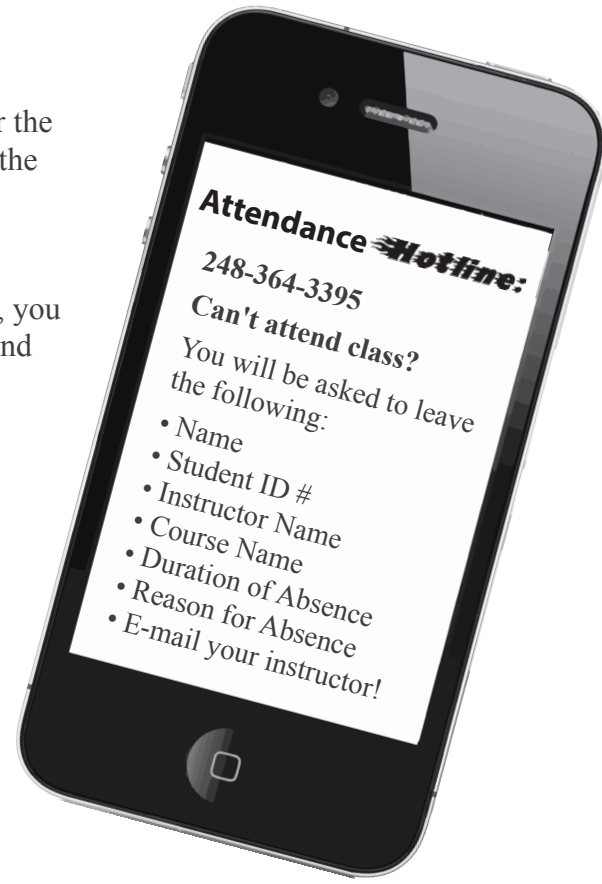
Only those students that meet the internship eligibility requirements (see step plan/rotation schedule) must attend a meeting. After this opportunity, then self-placement will be the only option for the student.

Career Services: 248-276-8216





Now that it is spring (according to the calendar!), we will be on the lookout for the severe weather that sometimes occurs. In the event of severe weather or tornado watches/warnings, we will be closely monitoring the various weather channels for up-to-the-minute forecasts. If a severe storm or tornado is imminent, you will be asked to move to the lower level hallways and wait for the all-clear signal from our campus safety officers. We have appreciated everyone's calm cooperation during past weather emergencies and encourage you to help us in the future, should the need arise.



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.

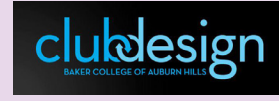
6. Remember, drive safely when there is snow or ice on the ground.



Student Club Events



AMERICAN
SOCIETY OF
INTERIOR
DESIGNERS



PARALEGAL
CLUB

Mother's Day Craft Sale

May 6 and 7
8:00am-8:00pm
Atrium



Human Services

Accessories "Silent Auction"

May 28th and 29th Atrium

10:00am-2:00pm & 5:00pm-8:00pm

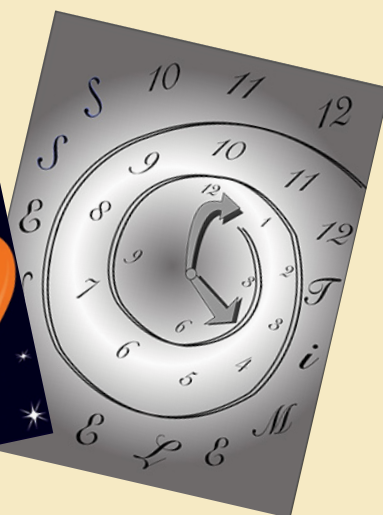


2014 Expressions Graphics Winners Are...

The winning cover design and divider page designs for Expressions 2014 have been selected. We have so many talented designers at Baker that selecting just one winner in each category was difficult, so we used as many of the designs submitted as possible throughout the publication. Many thanks to everyone who participated in the contest this year.

The winning cover design was submitted by Erin Hiltz. Erin will receive a \$50 gift certificate to the Baker Bookstore. The divider page winners are as follows:

Past – Amy Kloviski; Present – Zachary Keebaugh; Future – Erin Hiltz; Timelessness – Alyson Clemons. Each of these students will receive a \$35 gift certificate to the Baker Bookstore. Congratulations to all the design winners! Expressions 2014 will be available to purchase week 6 in the Baker Library for \$5. They make great gifts for friends and family!



Art Show

Baker College of Auburn Hills is holding its Annual Student/Faculty/Staff Art Show. It is open to all Baker employees and their families. We would like the work to be at least matted - frames are great but sometimes too pricey. Drop off would be from Thursday May 8, 2014 thru Thursday May 15, 2014 in the library or to Ann Jacob (Tech 1). There will be forms to fill out. Work may be priced for sale or tagged Not for Sale (NFS). All media is welcome (textiles, photos, ceramics, paintings, drawings, etc...etc...etc...)

Art show opens Thursday May 15, 2014 in the Library.



Adjunct Faculty Recognition Winter 2014

Tara Taylor

Tara has been nominated by multiple students in multiple quarters including one for which she was one of the winners. From one quarter to the next, students point out Tara uses class participation and hands on activities to hone in on concepts, so that students wish to take her as an instructor again and again. One student wrote that she is clear, thorough, and provides students with a wealth of information that will be valuable for years to come. The student went on to say that the class was worth every cent that she paid for it. Another student reported that Tara surpassed her expectations and dispelled any anxiety the student had with group projects and interacting with different personalities. The same student mentioned Tara's organization, consistency, and willingness to think outside of the box. Tara's multiple writing talents also enriches the English Department, for which she teaches varied classes that range from Work Place Communications and Composition to Speech, and most recently, Creative Writing and Report Writing, where she has students writing for non-profits. In addition to being a fine classroom teacher and a team player, Tara has tutored in the Writing Center, and most recently, taken on the task of project manager, gathering literary works for the *Expressions* publication, working with Digital Media Design students and our Communication Coordinator, Nicole Leto, with gusto.

Jennifer Wilhelm

Two students in the Nursing program, who appreciate Jennifer's wealth of experience, assistance in the lab, reassurance and kindness, nominated her. Jennifer's supervisor, Sam Cook, stated that the Nursing program is honored to have Jennifer as part of their team, explaining that time and time again, she has demonstrated her expertise to organize, take initiative and complete a variety of projects, sometimes on very short notice. As examples, Sam noted that in the short time Jennifer has been with the Nursing program, she has organized and labeled all of their equipment and supplies and organized vendors, identifying where the department can purchase equipment at the most convenient and cost-effective prices. This massive inventory project has increased the program's utilization of the nursing lab. As a second example, Sam advised that Jennifer transformed the nursing lab with creative props simulating graphic body functions and assisted in making lab and simulation a part of every nursing course that has a clinical component to it. Sam confirmed that Jennifer is patient and gracious with all the students.

Craig Witter

Craig teaches a wide variety of certification courses in Computer Networking. He is always willing and able to teach any course needed - even obtaining certification in a subject to satisfy the credentials requirement for teaching the course. He has stepped in to teach classes when no one else is willing, giving up a preferred assignment in order to be of help to his Program Director, who confides that he won't let him out of his clutches.

Craig is universally respected and admired by his students, going above and beyond what's required of him as an instructor to help students resolve technical issues, whether those issues are related to coursework or not. The nominating student described him as having a great attitude, of being calm, respectful, fair, and up to date with technology and with phenomenal presentation skills. Craig's use of real life examples, his trouble shooting in the lab, and his diligence in making sure students understand concepts earn his students' admiration, as does his prompt reply to correspondence and his constant appraisal of grades.

Financial Services

The Financial Aid Office has relocated to the Business Office (ROOM 203) and we are now called Financial Services. Our new number 248-276-8211.



It is time to reapply for FAFSA 2014-2015.

Complete your 2014-2015 FAFSA application online: <http://www.fafsa.gov>

BEWARE of Websites that charge to submit your FAFSA! It's time to fill out the 2014-2015 FAFSA application!

Step 1:

- Locate your PIN# to electronically sign your FAFSA
- Request a new PIN# or retrieve a previous PIN# at www.pin.ed.gov

Step 2:

- Gather 2013 Federal tax returns & all schedules
- Gather 2013 W2(s) & year-end statements for untaxed income

Step 3:

- Access the FAFSA website: www.fafsa.gov
- List Baker College of Auburn Hills (E00466) as your first school choice
- Electronically use your PIN# to sign the FAFSA

Step 4:

- The Financial Aid office will receive your information in 3-5 business days
- Check preferred email for any messages:
 - Additional verification requests
 - Instructions on how to view Award Letter on the STAR system

Questions? finaid-ah@baker.edu or 248.276.8211

The recommended date for completing the 2014-2015 FAFSA is June 30, 2014. Students can get help submitting their FAFSA on Tuesdays, Wednesdays and Thursdays from 10:00am -11:00 and 3:00pm - 4:00pm in Financial Services.

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.



Scholarship Search Time!

Check out the bulletin board outside of the Financial Aid office. The time to search is NOW. Many scholarships have an early deadline.

Financial Services



Spring Tuition Due

Tuition is due May 10, 2014. Payment plans are available. Let us help you! A \$30 finance charge will be added to any balance not paid by the due date. Contact the Business Office at 248-276-8211 with any questions.

1098T Forms

1098T Forms are available via the Solar System: Click Star System/ Business Office/IRS 1098T Data.

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.



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, Business Office staff (203), and Financial Aid Office staff (206).

Loan Refund Friday

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

BakerOne Card 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.



Learning Support Services (LSS)



Have questions but can't make it in to see a tutor?

You can now meet with a tutor remotely via Google Hangouts! Get help from a tutor in real time from the comfort of your home via your computer, tablet, or smartphone. Contact the Learning Center for information on how to get started.

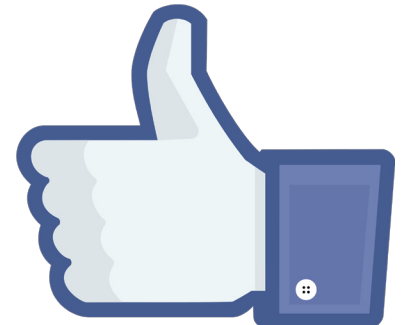
Learning Support Services Hours:

Monday-Thursday
8:00am – 9:20pm

Friday
8:00am – 8:00 pm

Saturday
8:00am – 1:00pm

Like us on
Facebook



PRINTING

AFTER YOU SEND YOUR PRINT JOB FROM THE COMPUTER:

SWIPE YOUR ID CARD

01

TOUCH THE JOB(S) YOU WISH TO PRINT

02

TOUCH START

03

TOUCH LOGOUT (OR SWIPE ID CARD AGAIN)

04

Make-up testing

Friday
8:00am – 7:00pm*

Saturday
8:00am – 1:00pm*

*Call the LSS for specific details.

Waiver Testing

Contact the LSS for a specific schedule.
248-276-8247

Contact

Chip Evans
Director
Learning Support Services
chip.evans@baker.edu

Joshua Dugas
Assistant Director
Learning Support Services
joshua.dugas@baker.edu

Do you need to print or copy something?

Don't forget your ID card!

Students will need to enter their login information for each print job they wish to send to the printer and swipe their ID cards to release the print jobs at any of the printers in the Learning Center or the Library.

Each student is allotted \$50 for the Spring Quarter for printing and copying.

Black/White = .10¢ (each side) Color = .20¢ (each side)

Go green! Save to a flash drive/USB or save on Google Drive!



Writing Center

The Writing Center at Baker College exists to meet your writing needs. Our qualified tutors are available 4 days a week by appointment. Find us across from the library, next to the bookstore. Stop in to sign up or call 248-276-5532

Weeks 7 and 10

Monday/Wednesday
11:00am - 7:00pm

Tuesday/Thursday
10:00am - 4:00pm

Weeks 5, 6, 8, and 9

Monday/Wednesday
9:00am - 7:00pm

Tuesday/Thursday
10:00am - 4:00pm

APA Workshops

APA workshops are open to students, faculty and staff from all disciplines and are done in conjunction with the Baker College Library. This workshop provides invaluable guidance on aspects of APA writing including page formatting, in-text citations, and building a reference page. Make plans to attend the next session! **Thursday, May 22, 2014 at 6:00pm to 7:30pm in room 208.**



Library Hours

Monday-Thursday
8:30am - 9:30pm

Friday
8:30am - 9:00pm

Saturday
8:30am - 1:00pm

Health Sciences Limited Enrollment Programs

2014 Spring Applications

Listed below is the 2014 schedule for obtaining application packages for the Limited Enrollment Programs. If you have additional questions, you may contact the program directors identified below.

Program / Director	Application Pick Up Date	Application Deadline Date
Dental Assisting <i>kelly.molloy@baker.edu</i>	January 20, 2014	April 25, 2014
Dental Hygiene (DHY) <i>nicole.greco@baker.edu</i>	April 11, 2014	May 9, 2014
Diagnostic Medical Sonography (DMS) <i>rita.atikian@baker.edu</i>	April 11, 2014	June 13, 2014
Echocardiography (ECT) <i>kathy.moran@baker.edu</i>	April 11, 2014	June 13, 2014
LPN to ADN Ladder Nursing <i>roberta.cook@baker.edu</i>	April 11, 2014 <i>* Students who DO NOT NEED to wait for Spring QTR grades will take the Kaplan 5/19/14 to 5/30/2014. * Students who NEED to wait for Spring QTR grades will take the Kaplan 6/16/2014 to 6/25/2014.</i>	Group 1 Applications Due 5/5/2014 Group 2 Applications Due 6/5/2014
Respiratory Care (RSC) <i>kathy.miller@baker.edu</i>	April 11, 2014	May 9, 2014
Vascular Technology (VAS) <i>angel.marshall@baker.edu</i>	April 11, 2014	June 13, 2014

ATTENTION:

You may pick up application packages in Room 209 on or after the date indicated above.

Completed applications are to be hand delivered to the front desk assistant in Room 209 by 5:00pm on the deadline date. Please request a receipt as proof of your delivery.

** 2014 Application Dates are subject to change.*

3/25/2014