



Since 1911

BAKER COLLEGE OF CLINTON TOWNSHIP

BAKER BULLETIN

FALL 2015, ISSUE 2

OCTOBER 26 — DECEMBER 12, 2015

STUDENT SPOTLIGHT—VICTORIA BRYS



Victoria Brys, President of Baker’s Human Service Club, is a dedicated and hard working student, employee, mother, and volunteer. Victoria is in the Human Services program and when she graduates next summer, she plans on getting her Master of Social Work from Wayne State with the goal of being a Social Worker for foster children. Victoria’s passion for this field has come out of her three year endeavor to adopt her niece/daughter, Isabella.

When Victoria isn’t in classes, she is holding down both a full-time and a part-time job. She is also part of the Student Leadership Council and runs the Human Service Club. The Human Service club currently has two donation drives that could use help. The club is collecting gently used or damaged blankets for the Department of Human Services (DHS). The club is also collecting non-perishable food to make Thanksgiving boxes for families in need. The boxes are used to give families a start on Thanksgiving staples such as boxes of mac n’ cheese, canned vegetables, stuffing mix, and other traditional Thanksgiving dishes. Last year the club was able to help 15 families in need. You can donate to either of these drives in the Student Center.

When asked what advice she would give to other students, Victoria says, “It is important to set a goal to guide you. Remember why you are getting your education or who you are doing it for. Let these goals motivate and guide you.” Victoria also suggests that students get to know the faculty in their departments. She finds her faculty mentors, such as Dr. Ward & Dr. Joiner, help her stay on track and focused.

Shuttle service between the Main Campus and Technology Center is available by request through the Campus Safety Department. The hours of operation are 8:30am—10:00pm Monday—Thursday. Students and employees may request service or additional information by calling the Campus Safety Office at (586) 790-9409.



IMPORTANT DATES

- ◆ Oct. 27—Baker Blood Drive
- ◆ Nov. 2-5—Advising Week
- ◆ Nov. 9-12—Registration Week
- ◆ Nov. 22-29—Thanksgiving break, no on-ground classes
- ◆ Dec. 12—Last day of classes
- ◆ Jan. 11—Winter term starts

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The Baker Bulletin is published by the Academic Resource Center six times per academic year - weeks 1 & 5 of Fall, Winter, & Spring Quarters. To access the Baker Bulletin online go to www.baker.edu. Choose “Student Services”. Then “Campus Life”. Select “Clinton Township.” Select “Campus Newsletter.”

DEPARTMENT HOURS

Academic Office

Monday-Thursday
8:00am — 6:00pm
Friday 9:00am — 5:00pm
(586) 790-9587

Academic Resource Center (ARC)

Monday-Thursday
8:00am — 9:30pm
Friday 9:00am — 5:00pm
Saturday 8:00am — 1:00pm
(586) 790-9697

Advising Office (located in the ARC)

Monday 8:00am — 8:00pm
Tuesday-Thursday
8:00am — 6:00pm
Friday 9:00am — 5:00pm
Saturday 8:00am — 1:00pm
(586) 790-9764

B&N College Bookstore

Monday-Thursday
8:30am — 6:00pm
Friday 8:30am — 5:00pm
(586) 790-9593

Baker Café

Monday-Thursday
11:00am — 8:00pm

Career Services

Monday & Tuesday
8:00am — 6:00pm
Wednesday & Thursday
8:00am — 5:00pm
Friday 9:00am — 5:00pm
(586) 790-9165

Campus Safety

Monday-Thursday
8:00am — 10:00pm
Friday 8:00am — 5:00pm
Saturday 8:00am — 1:00pm
(586) 790-9409

Dental Hygiene Office

Tuesday, Thursday, & Friday
8:00am — 4:30pm
(586) 790-5238

Disability Service Coordinator (located in the ARC)

Monday 9:00am — 1:00pm
Tuesday 12:00pm — 5:00pm
Thursday 8:00am — 5:00pm
(hours may vary)
(586) 790-9764
drossi02@baker.edu

Faculty Workroom

Monday-Thursday
8:00am — 10:00pm
Friday 8:00am — 5:00pm
Saturday 8:00am — 1:00pm
(586) 790-9430

Financial Services Office

Monday-Thursday
8:00am — 6:00pm
Friday 9:00am — 5:00pm
(586) 790-2810

Health Sciences Office

Monday-Thursday
9:00am — 6:00pm
Friday 9:00am — 5:00pm
(586) 790-2837

Nursing Mothers

Private areas to accommodate nursing mothers are available at the Main Campus, Technology Center, and The Center for Dental Hygiene Education. Please contact the ARC front desk at (586) 790-9697 for information.



BEVERAGE POLICY

Baker permits closed and capped beverage containers, such as coffee, pop, or water, in classrooms. In computer classrooms, please keep your drinks on the floor. Alcohol is still prohibited on campus.



NO SMOKING

Baker College of Clinton Township endeavors to provide a safe, secure, and healthy environment for all students, faculty, staff, and visitors. To that end, the College has determined that maintaining a smoke free/tobacco free campus will further support these goals.

Recognizing that many people struggle with smoking addictions, the College will allow persons to remain in closed vehicles to smoke *as long as there is no negative impact on the cleanliness of parking lots and surrounding areas*. At such time as the College determines that there is a negative impact to the parking lot and surrounding areas, the College may then decide to go completely smoke free within campus boundaries.

ACADEMICS

Medical Assisting and Medical Office Administration

If you are scheduled for your work experience class in the winter or spring quarters, please be sure to communicate with your program director to discuss externship requirements.

Program Director: Amy Ensign (Health Science Office) amy.ensign@baker.edu.

Health Sciences Limited Enrollment Programs 2015-2016 Application Process

Listed below are the 2015-2016 schedules for obtaining application packages for the Limited Enrollment Programs at Baker College of Clinton Township. If you have additional questions, you may contact the Program Directors identified below. If you meet the program requirements you may pick up application packages in the Health Sciences Office, Room A105, on or after the pickup date indicated below. A photo ID will be required to obtain and submit an application package. Completed applications are to be hand delivered to the Health Sciences Office by 5:00 p.m. on the deadline date.

Program/Directors	Application Pickup Date	Application Deadline Date	Admission Test Registration	Program Start Date
Dental Hygiene Dr. David Smith, Director david.smith@baker.edu	Weeks 1-5 of Spring Term Spring 2016: April 4, 2016	May 6, 2016	Not applicable.	Sept. 26, 2016
Nursing Dr. Maryam Jannesari, Director maryam.jannesari@baker.edu	Weeks 1-5 of Spring & Fall Terms Fall 2015: Sept. 28, 2015 Spring 2016: April 4, 2016 Fall 2016: Sept. 26, 2016	Oct. 30, 2015 May 6, 2016 Oct. 28, 2016	KAPLAN Admission Test You may register for the admission test within the Health Sciences Office, Room A105, on or after the pickup date listed and prior to the deadline.	April 4, 2016 Sept. 26, 2016 April 3, 2017
Radiologic Technology Jufauri Ely, Director jufauri.ely@baker.edu	Weeks 1-5 of Spring Term Spring 2016: April 4, 2016	May 6, 2016	HESI Exam You may register for the admission test within the Faculty Workroom, Room F101, from April 13 through May 8, 2015.	Sept. 26, 2016
Surgical Technology Mary Jo Nowicki, Director maryjo.nowicki@baker.edu	Weeks 1-5 of Spring Term Spring 2016: April 4, 2016	May 6, 2016	Not applicable.	June 27, 2016
Veterinary Technology Marianne Tear, Director marianne.tear@baker.edu	Weeks 1-5 of Spring Term Spring 2016: April 4, 2016	May 6, 2016	Not applicable.	June 27, 2016

ADVISING & REGISTRATION

REGISTRATION

To access training materials and the registration module:

1. Log in to my.baker.edu & click on the **My Services** tab
2. Click on the **My Course Information** link. The How to Register button and the Registration button will be on the left side of the screen. (We strongly encourage you to view the training materials located under the How to Register button prior to accessing Registration.) Within Registration, you may notice that it says the Add/Drop course period is OPEN even though you are not able to register until the week of Nov. 9th. This is due to administrative testing taking place.
3. Once in **Registration**, several course search parameters are available. It is recommended that you only choose the campus you are interested in and enter the **course discipline code** within the Course Code search box without the course number. (Example: choose Clinton Township (CT) and enter ENG instead of ENG 101.) If you prefer to enter the entire course code, be aware that the course number always begins in the sixth character of the field so ENG 101 is entered as ENG space-space 101. Note that all Online courses are accessed by selecting the Online campus. The campus codes are as follows: AH=Auburn Hills, AP=Allen Park, CT=Clinton Township, FL=Flint, OL=Online, PH=Port Huron.



Express Registration

After you meet with an advisor during Week 6 to determine your schedule, you will be given a blue registration card which will permit you to use Express Registration during Week 7.

Week 7 Registration Schedule:

- ⇒ Monday (Nov. 9) - Students with 30+ Credit Hours Earned
- ⇒ Tuesday (Nov. 10) - Students with 13+ Credit Hours Earned
- ⇒ Wednesday (Nov. 11) and beyond - All Students

Advising & Registration Winter 2016

- ☼ Advising Week 6 (Nov. 2 – Nov. 5)
- ☼ Registration Week 7 (Nov. 9 – Nov. 12)

Advising/Registration will take place in the **Student Center**. There will be advisors available to assist you.

Monday Only!

9:00am to 6:00pm & 6:30pm to 8:00pm

Tuesday—Thursday

9:00am to 6:00pm

*Friday & Saturday Advising/Registration will take place in the **Academic Resource Center (ARC)**.*

ACADEMIC RESOURCE CENTER (ARC)

Research Assistance

(586) 790-9584 or library-ct@baker.edu

Text: (810) 771-8959 or <http://askus.baker.edu>

<http://guides.baker.edu/CTARC/research>

PASSWORDS

Baker passwords expire 90 days from the day they are created. Go to MY BAKER and click on Set Up or Change My Security Questions in order to set up your security questions before your current password expires. If you are unable to reset your password, call the IT Solutions Center at (800) 645-8350 or (810) 766-4060.

Printing

Up to \$50 in printing & copying/quarter are provided at no charge to you! Additional printing and copying will require students to add money to their Baker ID cards.

Baker will issue printer credit for hardware malfunctions (not user errors) involving ten or more pages; bring the defective pages to the ARC front desk right away if a problem occurs.

Tests/Quizzes:

We provide the following assistance to students who need help with practice tests/quizzes:

- ◆ We will work with students on problems similar to those contained in the practice tests/quizzes.

The ARC adopts practices that enable students to develop strategies and skills that promote independent learning and student engagement. Visit the ARC for more information about Testing and Tutoring Services.

It is also important to note that we do not work with students working on take-home tests/quizzes.

Make-Up Testing (Wk-2—9 Only)

- Wednesday: 2:30pm & 5:00pm
- Saturday: 9:00am

Check in process begins 15 minutes prior to testing time, the testing room door closes 2 minutes prior to testing time and late testers will not be permitted entry. Late testers may have the opportunity to test at the next available test time that day if appointments are not all booked.

We do not proctor make-up final exams.

Accommodated Testing (Wk 1—10)

Testing appointments are based on proctor availability and are not scheduled during class times.

Waiver Testing (Wk 2—10)

Waiver testing is by appointment only and scheduled at least 24 hours in advance in the ARC. Time based on proctor availability.

INSTRUCTIONAL LABS

Essential Math Concepts & Pre Algebra

(Wk-1— Thurs. Wk-10)

- Monday: 11am—2pm & 3pm—5pm
- Tuesday: 11am—2pm
- Wednesday: 11am—6pm
- Thursday: 11am—3pm & 5pm—9pm
- Saturday: 9am—1pm

Upper Level Math

(Wk-1— Thurs. Wk-10)

- Monday: 10am—1pm & 2:30pm—6:30pm
- Tuesday: 10am—1pm & 4pm—6pm
- Wednesday: 10am—1pm
- Thursday: 10am—1pm & 2:30pm—6:30pm
- Saturday: 10am—1pm

Accounting (Wk-2—Wed. Wk-10)

- Tuesday: 2:30pm—5:30pm
- Wednesday: 2:30pm—5:30pm

Science (Wk-1 — Thurs. Wk-10)

- Thursday: 9am—12pm & 1pm—5pm

Chemistry (Wk-1 — Fri. Wk-9)

- Friday: 11am—12:30pm

A&P OPEN LABS Weeks 4 — 9

Day	Time	Instructor	Room
Tues	6-9:00 PM	Mr. Young	TC04
Wed	11-2:00pm	Dr. Elsougah	TC08
Wed	4-9:00 PM	Ms. Hughes	TC04
Thurs	9- 12 & 1-5	Dr. Gennero	In ARC

FINANCIAL SERVICES

FINANCIAL AID

Now that the Fall quarter has started, it is time to review your financial aid to ensure that all necessary steps are complete to cover the cost of tuition and books. You can review your account in the SOLAR/STAR system to go over all important information.

- ◇ Are there missing items that must be turned in?
- ◇ Does a loan request form need to be submitted?
- ◇ After looking at the award is there enough funds to cover tuition and books?

If you have not completed your FAFSA application, there is still time. You may apply at www.FAFSA.gov and you must have a **user ID & password** to log in (parents of dependent students must also have a user id and password).

Students must apply for financial aid every year. As we approach the end of this year and the beginning of a new year, please add to your January 2016 calendar: *"Apply for financial aid for 2016-2017 school year as early as possible!"*

LOANS

Funds are disbursed between week 3 and week 10. Financial Services is unable to give specific dates funds will be disbursed, due to the many variables that can affect loan eligibility (i.e. attendance, withdrawals, promissory note, entrance, etc.). Students will receive email notification, so please check your account frequently.

Loan Refund Policy

For Fall loans that have been posted to student accounts, loan refunds will be available after Tuesday, October 13. Availability depends on your Baker OneCard refund preference. Baker College has partnered with Higher One to provide disbursement services for all financial refunds. Students have three choices as to how they want to receive financial refunds.

Due to federal regulations, loan refunds for NEW students will not be available until after Tuesday, November 10.

In order to receive a loan refund:

- * You must have completed the loan application through the Financial Services Office
- * You must be attending your classes
- * Your loan must be posted to your account and have created a credit on your student account
- * You must have activated your Baker OneCard AND selected a refund preference

A 2nd 5 week or online class may delay your refund. If you have any questions regarding the loan refund policy, please contact the Financial Services Office.

Remember that loans & grants are both considered financial aid.

Loans are federal funds that must be paid back.

Third Party Student Reminder

If your employer issues a voucher authorizing the payment of your tuition, please turn the voucher in to the Financial Services Office by November 6, 2015. All charges are the responsibility of the student until the employer's payment is received by Baker College.

It is very important that you meet with a Financial Aid Advisor & Academic Advisor if you are planning on withdrawing/ changing program/ retaking a class as this could impact future financial aid eligibility. It could also impact the balance owed.

FALL 2015 DEFERRED TUITION STUDENTS

All students planning to use the Deferred Tuition plan for Fall 2015 should see the Financial Services Office to make sure the following is on file:

- ⇒ Signed deferred agreement for FALL 2015.
- ⇒ Current tuition reimbursement policy from your employer.

CAREER SERVICES

WORK EXPERIENCE DEADLINES

- ☼ Fall Quarter 2015 – Experiential Learning Credit (ELC) – Deadline November 30th
- ☼ Winter Quarter 2016 - HQconnect Application and Resume – Deadline October 30th
(Only for those students that attended a Work Experience Orientation)
- ☼ Spring Quarter 2016 – HQconnect Application – Deadline December 1, 2015

If you have any questions, contact your Program Official or Career Services.

HQ CONNECT

Looking for employment? Check out HQ Connect for employment opportunities by following the simple steps below:

- Sign into SOLAR
- Click on Career Services (located under STAR)
- Click on HQ Connect

If you need assistance, please contact Career Services at (586)790-9165

CLOTHES CLOSET



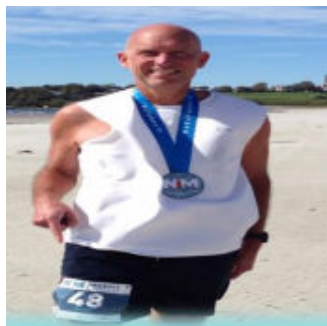
Need a professional outfit to wear to the interview?

Is professional attire currently out of your budget?

We have a variety of clothes for men and women. Come visit the Clothes Closet!

Contact Career Services for assistance at (586)790-9165.

ANNOUNCEMENTS



Congratulations to Mr. John Wilk, CRJ Internship Coordinator, on the successful completion of his 48th marathon (26.2 miles) in Newport, Rhode Island with a stunning time of three hours, 55 minutes! He has a personal goal to race in a marathon in all 50 states. John's fastest finish was the Detroit Free Press International Marathon with a time of 3 hours, 16 minutes. He also has qualified for and ran in the Boston Marathon three times.

John's 49th state marathon is November 22nd in Oklahoma. He will also be running his 50th state marathon this January in Maui, Hawaii. John is a member of the 50 State Marathon Club and will be awarded a Certificate of Completion for running a marathon in all 50 states. This distinction is held by less than 1,050 athletes. Please join us in acknowledging John Wilk on a job well done! Feel free to let him know we are all proud of this accomplishment and wish him much success on his 49th and 50th marathons in the coming months.

Baker Blood Drive

Tuesday, October 27 from 12:00—6:00pm in Main Student Center.

To sign up online: go to redcrossblood.org and enter sponsor code: bakercollege.

Donors can sign-up for appointments online or contact Jufauri Ely at (586) 790-9401.

Individual who are 17 years of age (16 with parental permission in some states), meet weight and height requirements (110 pounds or more, depending on their height), and are in general good health may be eligible to donate blood. Please bring your Red Cross blood donor card or other form of positive ID when you come to donate.

CLUBS

<p>Allied Health Club</p>	<p>Toys for Tots: Nov. 16—Dec. 18. Please bring an unwrapped toy for the collection box in the Student Center.</p>
<p>Health Information Technology (HIT) Club</p> <p>Contact Faculty Club Advisor: Amy Robbins (586) 790-2818 amy.robbins@baker.edu, Health Sciences Office, A105.</p>	<p>Bottle and Can Drive box located in the Student Center; proceeds assist in HIT certification exam fees for students.</p> <p>Gleaner's Food Drive Nov. 2—Dec. 11.</p> <p>Field trip to Iron Mountain on Nov. 13 at 9:00am.</p> <p>For announcements, membership application, and newsletters, check our decorated bulletin board across from A 205.</p> <p>The HIT club promotes the field of study in health information management and provides opportunities for individuals to grow their network in the HIM field. We also engage in and encourage community fundraising.</p>
<p>Human Resources & Management Club</p> <p>Contact Program Director: Beth LaValley, at beth.lavalley@baker.edu</p>	<p>Meeting: Thurs. Nov. 12, 4:30 –5:30pm in the Community Room by the Student Center for all IIR, Business students, and other interested students. There will be a guest speaker and snacks! You do NOT have to be a member to attend. All meeting dates are posted on Business Board (E-hallway, 2nd floor).</p> <p>If you would like to be a member, membership fee is \$35 and has some great benefits; contact Beth LaValley for more information. We encourage all HR & Business students to join our club and get involved in a student activity. The benefits are endless! To learn more, come check us out.</p>
<p>NAEYC Student Chapter</p>	<p>Pizza Party: Wed. Nov. 11, 5:00—6:00pm in C105 for ECE students & Faculty. Stop by for crafts, raffles, food, fun, FREE professional development, and scholarship opportunities.</p>
<p>Scrub Club</p> <p>Contact Program Director: Mary Jo Nowicki, at (586) 790-5245, Health Sciences Office Mon.—Fri.</p>	<p>Bake Sale: Mon. Nov. 2 & Wed. Nov. 4 in the Student Center from 10:30am—6:00pm. Sale to raise money for the Surgical Technology State Assembly Spring Conference.</p>
<p>Vet Tech Club</p>	<p>Meetings: Tues. Oct. 27, Nov. 10 & Dec. 1 at 8:30am in B 105.</p> <p>Calendar Fundraiser: Submit your favorite pet photos to be featured in our calendar. Please submit photos to: vettechclubbaker@gmail.com or to the Vet Tech office. \$5 submission fee per photo, payable in the Vet Tech office.</p> <p>Photos and fee due Friday Oct 29th. Voting begins Monday Nov 2nd, and the cost is \$1 for 5 votes, or a quarter each. Voting will take place in the Vet Tech Office. Calendars will be on sale in November. Funds raised will benefit the Macomb Animal Shelter.</p> <p>The purpose of the Vet Tech club is to raise funds and perform community service to benefit animals in need. All animal lovers are invited to join us. The Vet Tech club's current fund raising efforts and community service projects will benefit Macomb Animal Control and other animal related charities.</p>