



# **CLINTON TOWNSHIP CAMPUS INFORMATION**

## BUILDING AND OFFICE HOURS

### Campus Building Hours during the fall, winter, and spring quarters:

#### South Gratiot Technology Building:

Monday through Friday 8:00 a.m. to 10:00 p.m.

#### Little Mack Campus:

Monday through Friday 7:30 a.m. to 10:00 p.m.

#### Bookstore Hours:

Monday 8:00 a.m. to 8:30 p.m.

Tuesday through Friday 8:00 a.m. to 6:30 p.m.

Saturday 8:00 a.m. to 1:00 p.m.

Summer quarter, Saturday, and Bookstore hours vary and are posted quarterly.

#### Little Mack Academic Office:

Monday through Friday 7:30 a.m. to 8:30 p.m.

Saturday 8:00 a.m. to 1:00 p.m.

Between terms:

Monday through Thursday 7:30 a.m. to 6:00 p.m.

Friday 7:30 a.m. to 5:00 p.m.

#### South Gratiot Technology Center Academic Office:

Monday through Friday 8:00 a.m. to 10:00 p.m.

Saturday 8:00 a.m. to 5:00 p.m.

Between terms:

Monday through Thursday 9:00 a.m. to 6:00 p.m.

Friday 8:00 a.m. to 5:00 p.m.

#### Admissions Office:

Monday through Thursday 9:00 a.m. to 6:00 p.m.

Friday 8:00 a.m. to 5:00 p.m.

#### Little Mack Faculty Office/Copy Center:

Monday through Friday 7:30 a.m. to 10:00 p.m.

Saturday 8:00 a.m. to 5:00 p.m.

Between terms:

Monday through Thursday 7:30 a.m. to 6:00 p.m.

Friday 7:30 a.m. to 5:00 p.m.

#### Financial Aid Office:

Monday 8:00 a.m. to 8:30 p.m.

Tuesday through Friday 8:00 a.m. to 6:00 p.m.

#### Career Services Office:

Monday, Tuesday, Thursday, and Friday 8:00 a.m. to 6:00 p.m.

Wednesday 8:00 a.m. to 8:30 p.m.

**Business Office:**

Monday 8:00 a.m. to 8:30 p.m.  
Tuesday, Wednesday, Thursday, and Friday 8:00 a.m. to 6:00 p.m.

**Final Exam Schedule**

Final exams will be given according to the following schedule:

**Evening Classes:**

Regular class will be held from 6:00 p.m. to 7:30 p.m. Final exams will begin at 7:30 p.m. on regularly scheduled night during the tenth week of classes.

**Day Classes:**

Monday and Wednesday classes: Exam on Wednesday regular time.  
Tuesday and Thursday classes: Exam on Thursday regular time.

**Class Schedule Books**

Class schedule books for the next quarter will be available in Week 6 of the current quarter.

**Library Hours** (Tentative hours)

Monday through Thursday 8:30 a.m. to 9:30 p.m.  
Friday 8:30 a.m. to 8:00 p.m.  
Saturday 8:00 a.m. to 4:00 p.m.

Summer quarter and Saturday hours vary and are posted quarterly.

**Guests and Visitors**

All adult visitors and guests of current Baker College students must register in the Academic Office. Anyone desiring to bring an adult visitor to class must also seek prior permission from the instructor. Any visitors inquiring about taking classes should see an Admissions Advisor for an appointment.

## REGULATIONS

**Student Parking**

Students must display their parking permits by hanging them from the rear view mirror with the parking permit facing out the front windshield.

Students should park only within the lined student parking areas. No parking is allowed on the grass, next to the building or in the driveway edges. No parking in handicapped spaces without placard or tag, and no parking in reserved spaces (e.g., Admissions, Employees).

Violators will be subject to a \$10.00 fine and/or be towed away at the owner's expense. Any vehicle not displaying a permit requires a Secretary of State inquiry and will have an additional \$10.00 charged to the violation as an administrative fee.

**Telephone Calls**

Incoming calls to students will only be taken in case of an emergency. These calls will be transferred to Campus Safety. Messages will not be taken under any circumstances by the Academic Offices.

**Lost and Found**

Check for items in the Campus Safety Office. If you find any articles, please take them to the Campus Safety Office.

**Food and Beverage**

All food and beverages must remain in the Student Center. Absolutely no consumption of food or beverages is allowed in the hallways or classrooms.

**Smoking Policy (Smoke Free Facility)**

Baker College of Clinton Township has designated smoking areas. No smoking will be allowed in front of the building or within the school. No smoking is permitted within 15 feet of any campus entrance.

**Whom to See About What**

Admissions Office - new student applications, new student financial aid applications, and new student career information.

Academic Office - adding or dropping classes, withdrawals, scheduling, graduation, and advising.

Financial Aid Office - financial aid (loans, grants, scholarships, and forms) and college work study.

Career Services - placement, internships, externships, and career information.

Business Office- payments, refunds, and book bills.

**School Closings Due to Weather Conditions**

If inclement weather conditions exist, listen to WWJ-950am. News of school closings will be announced on this station. Closings will also be announced on television channels 2, 4 and 7 and on the Web at [www.detnow.com](http://www.detnow.com). Closings will also be posted on the Baker College Web site at [www.baker.edu](http://www.baker.edu) and on the phone weather line (586) 790-9729.

**Students at the Hazel Park Location**

Students are expected to abide by the College policies as stated in this handbook as well as follow the rules and regulations of the Hazel Park schools.

**President's Luncheons**

President's luncheons are held to recognize full-time students who have achieved a 4.0 grade point average during the previous term. The Campus President will notify students of the date of each luncheon.

## DIRECTORY

### EMERGENCY NUMBERS:

Police, Fire, Ambulance 911

**CAMPUS SAFETY:** (586) 790-9409

**MEDICAL:** Poison Control Center (800) POISON 1

### SEXUAL ASSAULT COUNSELING, TREATMENT AND/OR LEGAL ASSISTANCE

#### **Macomb County**

**Crisis Center** (Calls only)

(586) 307-9100

#### **Macomb County Prosecuting**

**Attorney Office**

Victim Witness Unit

(586) 469-5350

#### **Mt. Clemens Regional Medical Center**

1000 Harrington Blvd.

Mt. Clemens, MI 48043

24-Hour Emergency Center

(586) 493-8000

#### **Henry Ford Health Systems**

15855 Fifteen Mile Road

Clinton Township, MI 48038

(586) 263-2300

#### **Turning Point Inc.**

**Domestic Violence & Sexual Assault**

(586) 463-4430

## **SUBSTANCE ABUSE - COUNSELING, TREATMENT, REHABILITATION, OR RE-ENTRY PROGRAMS**

### **Alcoholics Anonymous**

Macomb Alano Center  
20900 Cass Avenue  
Clinton Township, MI 48036  
(877) 337-0611

### **Al-Anon**

Peer Recovery Program for Family  
Members of Alcoholics  
(888) 4AL-ANON (425-2666)

### **Henry Ford Health Systems**

15855 Fifteen Mile Road  
Clinton Township, MI 48038  
(586) 263-2300

### **Nar-Anon**

Peer Recovery Program for Family  
Members of Drug Addicts  
(800) 477-6291

### **Clinton Counseling Center**

Two Crocker Boulevard, Suite 101  
Mt. Clemens, MI 48043  
(586) 468-2266

### **Narcotics Anonymous**

(248) 543-7200  
[www.michigan-na.org/mso](http://www.michigan-na.org/mso)

### **Macomb Family Services**

36975 Utica Road  
Suite 104  
Clinton Township, MI 48036  
(586) 226-3440

### **Salvation Army Harbor Light Center**

Macomb County Satellite  
42590 Stepnitz  
Clinton Township, MI 48036  
(586) 954-1838

### **Macomb County Department of Human Services**

44600 Delco Boulevard  
Sterling Hts., MI 48313  
(586) 254-1500

### **C.A.R.E.**

31900 Utica Road  
Fraser, MI 48026  
(586) 541-CARE (2273)

## **SUICIDE PREVENTION**

Henry Ford Health Systems  
15855 Fifteen Mile Road  
Clinton Township, MI 48038  
(586) 263-2300

## **NUISANCE/OBSCENE TELEPHONE CALLS**

SBC Annoyance Call Bureau

(800) 769-4099

## **DOMESTIC VIOLENCE ASSISTANCE**

Family Violence Helpline/Turning Point  
15855 Fifteen Mile Road  
Clinton Township, MI 48038  
(586) 263-2300

(The listing of an agency in this Directory does not constitute an endorsement by the Baker College System.)





# TECHNOLOGY CENTER DIRECTORY

