



**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 2009-10 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 of 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

# CAMPUS SPECIFIC INFORMATION

## OFFICE PHONE NUMBERS

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

## HOURS

### **Campus Building Hours**

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

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

### **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 10:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday	8:00 a.m. to 5:00 p.m.

### **Business Office**

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

### **Career Services Office**

Monday - Thursday	9:00 a.m. to 7:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.

### **Financial Aid Office**

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

## 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 marked parking area will receive a parking ticket. Please maintain the posted speed limits and abide by all other posted signs.

## **CLASS POLICIES**

### **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 register at the Academic Office. Children are not allowed on campus.

If a visitor needs to contact a student, he or she should first come to the Academic Office. After the visitor provides identification, the student will be contacted by Campus Safety.

## **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. Pay phones are located on the lower level of the "A" building at the main entrance.

## **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**

Baker College of Allen Park is a smoke-free environment. Tobacco is prohibited anywhere in the building. The smoking area is clearly marked in a location near the Student Center. There is no smoking allowed within 25 feet of any building.

## WHOM TO SEE FOR ASSISTANCE

**Admissions Office:** New students applications, new student financial aid application, and new student career information.

**Academic Office:** Add/Drop, withdrawals, scheduling, and advising.

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

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

**Career Services:** Graduation, placement, 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](http://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**

