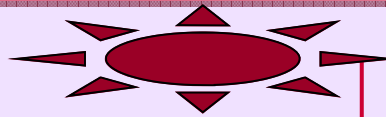


January 27, 2014

**Academic Advising**

Students are encouraged to begin meeting with their academic/program advisors, to pick spring classes. An appointment is recommended.

**IT'S TIME TO START PLANNING—THINK SPRING!**  
**Academic Advising and Registration for Spring Term**



**Academic Registration and Advising**

Students may register for classes in the Student Center on February 24-26, from 9:30 a.m.—3 p.m. and 5 p.m.—6:15 p.m. Academic/Program advisors will be available in the Student Center at scheduled times on February 25 and 26. Most will be available in their offices on February 24. Registration will be available in the Academic Center and by telephone beginning at 8 a.m. on Thursday, February 27.

**Attention: Winter Quarter 2014 Potential Graduates**

Winter quarter graduation applications are due **NOW**. You may submit a graduation application ONLINE at [www.baker.edu/graduation](http://www.baker.edu/graduation). You will not be considered as a graduate for winter quarter unless you submit a graduation application.

Registrations for summer and fall classes begins May 19.

**Do NOT Stop Attending!**

If you STOP ATTENDING your class, your Financial Aid may NOT PAY on your account, making the balance your personal responsibility.

Please call or visit the Financial Services Office for financial advice. We can help you make the right decision.

**Winter Weather Alerts**

In the event the College must close due to inclement weather, communication is sent via several avenues. First, students may call the weather hotline at 231-777-6666 for a recorded message concerning any closings. Second, a message is posted on the College web site at [www.baker.edu](http://www.baker.edu). Third, area television and radio stations are contacted. Finally, students are notified via telephone, text message and email through the Baker College Emergency Notification System.

Every effort is made to communicate closing information quickly. The College is very aware that students have to make important travel and daycare decisions based upon weather closings. Furthermore, the College is aware that conditions vary in surrounding areas. Students must contact their teachers if they are unable to get to school due to inclement weather. An absence will be recorded, if classes are in session.

**STUDENT DRESS CODE**

Students are reminded to review the contents of the Student Handbook and the Baker College Catalog to become familiar with policies and procedures affecting students. A number of policies have been established to create and maintain a comfortable and safe learning environment for all students while they are on campus.

An excerpt from the Student Handbook states:  
*"Students are to dress in conventional attire that exhibits good taste. In instances of unsuitable dress, faculty or staff may request that the student leave the classroom or facility."*

The College considers the following apparel to be "unsuitable dress":

1. Halter tops
2. Strapless tops or tube tops
3. One-strap/one-shoulder tops
4. Tops that expose the bare midriff
5. Low-cut tops or plunging necklines
6. Very short skirts
7. Very short shorts
8. Low-ride pants that expose flesh
9. Low-ride pants that expose underwear
10. Jeans or pants with slashes/cuts that expose flesh or underwear
11. Hats or shirts with offensive or vulgar wording or pictures.
12. Bare feet
13. Rollerblades

Adherence to the dress code is part of developing professional behavior and contributes to a professional learning environment.

**Winter Quarter Bookstore Hours**

Monday—Thursday, 8 a.m. to 6 p.m.  
 Friday, 9 a.m. to 1 p.m.

**Winter Quarter Buyback:\*  
 Wednesday—Friday,  
 March 19 - 21**

Stop by the Bookstore  
 for more details!



*\*Ask a Bookstore employee about the new Guaranteed Buyback program today!*

**ATTENTION ALL HUMAN SERVICE STUDENTS!**

Are you planning a Spring Quarter Internship? You must contact Internship Coordinator Rich Nelson **NO LATER THAN SATURDAY, FEBRUARY 1**, to be considered for a spring internship. Please do not delay making this contact. If you miss the February 1 deadline, you will need to wait until the summer or fall quarter for an internship. Contact Rich at (231) 777-6534 or [rich.nelson@baker.edu](mailto:rich.nelson@baker.edu) by the deadline!

## TUITION REFUND POLICY

Tuition refunds are calculated based on the date the College is **notified in writing** of class withdrawal, not the last date of attendance. **Please refer to the College catalog or student handbook for refund percentages.**

Although the tuition refund period lasts the first two weeks of a class, it takes a *longer* amount of time to *earn* financial aid (grants and loans). Withdrawing from a class may result in a reduction of grants and loans and may affect future financial aid eligibility.

*"Though no one can go back and make a brand new start, anyone can start from now and make a brand new ending."*

~Carl Bard

Please check with the Financial Services Department before you consider withdrawing from a class. Financial Services can help you avoid costly mistakes which could prevent you from registering in the future and accomplishing your educational goals.

## WHAT IS A BAKER ONECARD?

The Baker OneCard is how Baker College delivers money to students. ANY credit balance owed to you by Baker College will be handled through the Baker OneCard. It is not just for financial aid refunds.

- How do you receive money for a book you returned?
- How do you get your excess loan funds?
- Where is your refund for tuition you paid and then later dropped the class?

*The answer is your Baker OneCard.*

The Baker OneCard is not a credit card. When you go to [www.BakerOneCard.com](http://www.BakerOneCard.com) to activate the card, there are three options for delivery of your funds. First, you may choose to have the funds sent to another bank account. Second, you may request funds be sent to you by paper check via US Mail. The third option is to create a **OneAccount**.

The **OneAccount** can be used for fee-free banking. You may access your funds through the ATM located outside the Baker College Bookstore. If you establish a OneAccount, the Baker OneCard may be used to "swipe and sign" for purchases at most retailers. There are fees for PIN based transactions and some services. Please see a complete list of banking fees at [www.BakerOneCard.com](http://www.BakerOneCard.com).

The OneAccount **PREMIER** and the OneAccount **EDGE** are enhanced accounts which have monthly fees and are NOT considered "fee-free banking" like the basic OneAccount. These two options are designed for students who plan to

make their own deposits to their accounts (in addition to any Baker refunds) and use the account for their primary banking needs. A monthly fee is charged.

Whichever option you choose, remember to activate your Baker OneCard as soon as you receive it. Assistance is always available in Financial Services.

## WINTER INVOICES

Invoices for Winter quarter charges were sent electronically the week of January 14. Your invoice is ready for viewing and printing from the Baker website at <https://carina.baker.edu/solar>. Sign in with your current user ID and password to access the invoice. Please contact the Financial Services Department if you have questions about obtaining your invoice or how to make payments on your account.

Reminder: You are responsible for payment of your balance due. However, if a parent, employer, friend or some other awesome person is paying your Winter balance, be sure to give them this information.

It is important to be aware of your account balance. A \$30 Finance Charge will be applied to all unpaid accounts on February 28.

## When Will I Receive My Loan Refund?

In an effort to provide exemplary customer service to Baker College of Muskegon students, an e-mail notification will be sent to each student when a loan refund is available (i.e. BakerOne Card, paper check). Student loan refunds are typically available to students during Weeks 3-10 of each quarter. This date could vary depending on whether a student has completed Entrance Loan Counseling, a Direct Loan Master Promissory Note, maintained satisfactory attendance in current quarter classes, submitted all missing items and started the required minimum amount of six (6) credit hours

for the current quarter. Students are encouraged to communicate with creditors such as landlords, utility companies, etc., to request patience because a refund may be received at any time during Weeks 3-10 of the quarter.

## ONLINE ALL THE TIME

Students can check the status of their Financial Aid online 24/7 which may eliminate the need to call/stop by the Financial Aid Office.

How Can I Check the Status of My Financial Aid?

Go to: [www.baker.edu](http://www.baker.edu)

1. Select "SOLAR SYSTEM" on top of webpage
2. Log in using your Baker ID and Password\*\*

3. Select "STAR SYSTEM" in left-hand column of webpage
4. Select "Financial Aid Office"
5. Select "Awards"
6. Select year from drop down box
7. Click "Continue"
8. Click link "View/Save/Print Financial Aid Awards"

\*\*Contact the helpdesk at [800-645-8350](tel:800-645-8350) if you need assistance logging in.

The Financial Aid Office is awarding files and certifying loans every day. Please check your account often for updates.

- **YOUTH LEADERSHIP GROUP MEETING ~** The Youth Leadership Group is sponsored by the internationally-renowned Toastmasters organization. Our purpose is to sharpen communication and leadership skills. Our group provides excellent opportunities for networking, and participation looks great on a resume. We meet every Thursday from 4:30-5:30 p.m. in the West End Conference Room (WE104) - one door north of the West End Fitness Center. Refreshments provided.

- **ADOBE USER GROUP MEETING ~** The Adobe User Group will be meeting on Tuesday, February 11, at 3 p.m. in Room T103 (the Graphics Lab). Kalaina Sullivan will deliver a Photography Tutorial.
- **BAKER COLLEGE ORGANIZATION OF HUMAN SERVICE (BCOHS) ~** Tuesday meeting dates are February 11 and March 11, at 4:15-5:30 p.m., held in West End Conference Room C.
- **ROTARACT CLUB ~** Tuesday meetings are held from 4:30 - 5:45 p.m. held in West End Room WE103.

## EARLY CHILDHOOD EDUCATION CLUB

The next ECE Club meeting will take place on **Monday, February 3, 4:30-5:30 p.m., in Room WE103**. We will use this time to coordinate the following Month of the Young Child Activities: mounting and framing local children's artwork to be displayed in Muskegon and Grand Haven businesses; and hosting a Kids' Food Basket Sack Suppers bag decorating table during Month of the Young Child as well. See you in February! ☺

SAVE TIME

SAVE TIME

## Know Your Staff—Pam Strait

Pam Strait is a Career Services Coordinator at Baker College of Muskegon. She encourages students and graduates along their journey towards challenging and rewarding careers by assisting individuals with resumes, cover letters, internships, employment search activities, and teaching Professional Career Strategies classes. Ms. Strait also is involved in communicating with employers regarding skills required in their workplaces and encouraging employers to participate in on-campus career events. She talks with employers and urges them to host Baker students from a number of our health care programs in internship/externship opportunities.

Ms. Strait has been working here since July of 2010. She sees examples every day of the commitment and dedication demonstrated by Baker College staff and faculty in serving students and is proud to be a member of the Baker team. She also has previous experience in Baker College class-

rooms (then, Muskegon Business College) both as a student completing a certificate program and later as a member of the faculty for eleven years. Ms. Strait completed both a Bachelor of Science Degree and a Master of Business Administration Degree from Grand Valley State University.

Prior to joining Career Services, most of Ms. Strait's career has been spent working in the area of training and development, both helping individuals learn new skills and working with employers regarding training to improve employee job performance.

Outside of work, Ms. Strait enjoys spending time with family and friends and participating in activities throughout the beautiful changing seasons in Michigan. She enjoys photography, skiing, and flower gardening.



## CAREER SERVICES



## ATTENTION ALL CURRENT STUDENTS AND WINTER 2014 GRADUATES

You have access to our FREE employment assistance services. One of the greatest of these services is having access to our career-resource software, HQ Connect. Now is the time to start using HQ Connect. We believe it will streamline your job search process, make it easier to apply for openings and help you meet your employment goals.

To assist you in better understanding how to use HQ Connect and some of its features, Career Services is offering a couple HQ Connect Seminars.

- \* Thursday, January 30, from 12:15 – 1 p.m. in The Meeting Place
- \* Thursday, January 30, from 4:15 – 5 p.m. in The Meeting Place

If you are interested, please attend one of these seminars.

Also, be sure to check your email weekly for our "Job Opportunities from Career Services." Once a week, we email out to ALL students a list of the recent jobs that have been posted on HQ Connect. Knowing how busy your life can get, Career Services has taken the liberty to provide you this additional service. It would be a shame for you to miss out on a great opportunity.

## CHILD ABUSE COUNCIL OF MUSKEGON COUNTY ABUSE AND NEGLECT IDENTIFICATION/PREVENTION PRESENTATION



Tuesday, February 18 @ 6 p.m.  
Room to be announced  
Free of charge

\*\*\*Contact ECE Program Director Liz Garman at 231-777-5375 or [liz.garman@baker.edu](mailto:liz.garman@baker.edu) by Friday, February 14, 2014, to reserve your spot.\*\*\*

## BAKER COLLEGE OF MUSKEGON HEALTH SCIENCES CAREER DAY

Friday, February 21, 2014  
Muskegon Campus Gymnasium  
9 – 11:30 a.m.

Exclusive to Baker College students and graduates.  
**All majors are welcome.**

**Network with employers and discuss...**  
Career Options, Internships/Externships,  
Employment, and Volunteer Opportunities

**Plan ahead...**  
Prepare your error-free resume.  
Practice your introduction and  
responses to interview questions.  
Plan to dress professionally.  
Prepare by researching companies.

**Additional information...**  
Information tables with career fair preparation tips  
**Student Center and the West End Café**  
February 3 – 20

### View an updated list of participating employers...

1. Go to <https://carina.baker.edu/solar> and log in
2. Select "STAR System"
3. Select "Career Services" and "Career/Job Fairs"
4. Scroll to "Baker College of Muskegon – Health Sciences Career Day"

**Contact Career Services...**  
Have your resume critiqued.  
Ask additional questions.  
231-777-6500

## CALENDAR OF EVENTS

Friday, February 14  
**VALENTINE'S DAY**

Friday, February 21  
**Health Sciences Career Day**  
9-11:30 a.m., Gymnasium

Monday—Wednesday  
February 24—26  
**Academic Advising and Registration for  
Spring Classes in the Student Center**

Friday, March 14  
Last day to drop 10-week on-ground classes

Friday, March 22  
*Winter Quarter Ends (Spring Break!)*



## Library Learning Connection

Mon—Thu 7:30 a.m.—9 p.m.  
 Fri 7:30 a.m.—6 p.m.  
 Sat 10 a.m.—4 p.m.

### Computer Connection—New hours

Mon—Thu 12 p.m.—6 p.m.  
 Sun 8 a.m.—6 p.m.

### New Printing Policy

You will NEED your Baker ID Card to print in the Library Learning Connection. If you do not have an ID card, one can be purchased at Campus Safety.



### New Math Lab

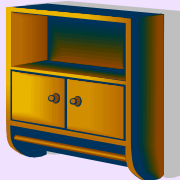
The math lab will be open on a walk-in basis and staffed with professional tutors all ten weeks.

### Math Lab Hours

Mon-Tues 8:30 a.m.—2:30 p.m.  
 Wed-Thurs 12:30—6:30 p.m.

### Res. Life Pantry needs your help!

- Donate food items for easy meals
- Give shampoo, soap, toothpaste, etc.
- Assist students here in Muskegon
- Beat the winter blues by helping out
- Co-sponsored by BCOHS



## From the Desk of... Mike Helsen, Vice President of Student Services



The Student Services Department is made up of Campus Safety, Career Services, Financial Aid and Residence Life. The role of each office is to provide services which support you, the student, as you complete your academic program.

Campus Safety is here to provide a safe and secure environment in a customer-friendly way while you are on campus.

Career Services supports your employment needs while you are a student and for life once you graduate. Career Services is ready to assist you with your part-time, work experience and graduate employment assistance. If you haven't explored Career Service's HQ Connect web site, please do so. This site is designed to assist Baker College students and alumni with employment opportunities.

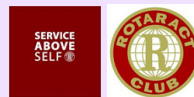
Financial Aid is now part of the new Financial Services Department. The Financial Services office combines the services offered in the previous Business and Financial Aid offices to provide students with one convenient place to receive financial assistance. Financial Services is located in the former Business Office space.

The Residence Life Department moved their office as well this quarter into the Student Services area that previously housed the Financial Aid Department. The Residence Life Department provides oversight for the students who choose to live in College housing. In addition, the staff also coordinate a very active IM Sports and Recreation program that is open to all students. There are a number of activities that are available and a good way to get involved and meet other students.

Currently there are nineteen active clubs on campus with others in the process of being formed. Clubs are a great way to get more involved with students in your academic program, get involved in community activities and meet other students; take a moment and investigate one of the many clubs on campus.

I welcome you and encourage you to make the most of your time spent here and please contact me with any questions you might have about any of the Student Services offered at Baker College.

## Rotaract Club



### It's a Way of Life

- Check out our table on **February 6, 2014**
  - Help us send one of our own to Honduras to install water filters. Come by the table to get more info on this worthy cause.

### VOLUNTEER OPPORTUNITIES:

- **Kids Food Basket**
  - Fridays 1–2 p.m. located in the basement of Central United Methodist Church, 1011 2nd Street, Muskegon, MI 49440
  - Check out their site for more info <http://www.kidsfoodbasket.org/>
- **Pathfinders**
  - Wednesdays & Thursdays 3:30-6:30 p.m. located at 2500 Jefferson Street, Muskegon Heights, MI 49444
  - Check out their site for more info <http://www.the-pathfinders.org/>

Stay connected to us through our Facebook  
<https://www.facebook.com/RotaractBakerCollege>  
 Or Tweet us @ <https://twitter.com/BakerRotaract>



[www.everywomansplace.org/cheers.html](http://www.everywomansplace.org/cheers.html) or by cash or check at the Sweet Spot, located in the Culinary Institute of Michigan at 336 W. Clay Avenue.

Additionally, Every Woman's Place will have tickets available for purchase by cash, check or credit card at the Administrative Offices located at 175 W. Apple Avenue.



## Cheers and Chocolate Saturday, March 1, 2014

Cheers and Chocolate is an event pairing sweet and savory culinary delights with fine wines and beers at the Culinary Institute of Michigan. Each year, student chefs prepare chocolates, desserts and hors d'oeuvres. Students also research and present wines from all over the world. Michigan wines will be featured in the Michigan Room, located on the third floor. Michigan microbrews will also be presented in the beer garden, located in Courses Restaurant.

Silent auction items will be displayed on all three floors of the event, and raffle tickets will be sold for a variety of gifts, including a wine refrigerator filled with wine donated by the board of directors of Every Woman's Place/Webster House Youth Services!

Please join us for this showcase event for the Culinary Institute of Michigan and fundraiser for Every Woman's Place/Webster House Youth Services.

Tickets are \$55 each and include wine, beer, hors d'oeuvres, and dessert tastings. You may purchase tickets online at *(continued)*