

ALLEN PARK CAMPUS INFORMATION



OFFICE PHONE NUMBERS

| | | |
|----------------------------------|-------------------|----------------------------|
| Main: | (313) 425-3700 | |
| Academic Office: | (313) 425-3721 | Fax: (313) 425-3777 |
| Academic Resource Center: | (313) 425-3711 | |
| Admissions Office: | (313) 425-3700 | Fax: (313) 425-3776 |
| Bookstore: | (313) 425-3717 | Fax: (313) 425-3745 |
| Campus Safety: | (313) 425-3725 | |
| Career Services: | (313) 425-3729 | Fax: (313) 425-3810 |
| Financial Services: | (313) 425-3733 | Fax: (313) 425-3745 |
| Helpdesk: | (800) 645-8350 or | (810) 766-4060 |

HOURS

Campus Building Hours

| | |
|-------------------|-------------------------|
| Monday – Thursday | 7:30 a.m. to 10:00 p.m. |
| Friday | 7:30 a.m. to 5:00 p.m. |
| Saturday | 7:30 a.m. to 1:00 p.m. |

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

Class Schedule Hours

| | |
|-------------------|-------------------------|
| Monday - Thursday | 9:00 a.m. to 10:00 p.m. |
| Friday | 9:00 a.m. to 5:00 p.m. |
| Saturday | Varies by quarter |

ARC and Bookstore hours will be posted every quarter.

Admissions

| | |
|-------------------|------------------------|
| Monday - Thursday | 8:00 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 6:30 p.m. |
| Friday | 8:00 a.m. to 5:00 p.m. |
| Saturday | 8:30 a.m. to 12:30 p.m. (during weeks 0,1, and 7 only) |

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 Services Office

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

Office hours and individual staff hours will vary due to class schedule breaks, during the various quarters, etc. Please check with the individual office and/or the staff member for the current hours of operation.

POLICIES

Parking Specifics

Students should only park in student parking areas and must have a parking permit. Parking permits are free and are available from Campus Safety. Students parking in any other area or parking without a permit 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. 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 in the classrooms, labs, or Academic Resource Center at any time.

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 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. Found items turned in to Campus Safety are kept for 30 days before being disposed of.

Food and Beverages

Food is to be consumed in the Student Center only. However, beverages with a cap or in a container with a secure lid are permitted in any classroom, except those rooms with computers. Cooperation from students is requested by placing all waste paper and/or refuse in proper containers.

Smoking on Campus

Smoking is only allowed in the designated area located in the parking lot near entrance door 2. This includes all electronic (e-cig) devices. With the exception of the designated area, this campus is a smoke-free environment.

WHOM TO SEE ABOUT WHAT

| | |
|----------------------------|--|
| Admissions Office: | New student applications, financial aid applications, and career information. |
| Academic Office: | Academic advising, course registration and withdrawal, disability and veterans' services, graduation |
| Financial Services: | Financial aid (loans, grants, and forms), payments, refunds and College workstudy. |
| Campus Safety: | Emergencies, parking permits, lost and found, computer classroom access, auto battery jumps, and lock outs. |
| Career Services: | Work Experience planning (internships and externships), graduate employment assistance, Hire Qualified Connect (job board) questions and career information and services (resume reviews, mock interviews, etc.) |

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 website at www.allenpark.baker.edu. The following television and radio stations will broadcast our school closings and emergency announcements:

Television stations: WJBK, WDIV, WXYZ Radio: WJR 760 AM, WWJ 950 AM

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.

*Please note: Any student who is enrolled in a work experience, field placement, clinical site rotation, or similar course (off-site) will be expected to report to his/her off-site experience (unless conditions are as such that it would not safe for the student to travel to the off-site location). If this is the case, the student **MUST** contact the appropriate site supervisor or College official regarding individual circumstances that would prevent the student from being in attendance.