ALLEN PARK
CAMPUS INFORMATION

A Message from the Campus President

On behalf of Baker College of Allen Park, I want to welcome you to the 2013-2014 academic year. We are thrilled that you have chosen Baker College of Allen Park. Our faculty and staff are committed to making your educational experience at Baker a practical and productive one.

Baker College is committed to YOUR success—both as a student and as a graduate. Baker College exists and thrives today because our students and graduates have realized their career dreams through our Quality Career Training.

I encourage you to become familiar with the important information contained in this handbook. You will need to know and understand the privileges and responsibilities that are yours as a Baker College student. Lastly, thank you for being here, and I wish you the best in this academic year.

Aaron Maike, President

OFFICE PHONE NUMBERS

Main:	(313) 425-3700		
Academic Office:	(313) 425-3721	**Fax:**	(313) 425-3777
Admissions Office:	(313) 425-3700	**Fax:**	(313) 425-3776
Bookstore:	(313) 425-3717	**Fax:**	(313) 425-3745
Business/Financial Aid Office:	(313) 425-3722	**Fax:**	(313) 425-3745
Campus Safety:	(313) 425-3725		
Career Services:	(313) 425-3729	**Fax:**	(313) 425-3810
Financial Aid Office:	(313) 425-3733	**Fax:**	(313) 425-3745
Learning Support Services Office:	(313) 425-3711		
Library:	(313) 425-3714	**Fax:**	(313) 425-3777
Helpdesk:	(800) 645-8350	or	(810) 766-4060
Writing Center:	(313) 425-3779		

HOURS

Campus Building Hours

Monday – Friday	8:00 a.m. to 10:00 p.m.
Saturday	8:00 a.m. to 5:00 p.m.

Adjusted building hours will be posted for breaks and during the summer quarter.

Class Schedule Hours

Day Division	9:00 a.m. to 3:40 p.m.
Evening Division	4:00 p.m. to 9:40 p.m.

Library and Bookstore hours will be posted every quarter.

Admissions

Monday - Thursday	9:00 a.m. to 6:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.

Academic Office

Monday - Thursday	8:00 a.m. to 8:00 p.m.
(Closed at 6:30 p.m. weeks 3-6)	
Friday	8:00 a.m. to 5:00 p.m.
Saturday	8:30 a.m. to 12:30 p.m.

(Closed Saturdays weeks 3-6 and in the summer.)

Business Office

Monday - Thursday	8:00 a.m. to 6:30 p.m.
Friday	8:00 a.m. to 5:00 p.m.

Career Services Office

Monday - Thursday	9:00 a.m. to 6:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.

Financial Aid Office

Monday - Thursday	8:00 a.m. to 6:30 p.m.
Friday	8:00 a.m. to 5:00 p.m.

POLICIES

Parking Specifics
Students are to use the proper exits to Outer Drive. Students should only park in student parking areas. Students parking in any other area will receive a parking ticket. Please maintain the posted speed limits and abide by all other posted signs.

Guests and Visitors
Baker College encourages visitors at any time. You are welcome to have parents, relatives, or friends visit the College. If you have friends or relatives who may be interested in attending Baker College, we invite you to show them our facilities. Visitors must first check in with Campus Safety. If a visitor needs to contact a student, he or she must go to Campus Safety with identification, and then Campus Safety will contact the student. Children are not allowed on campus.

Telephone Calls
Students will not be called out of class for telephone calls unless there is an extreme emergency. Emergency messages will be taken to the student's scheduled classroom. Students may use the pay phones to make any personal calls. A pay phone is located on the lower level of the "A" building near the Admissions office.

Lost and Found
The College cannot be responsible for articles either lost or stolen. We ask that you take special care of clothing, textbooks, etc. We suggest that items of great value be carried with you at all times. If you lose an item, check to see if it has been turned in at the Campus Safety Office located on the lower level of the "A" building.

Food and Beverages
Food and beverages are to be consumed in the Student Center only. Food and beverages are prohibited in any classroom. Bottled water is allowed in the classrooms.

Smoking on Campus
This campus is a smoke-free environment. Tobacco is prohibited anywhere in the building. The smoking area is clearly marked in a location across from the Student Center. There is no smoking allowed within 25 feet of any building.

WHOM TO SEE ABOUT WHAT

Admissions Office: New students applications, financial aid applications, and career information.

Academic Office: Add/withdrawals, scheduling, academic advising, and graduation.

Financial Aid Office: Financial aid (loans, grants, and forms) and college workstudy applications.

Campus Safety: Emergencies, parking permits, lost and found, computer classroom access, auto battery jumps, and lock outs.

Career Services: Internships, externships, and career information.

Business Office: Payments, refunds, and bookstore.

SNOW DAY PROCEDURES

If Baker College of Allen Park declares a snow day, a text message will be sent to all text message subscribers. School closings and emergency announcements will also be posted to the Baker College Web site at www.allenpark.baker.edu. We will announce the school closing by 7:00 a.m. for day classes and by 4:00 p.m. for night classes. Please do not call the College for school closing information. The following television and radio stations will broadcast our school closings and emergency announcements:

Television stations: WDIV - 4, FOX - 2 Radio: WJR 760 AM, WWJ 950 AM

gd:073013