



## WELCOME TO 2014!

We hope that you had a joyous holiday season, had an opportunity to get some rest, and are ready to go for the New Year! During this time of the year, most of us pause to consider the things that are most important to us - family, friends, health, career, education, etc. We also often make resolutions to do certain things, many of which are motivated by a desire for self-improvement. The beginning of a new year is an excellent time for all of us associated with Baker College of Auburn Hills to ask ourselves what we can do to improve as a student, as an instructor, as a staff member, as a campus

The beginning of a new year is also an excellent time for us to share our appreciation for the people we go to school with, work with, etc. I want all of you to know that you are appreciated for the contributions you make to this campus, whether you are a student or an employee. I am looking forward to working with all of you in 2014!

Jeff Love  
Campus President



## 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.

## Housekeeping Reminder

During the holiday break, did our mid-winter cleaning. We steam cleaned the carpets, polished the furniture, etc. in preparation for the new quarter. We also had some guests on campus to tour our facilities. These people are potential employers of our graduates. They were very impressed with how clean everything is! Our housekeeping staff works very hard to keep things in top-notch condition but, frankly, much of the credit goes to our students and employees. It is obvious to our visitors that all who use our facilities take a great deal of pride in caring for them. We want to thank you for your cooperation in the past, and remind you that we're counting on your cooperation. Please remember that food and beverages are not allowed in classrooms, labs, the library, and learning support and writing centers. We know that occasionally people forget. Please remind your friends that we need everyone's help to keep our campus in great condition!

## Attendance Hotline

Can't attend class?

Call 248-364-3395. You will be asked to leave the following:

- Name
- Student ID #
- Instructor Name & Course
- Duration of Absence/Reason

Also, send an e-mail to your instructor!

## Notice to Smokers

To those who smoke, a friendly reminder that our campus is a smoke-free environment indoors and we provide outdoor amenities for your use on the north-east end (parallel to University Drive) of the building, under the awning, but not near the lower doors. **Smoking is not allowed within 50 feet of all other entrances.**

We have appreciated your cooperation in the past and look forward to your continued support during the upcoming school year!

Susan Cathcart, PhD  
Vice President of Academics



## Financial Aid Office

The Financial Aid office now has a room number! We are room # 206. Our direct phone # is 248-276-8252.

The Financial Aid office now has a computer lab in their office for your convenience. Use our lab to complete:

- FAFSA applications
- Loan requests
- Master Promissory Notes
- Entrance Counseling
- Workstudy applications

## Workstudy Information

Current workstudy job postings can be found on the bulletin board next to the Financial Aid office. To qualify for the workstudy program you must have:

- Unmet Need
- 2.0 GPA
- Not be in violation of

Satisfactory Academic Progress

\*Some departments may have additional hiring criteria.

## Single Quarter Loan

Single quarter loans must be paid in two equal disbursements.

The second disbursement cannot be paid until after the half-way point of the quarter and attendance has been verified.

Full refund is not available until after the second disbursement has been paid.

Students who withdraw or stop attending prior to the half-way point of the quarter will not be eligible for the second disbursement.

**Please note:** Baker College encourages all students to request a full year loan when possible.

## First Time Student Loan Borrower Information

Students borrowing Federal student loans for the first time have a mandatory 30 day waiting period until their loan pays out. First time borrowers: Be sure to complete Entrance Counseling and your Master Promissory Note!

## IMPORTANT REMINDER

Single quarter only loans will be disbursed in two payments during the quarter. **YOUR REFUND COULD BE DELAYED UNTIL AFTER THE 7TH WEEK OF CLASSES.**

## Loan Information

- Do YOU know what your Student Loan Balance Is?
- Do YOU have enough loan eligibility to complete your program?
- Are YOU aware that **Student Loans must be repaid?**
- Can YOU avoid delinquency or default?

Check out [www.studentloans.com](http://www.studentloans.com) for more information!



## Business Office

### Winter Tuition Due

Tuition is due February 21, 2014. Payment plans are available. Let us help you! Before enrolling for any quarter, requesting transcripts, or taking final exams, your balance must be paid in full. A \$30 finance charge will be added to any balance not paid by the due date. Pay/View account online via SOLAR System. Contact the Business Office at 248-276-8211 with any questions.

### 1098T Forms

After you complete your taxes, complete next year's FAFSA application to get a head start. 1098T Forms will be available by or after January 31, 2014 via the Solar System: Click Star System/Business Office/IRS 1098T Data.

### 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.

### 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.

### 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

The Learning Center would like to welcome new and returning students to Baker College of Auburn Hills! We offer many services for the student body including tutoring, testing, and computer labs. We're on Facebook and Google +. Come check us out!

If students need a tutoring appointment, we highly recommend signing up in advance (call or stop in), but students may walk in to get an appointment if a tutor is available. Students can sign up for two appointments per class per week. Tutoring is available in most general education classes including Essential Math, Pre-Algebra, Introductory Algebra, Intermediate Algebra, Trigonometry, Statistics, Business Math, Calculus, Discrete Math, Intro to Probability, Modern Algebra, Linear Algebra, Paralegal classes, A & P I and II, Medical Terminology, Microbiology, Chemistry, Physics, Pathophysiology, Structure and Function, InDesign, Photoshop, INF classes, Accounting, and Economics. Please contact the Learning Center for specific times and availability.

We also offer Academic Success Workshops. These workshops focus on specific strategies such as improved note taking, overcoming test anxiety, APA help including plagiarism and documentation assistance, and how to use the T 83/84 calculators for the math classes.



## Library

### Swipe to Print

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 three printers in the library.

Each student is allotted \$50 for the Winter 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!

### Book Sale

Have you browsed the books in our book sale? Books are only .25 each, and new books are being added weekly!

### Computer Lab

Monday - Thursday

8:00am – 9:20pm

Friday

8:00am – 8:00pm

Saturday

8:00am – 1:00pm

### Make-up testing

Friday

8:00am – 7:00pm\*

Saturday

8:00am – 12:00pm\*

\*Call the LSS for specific details.

### Waiver Testing

Contact the Learning Center for a specific schedule.

### Contacts:

Chip Evans, Director

Learning Support Services

chip.evans@baker.edu

Joshua Dugas, Assistant Director

Learning Support Services

joshua.dugas@baker.edu

Learning Support Services

Front Desk

(248) 276-8247

### Library Hours for Winter 2014

Monday-Thursday

8:30am - 9:30pm

Friday

8:30am - 9:00pm

Saturday

8:30am - 1:00pm

## Student Activities

### Dr. Martin Luther King, Jr

Monday, January 20, 2014  
guest speaker: Dr. Carey Ford  
11:10am and again at 6:10pm  
Atrium.

Everyone is invited to hear Dr. Ford's speech about Dr. King and how his dream is coming to fruition. Along with MLK Jr event we have an art show that relates to Dr. Ford's speech.



### Basic DSLR Camera Function and Settings Seminar

Student Activities and Club Design will be presenting a on Monday evening, January 27th from 6:30-8:30pm in the Tech 1 building. Everyone is invited to attend this informative meeting. It is recommended that you bring along your camera.

**Club Valentine's Craft Show** on February 11, 12, 13th in the Atrium.



## COME CELEBRATE DR. KING'S VISION

**GUEST SPEAKER: DR. CAREY FORD**

He dreamed a dream that the world will never forget. Keep the dream alive by attending.

**EVERYONE WELCOME!**  
**MONDAY, JANUARY 20, 2014**  
**11:10 AM & 6:10 PM | ATRIUM**



## Adjunct Faculty Recognition

This award recognizes overall excellence in teaching, customer service, and commitment to Baker College of Auburn Hills. Faculty recognized for their work receive a plaque and \$250 at the next quarter Faculty In-Service. In June 2014, the winners are eligible for the Faculty of the Year award. The faculty recognized for Fall 2013 are: Harley Manela and Joy Thomassen.

### Harley Manela

Harley's sense of humor, personal stories, and willingness to draw students into class discussion is his key to taking dry subjects and making them interesting. That, and the fact that, students report he is a genuinely nice guy, an epithet not always associated with lawyers, keeps them coming back. Harley also has a plethora of associations. From Army Generals, to EEOC Attorneys, to neuropsychologists, his guest speaker list is on point and draws from those experts closest to the topic and with firsthand knowledge. Additionally, students are asked to apply legal concepts introduced that class period to current events and videos provided by Harley. The analysis also demands that concepts covered in previous classes are called upon so that students are both reviewing concepts and seeing their connection with the newly introduced legal principles while applying them to real world situations.

### Joy Thomassen

Joy is a communicator. She serves as the liaison between our campus and System as our Interpreter Training program champion. In this capacity, she serves as our voice to system, contributing her expertise and writing curriculum, and then returns to campus to report out the program changes. Joy implements these changes in her Learner Centered Instruction classroom which embraces technology and provides the rigor students respect and recognize will affect their future success as interpreters. Additionally, Joy and her peers created an Interpreter Training fact sheet for Admissions and collaborated in the development of a Deaf Culture presentation that was well received and appreciated by our Academic Team. Joy mentors two of our program certified students and notifies our faculty and students of interpreting opportunities and activities in the Deaf Community. So, as a highly respected interpreter in Metro Detroit, Joy is able to serve as a liaison in yet another way, connecting our faculty and students with the deaf community while representing our college with dignity and quality.

# Calling All Creative Minds!

poetry, short stories, drama, essays, and graphic designs

2014 Theme: **Time**

[Past, Present, Future, Timelessness]

Deadline Extended : **February 28, 2014**

All materials must be submitted in hard copy, together with a completed "Permission to Print" form. "Permission to Print" forms are available in the Baker Library attached to the silver box, where you may deposit your entries. An electronic copy of your materials must be sent to Tara Taylor, Editor, by email attachment at [tara.taylor@baker.edu](mailto:tara.taylor@baker.edu). You may also direct any questions you have about the publication to the same email address.





# Health Sciences Limited Enrollment Programs

Program/Director	Application Pick Up Date	Application Deadline Date
Health Navigator (HN) nara.mirijanian@baker.edu	January 13, 2014	February 14, 2014 No later than 5:00pm
Program/Director	Application Pick Up Date	Application Deadline Date
Dental Assisting (DAS) kelly.roos@baker.edu	January 20, 2014	February 7, 2014

**Pick up applications** in the Health Science Department office, **Room 209**

Completed applications are to be **hand delivered** to the front desk assistant **in Room 209**  
Please request a receipt as proof of your delivery.

If you have additional questions, you may contact the program directors.

**\*2014 application dates subject to change.**

Dec/2013

## Career Services



### Winter 2014 for Spring 2014 internships

Tuesday, January 21, 2014  
5:15-6:15pm

Thursday, January 23, 2014  
10:00am-11:00am

Saturday, January 25, 2014  
9:00am-10:00am

All orientations are held in the Career Services lobby in the Tech building. Students are required to have an orientation ticket signed by authorized academic staff

Career Services: 248-276-8216



# Accelerated

## Bachelor Degree Programs

*Fast. Focused. Fulfilling.*

### Speed it Up!

Accelerated Bachelor of Business Administration degree program now forming for **Spring '14** Quarter

Contact Sue Kanda  
Program Director, Accelerated Business Program  
sue.kanda@baker.edu  
248-276-8209

# Baker College Building Professionals

Laying the Foundation for Becoming a Professional Educator

## Conference Dates

February 7, 2014 - Flint

April 11, 2014 - Clinton Township

April 12, 2014 - Muskegon

June 27, 2014 - Jackson



# 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: Rosemary Zawacki, Vice-President of Human Resources, 1050 West Bristol Road, Flint, MI 48507, (810) 766-4028 or [rosemary.zawacki@baker.edu](mailto:rosemary.zawacki@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

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 Rosemary Zawacki, 1050 West Bristol Road, Flint, MI 48507, 810-766-4028, e-mail at [rosemary.zawacki@baker.edu](mailto:rosemary.zawacki@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, Ms. Rosemary Zawacki, at 1050 West Bristol Road, Flint, MI 48507, 810-766-4028, e-mail at [rosemary.zawacki@baker.edu](mailto:rosemary.zawacki@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.

