

# V<sup>14</sup>ICE

Baker College of Auburn Hills

Winter Quarter 2014 Issue 2

## Expressway to Registration

**Spring 2014**  
Student Center • 8:00am - 8:00pm

**Monday, February 24, 2014**  
30+ credit hours

**Tuesday, February 25, 2014**  
13+ credit hours

**Wednesday, February 26, 2014**  
Open Registration



Susan Cathcart, PhD  
Vice President of Academics



## Expressway to Registration

Now is the time to start thinking about **REGISTERING** for spring classes. Spring 2014 registration begins **February 24, 2014**. Students will be eligible to register based on the number of hours already earned.

**Monday, February 24, 2014** - Students who have earned 30+ credit hours

**Tuesday, February 25, 2014** - Students who have earned 13+ credit hours

**Wednesday, February 26, 2014** - Open registration

Registration will take place in the **STUDENT CENTER** from 8:00am to 8:00pm. Staff from Advising, Financial Aid, and the Business Office will be available to assist you. Keep your Student ID or photo ID out and ready for all tables. Obtain your Step/Rotation Plan from the first table when entering the Student Center. After February 26, 2014, you will be able register for classes in rooms 204, 207, and 209.

### Pre-Registration

Spring quarter schedules will be available Friday, February 14, 2014. Make sure to register early to assure yourself a seat in the classes that you need to successfully complete your program. **Register Now!!**

Meet with your Advisor week 6 in the Atrium. This is a great opportunity to meet one-on-one with your Academic Advisor to get assistance in selecting your classes. There is no need to stand in line; registration cards will be collected and entered on the appropriate day, and your schedule will be mailed to you.

**Spring quarter begins Monday, April 7, 2014**

### 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.

## 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!



We are pleased to welcome these instructors to the Auburn Hills campus this winter:

Kathryn Blaszczyk  
Tammy DiStefano  
Adam Douglas  
Dr. Jennifer Dukarski  
Frank Dumas  
John Dziurgot  
Seema Ibrahim  
Rebecca Lindemann  
Dr. Mya Marshall  
Barry Matthews  
Dr. Karen Minchella  
Kathleen Pieroni  
Mindy Regius  
Melvin Robinson  
Dr. Amy Sanchez  
Faye Sanders  
Shelly Thomas-Katta  
Susan Tomica  
Dr. Mimi Treusch  
Loretta Warda  
Daniel Zendell  
Stephanie Zoltowski  
Wanda Chukwu  
Full-time Faculty, Nursing  
Harold Krul  
Program Director of Accounting  
Jennifer Wilhelm  
Nursing Lab Coordinator

## Six Easy Steps to Registering Online

**Step 1:** Direct your Internet browser to the Baker College Main Site at <http://www.baker.edu>

**Step 2:** Select *Solar System* on the top right-hand side of the screen.

**Step 3:** On the left-hand side of the screen, sign on using your User ID, Unique ID Number, or Social Security Number and password. If you do not have a password, click on *Need a Password?* and go through the steps necessary for obtaining a password.

**Step 4:** On the left-hand side of the screen, select *STAR System* under *Systems Available*.

**Step 5:** On the left-hand side of the screen, select *Academic Office*.

**Step 6:** Select *Registration*, and go through the steps necessary for course selection and registration.\*

\*Once you have finished registering, be sure to LOG OFF of the system. DO NOT simply click on the *close window* button (marked with an 'X') at the upper-right hand corner, because doing so will lock you out of the system for 24 hours.





## Got the Flu? Keep Sick @ Home

If you are sick, please:

- Cover nose and mouth with tissue when coughing or sneezing.
- Wash hands often with soap and water.
- Stay home!
- Get enough sleep.
- Drink plenty of water.
- Eat healthy food.

## Wash Your Hands Often

- Wet hands, apply soap and scrub for at least 20 seconds.
- Thoroughly rinse under warm, running water.
- Dry hands completely with paper towel. Use paper towel to turn off faucet handles and open restroom doors.

## Remember!

If you are sick, cough and sneeze into your sleeve or cover your nose and mouth with a tissue. Put tissue in the trash and wash your hands immediately.



# PUBLIC HEALTH FACT SHEET



HEALTH DIVISION  
Department of Health & Human Services

[oakgov.com/health](http://oakgov.com/health)

## Influenza (Flu)

### What is Flu?

Flu is a respiratory illness caused by a number of different influenza viruses.

### Who can get Flu?

People in all age groups can get the Flu. Those at high risk for developing complications include children under the age of 2, pregnant women, adults over the age of 65, and those who have a chronic disease such as cancer, heart disease, HIV, diabetes and/or asthma.

### How is Flu spread?

The flu virus is spread from person to person by airborne droplets produced through sneezing, coughing, and speaking. The virus can live on surfaces for up to 8 hours at room temperature. Sometimes people become infected by touching objects with the flu virus on it, then touching their mouth or nose. You **cannot become infected** by receiving the Influenza vaccine.

### What are the symptoms of Flu?

Symptoms usually start suddenly with fever, headache, body aches, fatigue, cough, runny nose, chills and sore throat.

### How long after exposure do symptoms first begin?

Symptoms usually appear 1 to 3 days after exposure.

### How long is a person contagious?

Infected people are usually contagious from 1 day prior to 7 or more days after becoming ill.

### Is Flu dangerous?

Flu can be life threatening. Most people are sick for only a few days. However, some may develop pneumonia.

### Is there a treatment for Flu?

Prescription drugs called antiviral agents can be used to prevent or treat the flu. Children and teens with flu should **not** be given aspirin or aspirin products because of the risk of developing Reye's Syndrome. If you are sick, stay home, rest and drink lots of fluids.

### How can Flu be prevented?

- Get the flu shot every year.
- Avoid contact with sick people whenever possible.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Cough or sneeze into your sleeve or a tissue. Throw the tissue in the trash after you use it.
- **Wash your hands** with soap and water after coughing, sneezing or touching common surfaces like door knobs, keyboards and telephones. You can also use an alcohol-based hand cleaner.

## Financial Aid Office

# FAFSA

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](http://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](http://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](mailto:finaid-ah@baker.edu) or 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, and Workstudy applications.

## 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.

## 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.



# Avoid a Business Office Traffic Jam!

## Winter Tuition Due

Tuition is due February 21, 2014. **Before registering for Spring quarter, Winter 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 \$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

After you complete your taxes, complete next year's FAFSA application to get a head start. 1098T Forms are available 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.



# 1098<sup>T</sup>QA

## Frequently Asked Questions

**Question:** Is the 1098-T available on-line?

**Answer:** 1098-Ts are available on-line.

- [www.baker.edu](http://www.baker.edu)
- Login to *Solar System*
- Select Business Office
- Select IRS 1098T Data, enter year 2013 and submit.

This will show you a summary of the data that was used to prepare the 1098-T and will give the information by quarter and by type. You will also be able to re-print your 2013 1098-T through a link in this screen.

**Question:** Why isn't there an amount entered in Box 1?

**Answer:** Box 1 –“Payments received for qualified tuition and related expenses”. The IRS provides the option to colleges and universities to report either amounts in Box 1 or Box 2, but not both. Baker College has selected to report amounts in Box 2, so Box 1 must be blank.

You can obtain detailed payment information on your student account through the solar system. You can access the records at: [www.baker.edu](http://www.baker.edu), click on SOLAR system, choose STAR system, then Business Office.

**Question:** What does an amount in Box 2 mean?

**Answer:** Box 2 – “Amounts Billed for Qualified Tuition and Related Expenses”. This box reports the amounts billed during the calendar year for qualified tuition and related expenses. The amount reported is the total amount billed less any reductions in charges made during the calendar year that relate to the amounts billed for qualified tuition and related expenses during the same calendar year. The amount reported is NOT reduced by the scholarships and grants reported in box 5. This amount is not intended to represent the amount that you would record on your tax return. You can obtain detailed payment information on your student account through the solar system. \*\*You can access the records at: [www.baker.edu](http://www.baker.edu), click on SOLAR system, choose STAR system, then Business Office.

Qualified Tuition and Related Expenses per IRS instructions are tuition, fees, and course materials required for a student to be enrolled at or attend an eligible educational institution.

The following are NOT qualified tuition and related expenses (not intended to be a complete listing):

- Charges and fees for Student Housing
- Course Fee (non-credit)
- Graduate fees
- Finance charges
- Library fines
- Parking fines
- NSF fees

Books, supplies, and equipment are not included in Box 2 due to the fact that the college does not require that you purchase these items from the colleges in order to attend college. You will want to make sure that you access your records and have the amount of books and supplies that you purchased for your tax preparation. See above \*\* for details on how to access your records.

# 1098T QA Continued...

## Question: Why is there an amount in Box 4?

**Answer:** Box 4 – “Adjustments Made for a Prior Year” These are any reductions in charges made for qualified tuition and related expenses made during the calendar year that were reported as amounts billed on a prior 1098T. This could result when there were tuition adjustments made to your Fall quarter that did not take place until winter which would be the next calendar year.

The amount in Box 4 may reduce any allowable education credit you claimed for a prior year. For more information, you should contact your tax advisor or refer to IRS publication 970: Tax Benefits for Education. ([www.irs.gov/formspubs](http://www.irs.gov/formspubs))

## Question: What does an amount in Box 5 mean?

**Answer:** Box 5 – “Scholarships or Grants”. This box represents the net amount of financial assistance that was applied to your student account during the calendar year. This amount does not just include federal financial aid, but all forms of aid. This includes payments received from 3rd parties, employers, governmental and private entities. Box 5 does not include loan funds which you will have to pay back or payment from family members. If the college invoiced a third party that paid for your tuition, books, or other amounts, then this payment from the third party is included in the Box 5 amount.

IRS state that there is “no double benefit allowed”. If your tuition was paid with funding that was not taxable to you from any of the type of payers listed above, then you must reduce any educational credit by those amounts. For more information, you should contact your tax advisor or refer to IRS publication 970: Tax Benefits for Education. ([www.irs.gov/formspubs](http://www.irs.gov/formspubs))

## Question: Why is the amount in Box 5 greater than my tuition billed in Box 2?

**Answer:** The “Scholarships or Grants” amount may include funding that was used to pay for expenses or costs that are not included in the Box 2 amounts. Another cause could be that you received a refund of excess grant funding. You could be receiving third party funding that covers your tuition, books, graduate fees, etc.... yet Box 2 only shows your tuition and allowable fees.

## Question: What does a check in Box 8 mean?

**Answer:** Box 8 – “Half-Time Student”. This will be checked if you are enrolled at least half-time during at least one academic period that began in 2013.

## Question: What does a check in Box 9 mean?

**Answer:** Box 9 – “Graduate Student”. This will be checked if you were enrolled in a program or programs leading to a graduate-level degree, graduate-level certificate, or other recognized graduate-level educational credential.

8333		<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED	
FILER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone number		1 Payments received for qualified tuition and related expenses	CAID No. 1040-1514
FILER'S federal identification no.		2 Amounts billed for qualified tuition and related expenses	2013 Form 1098-T
STUDENT'S social security number		3 Check if you have changed your reporting method for 2013	
STUDENT'S name		4 Adjustments made for a prior year	5 Scholarships or grants
Street address (including apt. no.)		6 Adjustments to scholarships or grants for a prior year	7 Check this box if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2014
City or town, province or state, country, and ZIP or foreign postal code		8 Check if at least half-time student	9 Check if a graduate student
Service Provider/Acct. No. (see instr.)		10 (inc. contract reimb./refund)	

Form 1098-T Cat. No. 25087J www.irs.gov/form1098-T Department of the Treasury - Internal Revenue Service

**Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page**

**Tuition Statement**  
**Copy A**  
For Internal Revenue Service Center  
File with Form 1096.  
For Privacy Act and Paperwork Reduction Act Notice, see the 2013 General Instructions for Certain Information Returns.

## Learning Support Services

### Creating an effective Powerpoint presentation

Here are some tips to keep in mind when creating a Powerpoint presentation that compliments your presentation and does not control it.

- Keep the wording limited. Some argue that there should be no more than six words per slide and a minimum of 30 point font. Use notecards and the notes area for more information for yourself or the instructor. You could also pass this out before the presentation so the audience does not have to take notes during your presentation.
- Keep the slides limited. Slides are for reference, and should not be the focal point. You are the focal point.
- Be aware of slide transitions and themes.
- Use strong and powerful images that represent the information, not cheesy photos. Images should be powerful and help to eliminate the need for extra text. For example, if you need to give statistics of pollution, don't put them on the slide; use an image of dead birds or smoke stacks. Tell the statistics; then reinforce with images.
- Start with a bang! There doesn't need to be an outline for the audience.
- Remember to connect with your audience. Stand near the presentation so you don't have to crank your neck around to see it. If possible, make it light enough in the room so you can see your audience and they can see you.
- Remember to practice, practice, practice.

[http://blogs.office.com/b/office\\_casual/archive/2010/10/11/better-powerpoint-presentations-the-office-casual-way-video.aspx](http://blogs.office.com/b/office_casual/archive/2010/10/11/better-powerpoint-presentations-the-office-casual-way-video.aspx)

[http://sethgodin.typepad.com/seths\\_blog/2007/01/really\\_bad\\_powe.html](http://sethgodin.typepad.com/seths_blog/2007/01/really_bad_powe.html)

Visit us on Facebook: <https://www.facebook.com/LSSBakerAH>

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

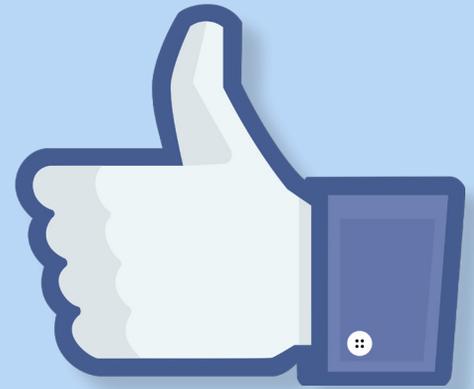


You can now meet with a tutor remotely via Google Hangouts!

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.

## Like us on Facebook



### 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](mailto:chip.evans@baker.edu)

Joshua Dugas, Assistant Director  
Learning Support Services  
[joshua.dugas@baker.edu](mailto:joshua.dugas@baker.edu)

Learning Support Services  
Front Desk  
(248) 276-8247



## 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, 10

Monday/Wednesday  
10:00am - 7:00pm

Tuesday/Thursday  
10:00am - 3:00pm

### Weeks 5, 6, 8, 9

Monday/Wednesday  
10:00am - 7:00pm

Tuesday/Thursday  
10:00am - 8:00pm

## Library and Learning Support Services

### 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!

**PRINTING:** After you send your print job from the computer:

- 1) Swipe your ID card.
- 2) Touch the job(s) you wish to print.
- 3) Touch START.
- 4) Touch LOGOUT (or swipe ID card again)



### Library Book Sale

Have you stopped to look at the library book sale? Additional books are being added to the book sale weekly! They are a bargain at only .25 each. Get them before they're gone! We are also giving away free bundles of magazines!

### Library Hours

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

Friday 8:30am - 9:00pm

Saturday  
8:30am - 1:00pm



# Expressions

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.



past

timelessness

present

future

LUV U BE MINE

# Valentine's Day Craft Show & Bake Sale

February 11th & 12th  
10am-2pm, 5pm-8pm

presented by  
Student Activities & Baker Clubs

YOU ROCK



## IVORY WILLIAMS, STORYTELLER

Grown Folks Talkin'...  
**HUSH!**

Storytelling is not just for kids

Vision Choir  
Detroit School of the Arts  
with Dr. Cheryl Valentine

Thursday, February 13th  
6:10pm  
Atrium

**ALL WELCOME!**



## Career Services

### Spring 2014 Orientations for Summer 2014 internships

Tuesday, April 15, 2014 ~ 5:15-6:15pm

Thursday, April 17, 2014 ~ 10:00am-11:00am

Saturday, April 19, 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



## 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

**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



## Baker College Building Professionals

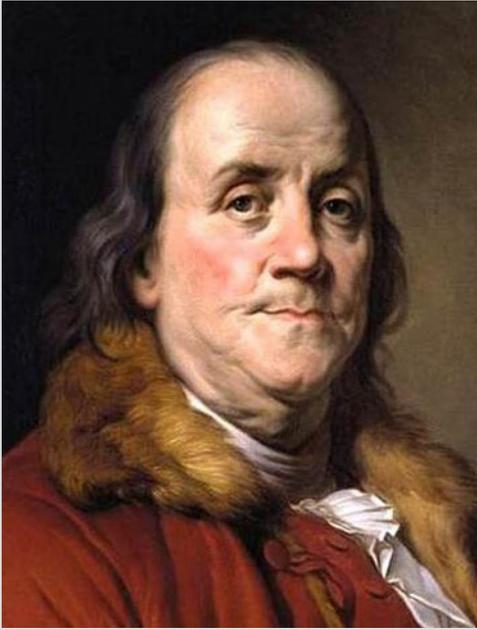
Laying the Foundation for Becoming a Professional Educator

## Conference Dates

April 11, 2014 - Clinton Township

April 12, 2014 - Muskegon

June 27, 2014 - Jackson



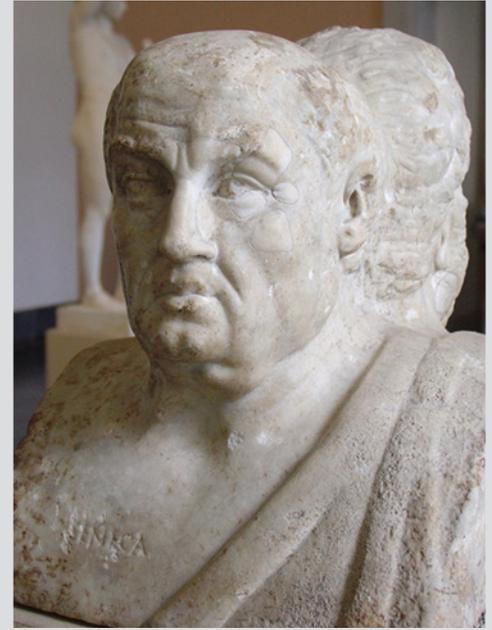
*An investment in knowledge always pays the best interest.*

*~ Benjamin Franklin*



*We know what we are, but not what we may be.*

*~ William Shakespeare*



*The road to learning by precept is long, but by example short and effective.*

*~ Seneca the Younger*



## **Speed it Up!**

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

Speed it up with the Baker College Accelerated Bachelor Degree program in Business Administration.

**Fast:** A student with an associate degree or 90 credits can finish a Bachelor of Business Administration degree in as little as 5 quarters.\*

**Focused:** Baker's accelerated bachelor degree is fully accredited and highly respected by employers and graduate schools. The program provides well-rounded generalist educations in the business disciplines, including accounting and finance, international business, marketing, and management strategy. The program also provides students important knowledge in organizational psychology, cultural diversity, and ethics.

**Fulfilling:** Students progress through the accelerated program in cohorts, giving them opportunities to work together in classes and build long term friendships. Classes always meet on Tuesday and Thursday evenings or Monday and Wednesday evenings for five consecutive quarters.

\*to complete program classes; other courses may be required.

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