



Corporate Services of Clinton Township

CORPORATE SERVICES OF CLINTON TOWNSHIP

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 multiple corporate and industrial sites throughout southeastern Michigan 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.

WHOM TO SEE ABOUT WHAT

Your On-Site Baker College Coordinator

Adding or Dropping Classes
Attendance
Transcript Retrieval
Registration/Scheduling

Registrar - Baker College Clinton Township

Transfer Credit Information
Graduation Information
Pre-requisite Information
Transcript Evaluation

Business Manager - Baker College Clinton Township

Past Due Bills
Tuition Accounts
Reimbursement Letters

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 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:

November 2, 2010	Federal Election Day
November 15, 2010	Veterans Day (Observed)
November 25, 2010	Thanksgiving Day
November 26, 2010	Day after Thanksgiving
December 24-31, 2010	Christmas/New Year shutdown
January 17, 2011	Martin Luther King Jr. holiday
April 22, 2011	Good Friday
April 25, 2011	Monday after Easter
May 30, 2011	Memorial Day
July 4, 2011	Independence Day
September 5, 2011	Labor Day

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

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