

JACKSON CAMPUS



MESSAGE FROM THE PRESIDENT

Welcome back!! We are so excited about the campus facility upgrades and the opportunity to serve you with advising, library, tutoring and food services in the new Academic Resource Center. Take advantage of the space and the services that we have to support your learning. Baker College continues to have exceptional pass rates on licensure exams in our programs and an outstanding graduation employment rate. Our Career Services and Academic Advising teams are all available to help you meet your career goals. The Fall quarter goes by quickly, so make sure you join us the week of November 10th in the ARC to register for the Winter quarter which will begin January 12, 2015. Thank you for choosing Baker College!



Dr. Patricia Kaufman, President

Baker College Mission Statement

*To provide quality higher
education and training
which will enable
graduates to be*

Academic Resource Center

The new Academic Resource Center at your Jackson campus is open from 8:00am to 10:00pm and is staffed from 8:00 am to 8:00pm Monday through Thursday, 8:00am to 5:00pm on Fridays and 9:00 am to 2:00 pm on Saturdays. The ARC is equipped with computers, printers and quiet study areas, has Wi-Fi access, the café and comfortable seating areas and is available for you to use whenever you need it. We offer testing services, writing help, educational support and resources, as well as free tutoring for all Baker students in many academic areas. The Writing Center can help you improve your writing skills and provide individual assistance throughout the writing process for research papers, essays, presentations, and other class assignments. The ARC also contains library resources, is the new home for the academic advising offices and is connected to the Student Center and food court.

To make an appointment for writing assistance, tutoring or testing appointments or to contact your academic advisor, call the ARC at 517-841-4500.



Human Services

Welcome back, Human Services Students to Fall 2014! Human Services will be very busy this fall and we wanted to share a couple of items that may be of interest to you. As always, each fall we have two Bake Sales that we use to fund our "Adopt A Family For Christmas" and the "Baker-While-You-Were-Out" program, where we take an agency each year and do a total room make-over for them. This year we will be going to Born-Free, a women's substance abuse clinic and re-doing their group room and a clinicians office. We will also be offering the first ever, "Seven Series", a lecture series for Human Services students, alumni, and community members who wish to be part of a great learning opportunity. These mini-seminars, or lectures, will be from community members and professionals in the field and on various topics of interest to Human Services students. It will be held on Saturday of week seven. Stay tuned for more information on this exciting opportunity.



Do you have questions about Human Services? Want in on our Honor Society or the Human Services Club? Looking to change your major and like what we have to offer? Come visit, Bradley Schweda MA LLP Clinical Psychologist and the Program Director of Human Services in Room 121.

Library Resources

Check out the new Home page for Library Resources. Select Student Services—Library. Find the Tab on the left for Campus Library Guides Or Online Resources Or Faculty/Staff Resources to access more information. Stop by the ARC and see the staff for more information and help.

The screenshot shows a website interface for "Campus Library Guides". On the left, a dark sidebar contains a menu with "Campus Library Guides" highlighted in red, and "Online Resources" and "Faculty / Staff Resources" below it. Two orange arrows point from the sidebar to the main content area. The main content area has a header "Campus Library Guides" and a sub-header "Choose your local campus to get information about library hours, services, and more." Below this is a list of campus names, each preceded by a red dot. An orange arrow points from the right side of the page to the "Jackson/Coldwater" entry in the list.

Campus Library Guides

Choose your local campus to get information about library hours, services, and more.

- [Allen Park](#)
- [Auburn Hills](#)
- [Cadillac](#)
- [Cass City](#)
- [Clinton Township](#)
- [Flint](#)
- [Jackson/Coldwater](#)
- [Muskegon](#)
- [Online/Graduate Studies](#)
- [Owosso](#)
- [Port Huron](#)

Engineering Lab

The New Engineering Lab Is up and running!

It has taken a lot of hard work all summer to get it set up. Our CNC and CAD students will be able to get hands on training in some of the skills they will need .

Look for an Engineering Team to start Winter 2015 headed by Dr. Sherwood.



Business Solutions Center

The objective of the Baker College Business Solution Center is to create a collaborative learning environment that allows students to solve real-world problems. This student experience will enhance problem solving and critical thinking skills as they apply the concepts of Lean, Six Sigma and Knowledge Management. The students will interact with customers both at the Business Solution Center and local businesses.

Coming to the Jackson Campus Soon!

FINANCIAL SERVICES

2014-2015

Welcome to Fall Quarter at Baker College of Jackson!! The Business Office and Financial Aid Office have merged together to form Financial Services. We are located in Building 100 at the Student Services front desk. We are available Monday – Thursday from 8 a.m. to 6 p.m. and on Friday from 8 a.m. to 5 p.m. Please call or stop by with any questions you may have as we are more than happy to help!

Make sure to complete your 2014-2015 FAFSA by June 30, 2015 to ensure that you qualify for as much financial aid as possible for the 2014-15 school year. You can complete this at www.fafsa.gov. Please see the steps below:

FAFSA FILING INSTRUCTIONS

www.fafsa.gov

Baker College of Jackson is pleased to offer detailed step-by-step instructions from the FAFSA Website to help you file your 2014-2015 FAFSA. The FAFSA Web site is www.fafsa.ed.gov.

I. Before Beginning a FAFSA

Get organized! To simplify the application process, gather required documents and other information ahead of time. File ASAP by March 15 for Baker College Priority Financial Aid Packaging State AID Deadlines.

Determine your dependency status.

Complete 2014-15 FAFSA on the Web Worksheet

Baker's School Code is E00733

Students need to **apply for a PIN**, available at www.pin.ed.gov. Keep the PIN number in a safe place. The PIN will be used to sign online later in the process. If a student is a dependent, a parent can apply for a Pin also at www.pin.ed.gov.

II. Filing Out a FAFSA

Fill out the FAFSA application at www.fafsa.ed.gov. The FAFSA contains questions that ask about you, your financial information, your school plans and more. The 2014-15 FAFSA is used to file for Fall 2014, Winter 2015, Spring 2015 and Summer 2015 financial aid.

- 1. Create a FAFSA User ID and Password** to start the FAFSA process.
- 2. Answer challenge questions for security purposes.** Be sure to remember your answers so if FAFSA Online Security asks later you can enter correctly. The Baker Financial Aid Office recommends using something easy to remember and use all lower case letter- challenge answers are case sensitive!
- 3. Call the FAFSA Helpline at (800) 433-3243 for FAFSA online assistance** or to check status of the submitted FAFSA.
4. Enter Student and Parent (if student is a dependent) **2013 Federal Tax Information** (example: 1040, 1040a, or 1040 EZ) on 2014-15 FAFSA.

If 2013 Federal Taxes are not done yet, use the 2012 W-2 Forms to enter income information and make corrections to your FAFSA. Don't forget to update the information after filing taxes; the updated FAFSA may offer more financial aid eligibility!

- 5. Enter Baker's School Code in Section 5: E00733**

Enter a good, working email for where you want your FAFSA results and financial aid award package sent.

- 6. Save each page as you complete each page.** You can Save FAFSA to finish later if necessary.
- 7. Students can Sign Electronically with PIN** or a parent can Sign Electronically with PIN. Remember, if the student is a dependent, then parents can create and use PIN.
- 8. When the FAFSA is submitted a "FAFSA Submitted Confirmation Page"** will appear.
- 9. Be sure to print the "FAFSA Submitted Confirmation Page"** for your records.

- 10. To open your saved FAFSA or Correction Application, you will need the student user ID and password** to access the saved FAFSA

III. FAFSA Follow-Up

View your FAFSA results online by entering student user ID and password. The site will show the status of the application, and allow corrections to be made to a processed FAFSA as well as offer other information.

Once the FAFSA is submitted, the Baker College Financial Aid Office will retrieve FAFSA results; package the 2014-15 Financial Aid and email out the 2014-15 Financial Aid Award Letter.

Questions may be directed to: 517.780.4543 The Financial Services Department of Baker College of Jackson.

NEW CHANGES IN THE FINANCIAL AID PROCESS

To locate important changes in the Financial Aid process for the 2014-15 year, visit www.baker.edu and follow these simple steps:

- Click on “Select Campus”
- Select the “Jackson” Campus
- Click on “Student Services”
- Select “Financial Aid”

All new information will be available on the left side panel of the Financial Aid screen. How to Apply for FAFSA, IRS Data Retrieval, and Tax Transcript Information will provide students with important information regarding the new changes in the Financial Aid process.

REQUESTING A LOAN

There are a couple important steps that need to be completed if you request a loan from the Financial Services Office. You **must** complete ***Entrance Loan Counseling*** and **must** sign a ***Master Promissory Note*** at www.studentloans.gov. You will also need your 4-digit PIN # that you used to electronically sign your FAFSA. Please contact Financial Services at **(517) 780-4543** if you have any questions.

LOOKING AT CHANGING YOUR MAJOR?

Please see Financial Services if you plan on changing your major. This may affect your Financial Aid status.

THINKING ABOUT WITHDRAWING FROM CLASSES?

In order for a student to maintain their financial aid, they must meet three **Satisfactory Academic Progress** rules. Withdrawing from course(s) **will** impact your financial aid and could result in the loss of your financial aid (including grants and/or loans). Please see Financial Services if you plan to withdraw from any classes.

The three rules are below:

GPA Rule: At the point of SAP review, student must have a satisfactory GPA. A satisfactory GPA for their first review must match the Academic standing requirements. Subsequent reviews require a cumulative GPA of 2.0.

PACE Rule: At the point of review, student must have successfully completed 2/3rd's of the cumulative credits which they have attempted. ***Withdrawals*** and ***failures*** are counted as credits attempted.

Maximum Timeframe Rule: At the point of review, student must be able to complete their declared current program within 150% of the program length.