



CORPORATE SERVICES INFORMATION

CORPORATE SERVICES

Baker College Corporate Services was established in August 1989 to continue the tradition of extending higher education opportunities to all students who wish to pursue successful and rewarding careers. The programs are designed to be flexible and accessible to adult workers whose job, family, and community responsibilities conflict with traditional academic schedules and campus locations.

The certificate, associate's degree, bachelor's degree, and master's degree programs currently being offered at more than 30 corporate and industrial sites throughout Michigan and Ohio, are tailored to each specific plant operating schedule.

Each plant site receives counseling, administrative, and support services customized for its unique requirements.

Additionally, the adult learner can earn college credit for his/her prior experiential learning through COL301, Life and Learning, a portfolio development class. On-site ASSET (Assessment of Skills for Successful Entry and Transfer) and waiver testing is available upon request.

All Baker College programs can be customized to accommodate specific time frames, class sizes, and organizational goals and requirements. Credit and non-credit offerings are available.

GENERAL POLICIES

Since Baker College Corporate Services classes are offered in many different locations, including both employer sites and Baker College campuses, it is expected that students will abide by the policies, rules, and regulations in effect at each location. These rules may relate to parking, smoking, use of food and beverages or other matters. Instructors will make every effort to inform students about special or unusual rules.

CALENDAR DATES OF SIGNIFICANCE TO CORPORATE SERVICES

The following are dates contracted by the UAW with Ford Motor Company, with the General Motors Corporation and with the Daimler-Chrysler Corporation for plant shutdowns. Corporate Services will observe the dates by canceling and/or rescheduling classes in which employees of affected facilities are enrolled.

Holidays:

September 7, 2009

November 26 & 27, 2009

December 24, 2009 through January 2, 2010

May 31, 2010

July 2 through July 5, 2010

WHOM TO SEE ABOUT WHAT

Your On-Site Baker College Coordinator

Adding or Dropping Classes

Attendance

Transcript Retrieval

Registration/Scheduling

Registrar

Transfer Credit Information

Graduation Information

Pre-requisite Information

Transcript Evaluation

Business Manager

Past Due Bills

Tuition Accounts

Reimbursement Letters

SNOW DAY / INCLEMENT WEATHER PROCEDURES

It is the general practice and procedure of Corporate Services to hold class sessions at all facilities if the site remains open and if the instructor is able to get to the facility. It is the responsibility of each in-plant Baker College coordinator to help make the determination along with the in-plant education coordinator.

The decision of any individual Baker College campus to close or to remain open in inclement weather has no impact on the facilities within Corporate Services. The decision to cancel or continue classes will be determined on an individual site-by-site basis.

CONTACT INFORMATION

Administrative Assistants	Vikki Gordon	(248) 276-6629
Business Office	Louise Borucki	(248) 276-6627
College Coordinators	Felicia Fawaz	(248) 276-8265
	Matthew Seluk	(248) 276-6630
	Randall Swift	(248) 276-6626
Director, Corporate Services	Dr. Sandra Kay Krug	(248) 276-8260
Director of Operations	Roger S. Hosn	(248) 276-8269
Registrar	Faye Burdzinski	(248) 276-8262

CURRENT FACILITIES

DaimlerChrysler:

Chelsea Proving Grounds
Detroit Axle
Jefferson North Assembly
Mack Avenue
Mt. Elliot Tool & Die
Newark Delaware
Sterling Heights Assembly Plant
Sterling Stamping
Chrysler Tech Center
Warren Stamping
Warren Truck

Designated Coordinator:

Matthew Seluk
Randall Swift
Randall Swift
Randall Swift
Randall Swift
Matthew Seluk
Randall Swift
Randall Swift
Randall Swift
Randall Swift
Randall Swift

Ford Motor Company:

Auto Alliance
Cleveland Manufacturing Site
Monroe – Visteon
Pilot Plant
Research & Engineering
Romeo Engine
Rouge Complex
Sheldon Road
Ford Sterling
UAW Local 245 Technical Learning Center
Van Dyke
Woodhaven Stamping

Felicia Fawaz
Matthew Seluk
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Felicia Fawaz
Felicia Fawaz
Randall Swift
Felicia Fawaz
Felicia Fawaz
Matthew Seluk
Felicia Fawaz
Randall Swift
Felicia Fawaz

General Motors

GM Technical Center
Saginaw Metal Casting
Ypsilanti Powertrain

Randall Swift
Matthew Seluk
Felicia Fawaz

Other Sites

American Axle Forge
American Axle Gear
Blue Cross Blue Shield (Downtown)
Blue Cross Blue Shield (Southfield)
Clinton Township Public Safety
Code Officials
General Dynamics
TARDEC/TACOM
Unicare

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Felicia Fawaz
Matthew Seluk
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