



# **FLINT CAMPUS INFORMATION**

**All phone numbers listed in this insert use area code 810,  
unless otherwise noted.**

## **CAMPUS BUILDING HOURS**

When Classes are in Session:

Monday through Thursday	7:00 a.m. to 10:00 p.m.
Friday	7:00 a.m. to 10:00 p.m.
Saturday	7:30 a.m. to 4:00 p.m.

Between Quarter Hours:

Monday through Thursday	7:00 a.m. to 6:00 p.m.
Friday	7:00 a.m. to 5:00 p.m.

Class Schedule Hours:

Monday through Friday	8:00 a.m. to 5:50 p.m.
Monday through Friday	6:00 p.m. to 9:40 p.m.
Saturday	8:00 a.m. to 12:00 noon

## **ACADEMIC OFFICE: 766-8750 (fax: 766-4020)**

Regular Hours:

Monday through Friday	7:30 a.m. to 10:00 p.m.
Saturday	7:30 a.m. to 1:00 p.m.

Week Before Classes Start Hours:

Monday through Thursday	7:30 a.m. to 7:00 p.m.
Friday	7:30 a.m. to 6:00 p.m.
Saturday	9:00 a.m. to 2:00 p.m.

Between Quarters Hours:

Monday through Thursday	7:30 a.m. to 6:00 p.m.
Friday	7:30 a.m. to 5:00 p.m.

### **See the Academic Front Counter Staff for:**

- Address/phone changes
- Catalog and student handbooks
- Copies of schedules, rotations, & step plans
- Insurance brochures
- Registration information
- Withdrawals/class changes
- Veteran information

**Please do not use your cell phone in the Academic Office. The only food or beverage allowed in the Academic Office is capped, bottled water.**

**See the Director of Counseling or an Academic Advisor for:**

- Academic review and assessment of individual course prerequisites and graduation requirements
- Academic guidance concerning degree/course requirements, program options, and policies
- Attendance
- Career Planning
- Change of class schedule
- Change of program
- Course audit
- Grade changes
- Personal concerns
- Special needs services
- Withdrawals

**See the Registrar or Assistant Registrar for:**

- Graduation requirements
- Transfer of credits
- Transcripts. Complete a request form in the Business Office and pay the \$2.00 fee. If requested, a student issued transcript (issued to the student) will be made available after 3 p.m. the next business day in the Academic Office. An official transcript (issued to a college or employer) will be mailed by the College to the designated party (see Official College Transcripts in the Catalog).

## **ACADEMIC ADVISING**

Academic Advisors are available to all Baker College of Flint students. Baker College of Flint has Academic Advisors available during those weeks when student enrollment is the heaviest. They are located in the Academic Office. They have been trained to assist students in choosing classes for the following quarter.

**Role of the Student (Advisee)**

1. Keep up-to-date with College and program curricular requirements through College publications.
2. Keep informed of academic deadlines and changes in academic requirements and policies.
3. Consult with an Academic Advisor during each registration period, upon notification of probationary or academic dismissal status, and at other times as needed or required by policy.
4. Attend class regularly, meeting course objectives and assignments.
5. Consult with an Academic Advisor when considering withdrawal from a class or from the College.
6. Advisees with less than 13 credit hours must have their registration cards signed by an Academic Advisor/Dean/Associate Dean/Program Director before registering for classes.

**ADMISSIONS OFFICE:**

**766-4000 (fax: 766-4255)**

Regular Hours:

Monday through Thursday	8:00 a.m. to 6:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday	By Appointment

Week Before Classes Start Hours:

Monday through Thursday	7:30 a.m. to 7:00 p.m.
Friday	7:30 a.m. to 6:00 p.m.
Saturday	9:00 a.m. to 2:00 p.m.

**See the Director of Admissions or an Admissions Advisor for:**

- Admissions
- Information about programs and classes
- New student enrollment
- New student housing
- Scholarship Information

**BOOKSTORE:**

**766-4055 (fax: 766-4057)**

Regular Hours:

Monday through Thursday	7:30 a.m. to 7:00 p.m.
Friday	8:00 a.m. to 1:00 p.m.

Between Quarter Hours:

Monday through Thursday	8:00 a.m. to 6:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.

Week Before Classes Start Hours:

Monday through Thursday	7:30 a.m. to 7:00 p.m.
Friday	7:30 a.m. to 6:00 p.m.
Saturday	9:00 a.m. to 2:00 p.m.

Summer hours are abbreviated. Please check the posted hours. Please check the event calendar on the Baker College Web site for special hours and buy back hours.

**See the Bookstore Personnel for:**

- Books and supplies
- Computer Software
- Student Parking Permits

## Baker College Bookstore's Merchandise Return Policy

### Books:

- Textbooks are available for full refund through the 3rd week of class if returned in the original condition. **Unless otherwise indicated by this policy.**
- Textbooks purchased for a 2nd 5 week class will have 1 week to return books with the same stipulations as the rest of the return policy.
- Textbooks purchased for classes less than five weeks long cannot be returned once the class has started unless the student has dropped/withdrawn from the class. **Verification may be requested.**
- Textbooks purchased new but returned in used condition - writing, highlighting, broken plastic shrink wrap or other minimal damage - may be refunded up to the used value during the refund period.
- All textbooks sold with components must be returned with all components.
- Used textbooks may be exchanged for new textbooks; students will pay the price difference.
- Required Workbooks/Studyguides/Lab and Student Manuals may be returned through week 1, as long as the item is in new condition.
- All textbooks containing a computer access code cannot be returned once the access code seal has been removed or the code as been used.
- Due to the MyMathLab feature, books for MTH091 and MTH099E cannot be returned once the student attends the class.

### Non-textbook items:

- All non-textbook items, including reference books (unless marked non-returnable), are returnable within 10 days from date purchased and must be in the same condition as when sold or the return will not be allowed.
- Custom kits (art, drafting, interior design, etc.) are non-returnable, unless they can be deemed unopened/unused and the student has dropped/withdrawn from the class. Verification may be requested.
- Software is returnable up to 10 days from date purchased if it is unopened.
- Clothing/Uniforms/Shoes, unless otherwise indicated, are returnable up to 10 days from date purchased. Clothing must have tags still attached and be in the same condition as purchased, have no damage from hair, stains or odor.
- Electronic items are returnable up to 10 days from date purchased if unopened.

### Other:

- No returns or exchanges on sale/clearance/special order items or shoes.
- Items with manufacturer defects will be exchanged within 10 days from date purchased for exact replacement if available.
- The original sales transaction must be verified with a receipt or other means prior to processing.

## **Baker College Bookstore's Used Book Buying Guidelines**

The Bookstore does not buy back all books. Only those texts that will be used next quarter will be bought back. Combination text/workbooks, study guides and working papers will not be bought back by the Bookstore. The Bookstore reserves the right to limit quantities according to need. All books must be in resaleable condition according to the following guidelines. Each book will be individually inspected to determine the overall condition, which will include an examination of:

1. Both covers for tears, cuts, stickers, tape, excessive wear, and/or soil.
2. The page edges (head, fore edge, and tail) for writing, doodling, and/or coloring.
3. The inside pages for writing, underlining, and/or highlighting.
4. The spine to check for loose pages, damaged covers, and/or broken bindings.

### **Outside**

1. Excessive wear such as dog-eared, torn, soiled, and/or partially/completely missing.
2. Foreign objects adhered to the covers/spine such as stickers, tape, name tags, etc.
3. Writing or coloring on the covers, spine, head, fore edge, or tail.

### **Inside**

1. More than 1/3 of the page and/or total text highlighted, underlined, or cribbed.
2. Dog-eared, folded, torn, loose, and/or partially or completely missing pages.
3. Pages soiled with food, liquids, grease, dirt, etc.
4. Offensive or obscene words, phrases, or drawings anywhere on or in the text.

An independent book buyer will be on site during the buy back period. This will provide an additional source for the student to sell used and/or unwanted books.

**BUSINESS OFFICE:**  
**766-4030 (fax: 766-4293)**

Regular Hours:

Monday through Thursday	7:30 a.m. to 6:30 p.m.
Friday	7:30 a.m. to 5:00 p.m.

**See the Business Manager or a Business Officer for:**

- Account information
- Billing
- Collection issues
- Employer reimbursement
- Issues of refund disbursement

- 3rd party billing
- Transcript requests/payments
- Tuition payments: Tuition may be paid in two ways:
  1. Paid in full on the day of registration.
  2. Paid in two installments.
    - (a) Half paid by the Friday before Week 1 and
    - (b) the other half paid by Friday of Week 6.

**CAMPUS SAFETY:**

**766-4223**

Available for any services 24 hours a day, including ticket payments.

**See the Director of Campus Safety for:**

- Accident reports
- Assaults/thefts/threats
- Handicapped parking permits
- Parking permits
- Suspicious activities
- Temporary parking permits
- Ticket payment

**CAREER AND CORPORATE SERVICES:**

**766-4200 (fax: 766-4201)**

**Regular Hours:**

Monday through Thursday	8:00 a.m. to 6:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Summer Quarter Hours	8:00 a.m. to 5:00 p.m.

**See Career and Corporate Services staff for:**

- Annual Job Fair
- Employability skill enhancement
- Financial aid application assistance
- Internet availability
- JET funding
- Job referral service for current graduates and alumni
- No Workers Left Behind
- Professional Career Strategies Class
- Seminars and workshops
- Testing Services
- Work Experience through co-op & internships

**CENTER FOR TRANSPORTATION TECHNOLOGY:  
766-2260 (fax: 766-2278)**

**1717 S. Dort Highway, Flint, MI 48503**

**Regular Hours:**

Monday through Thursday	7:30 a.m. to 10:00 p.m.
Friday	7:30 a.m. to 5:00 p.m.
Saturday	8:00 a.m. to 2:00 p.m.

**Between Quarter Hours:**

Monday through Friday	7:30 a.m. to 5:00 p.m.
Saturday	8:00 p.m. to 2:00 p.m.

**Summer Hours:**

Monday through Friday	7:30 a.m. to 6:00 p.m.
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**DEANS/ASSOCIATE DEANS/FACULTY:**

**Business Administration/Health Science — 766-4130 (fax: 766-2055)  
766-4288**

**Regular Hours:**

Monday through Friday	7:00 a.m. to 10:00 p.m.
Saturday	7:30 a.m. to 12:30 p.m.

**Between Quarter Hours:**

Monday through Friday	7:00 a.m. to 5:00 p.m.
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**Education & Human Service — 766-2015**

**Regular Hours:**

Monday through Friday	8:00 a.m. to 5:00 p.m.
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**Engineering & Technology — 766-4190 (fax: 766-4042)**

**Regular Hours:**

Monday through Friday	7:30 a.m. to 8:00 p.m.
Summer Quarter	7:30 a.m. to 5:00 p.m.

**Between Quarter Hours:**

Monday through Friday	7:30 a.m. to 5:00 p.m.
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**General Education — 766-4131 (fax: 766-4370)**

**Regular Hours:**

Monday through Friday	7:00 a.m. to 5:00 p.m.
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**See the Deans/Associate Deans/Faculty in the appropriate office for:**

- Academic advising/counseling
- Deans/Associate Deans/Faculty Offices and mailboxes

**FINANCIAL AID OFFICE:**  
**766-4202 (fax: 766-4293)**

Regular Hours:

Monday through Thursday	7:30 a.m. to 6:30 p.m.
Friday	7:30 a.m. to 5:00 p.m.

**See the Director of Financial Aid or a Financial Aid Officer for:**  
Financial Aid Issues:

- Appeal information
- Book credits
- Grants
- Loans
- Scholarships
- Work-study information

**HEALTH AND FITNESS CENTER:**  
**766-4310**

See the Fitness Staff to complete your fitness orientation.

Regular Hours:

Monday through Thursday	8:00 a.m. to 8:00 p.m.
Friday	8:00 a.m. to 5:30 p.m.
Saturday	10:00 a.m. to 3:00 p.m.

Between Quarter and Summer Hours:

Monday through Thursday	8:00 a.m. to 6:00 p.m.
Friday	12:00 p.m. to 4:00 p.m.

**LEARNING SUPPORT SERVICES:**  
**766-4239 (fax: 766-4020)**

Learning Center and Computer Lab Hours:

Regular Hours:

Monday through Thursday	7:45 a.m. to 7:30 p.m.
Friday	8:00 a.m. to 8:00 p.m.
Saturday	8:00 a.m. to 2:00 p.m.

Between Quarter Hours:

Monday through Thursday	8:00 a.m. to 6:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.

Walk-ins are welcome; however, to better serve students, we recommend that students schedule appointments for tutoring.

## **LIBRARY:**

**Circulation Desk: 766-4237; Reference Desk: 766-4236; (fax: 766-2013)**

### Regular Hours:

Monday through Thursday 8:00 a.m. to 9:00 p.m.

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

Saturday 9:00 a.m. to 4:00 p.m.

### Break Hours:

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

### Summer Quarter Hours:

Monday through Thursday 8:00 a.m. to 8:00 p.m.

Friday 8:00 a.m. to 3:00 p.m.

Saturday 9:00 a.m. to 4:00 p.m.

### Student ID

Monday through Friday 9:00 a.m. to 5:00 p.m.

### **See the Library Staff for:**

- Research assistance to:
  - Access thousands of books
  - Online magazine databases
  - Magazine collection with hundreds of titles
  - Books to support the curriculum
  - Items put on reserve by faculty for students
  - Tip sheets to help with research
  - Current newspapers
- Internet/World Wide Web access
- Copy machines—color and black/white
- Study rooms

## **RESIDENCE HALLS:**

**Baker Hall East: 424-7299; Baker Hall West: 766-2101; Living Center: 424-2196; Riverfront Housing: 238-5555**

Sunday through Thursday 9:00 a.m. to Midnight

Friday and Saturday 9:00 a.m. to 2:00 a.m.

Office Hours: Contact specific residence hall

### **See the Residence Hall Coordinators for:**

- Residence hall matters

## **FLINT CAMPUS PARKING REGULATIONS**

### **Parking Permits**

Student parking permits may be obtained, free of charge, at the Campus Safety or Campus Bookstore. All vehicles a student drives require a permit. Student parking permits must be displayed by the start of the second week of classes. All vehicles without a student or College employee parking permit will be considered in violation. Violations of any parking regulations are solely the responsibility of the student to whom the permit was issued.

### **Violations**

Students who fail to display a parking permit will be considered in violation even if their vehicles are otherwise properly parked. Students are prohibited from parking in Employees' lot(s), fire lanes, visitors and admissions parking, parking places designated as reserved or handicapped spaces (unless the student has a handicapped sticker issued to them). Students must obey posted speed limits. The campus speed limit is 15 mph. Careless or reckless driving or speed violations can result in loss of driving privileges on campus for students and the general public. Violations will result in ticketing and/or towing of the vehicle. All fines and/or towing fees must be paid within the time period specified on the ticket.

### **Temporary and Handicapped Permits**

Temporary student permits are issued free of charge at the Campus Safety Office for those students who are using a vehicle for a short period of time. All students needing a permanent or temporary handicapped permit may obtain one, free of charge, at the Campus Safety Office. Appropriate documentation will be required (doctor's statement, etc.). Students who already have a state-issued handicap permit are also required to have a Baker parking permit. Handicapped parking is enforced by both the Campus Safety Department and the Genesee County Sheriff's Department Handicapped Parking Enforcement Team. Therefore, permits must be properly displayed at all times.

### **Disabled Vehicles**

Students with disabled vehicles which must remain on campus overnight, should notify the Campus Safety Department to avoid having the vehicles towed. Students who lock keys in their cars or need their vehicles jump-started should contact the Campus Safety Department who will arrange assistance. The College assumes no responsibility for damage to any vehicle.

## **Restrictions**

Student parking is a privilege, not a right. As such, the College reserves the right to revoke this privilege. The College also reserves the right to restrict, redesignate and/or close any lots or roadways without notice.

## **FLINT CAMPUS POLICIES**

Baker College encourages visitors at any time. You are welcome to have your parents, relatives, or friends visit the College. If at any time your parents have questions, we invite them to contact the Academic Office or stop in and visit. If you have friends or relatives who may be interested in attending Baker College, please have them speak directly with our Admissions staff for personalized assistance. Children are not allowed in the classrooms, Library, or Learning Support Center. This includes lab sessions and weekend hours.

## **Telephone Calls**

Students will not be called out of class for telephone calls unless there is an emergency (discretion of Academic Office). Emergency messages will be taken to the student's scheduled classroom. Office telephones are for College business purposes and students may not use them for personal calls.

## **Lost and Found**

Baker College cannot be responsible for articles either lost or stolen. Please take special care of clothing, textbooks, and other personal property. We suggest that items of great value be carried with you at all times. A lost and found area is maintained in the Campus Safety Office. Items will be kept for thirty days.

## **Food and Beverages**

Food items may be purchased from "Bits and Bytes," located in the Student Center. We take great pride in the cleanliness of our facilities. We need your help in continuing to provide the best learning environment possible. Please consume food and beverages in the Student Center only. Please do not take food or beverages into hallways, classrooms, offices, or other parts of the buildings. Bottle water with a cap is permissible in classrooms. Thank You!

### **Smoke-Free/Tobacco-Free Policy**

Baker College of Flint endeavors to provide a safe, secure and healthy environment for all students, faculty, staff, and visitors. To that end, the College has determined that maintaining a smoke-free/tobacco-free campus will further support these goals.

The College will provide the opportunity for those who have tobacco addictions to participate in cessation courses that will be offered quarterly for students, faculty and staff, by a Certified Smoking Cessation Trainer as certified by the American Lung Association.

The College will also facilitate access to materials that are available through County Health Departments and other agencies for those who seek to quit using tobacco in any form.

The College will ensure that related information relative to other options aimed at promoting a healthy life style is shared with employees as they become available through Baker College's Human Resources Department.

### **Smoke-Free/Tobacco-Free Policy - Effective September 1, 2010**

Recognizing that many people struggle with tobacco addictions, the College will allow persons to remain in closed vehicles to smoke as long as there is no negative impact on the cleanliness of parking lots and surrounding areas. At such time as the College determines that there is a negative impact to the parking lots and surrounding areas, the College may then decide to go completely smoke-free/tobacco-free within campus boundaries.

Effective September 1, 2010, Baker College of Flint is a Smoke-Free/Tobacco-Free Campus. Students, employees and/or visitors, if smoking must remain in closed vehicles.

All internal and external campus areas including campus buildings and automobiles (owned or leased) and any outdoor areas within the campus boundaries are smoke-free/tobacco-free. Anyone who wishes to smoke must remain in closed vehicles or leave the campus properties.

Baker College of Flint will actively enforce this policy with the assistance of faculty, staff and campus safety personnel.

Any person discovered using tobacco products or electronic tobacco replacement devices outside campus buildings and automobiles will be subject to the following:

First offense:	Verbal warning
Second offense:	Fine - \$10.00
Third/Final offense:	Dismissal if a students; advised to stop using the tobacco product or leave the campus properties if a non-student

Students will be dismissed from all classes for the remainder of the quarter. There will be no refunds for tuition or books/supplies. Students dismissed for using tobacco products, who return to enroll/register in a future quarter and again violate the Smoke-Free/Tobacco-Free Policy, will be expelled and not permitted to return to Baker College of Flint.

Non-students will be asked to use closed vehicles or vacate campus property.

Any person discovered using tobacco products inside a campus building or automobile (owned or leased) will be subject to the following:

First offense:	Fine - \$10.00
Second/Final offense:	Dismissal if a students; advised to stop using the tobacco product or leave the campus properties if a non-student

Students will be dismissed from all classes for the remainder of the quarter. There will be no refunds for tuition or books/supplies. Students dismissed for using tobacco products, who return to enroll/register in a future quarter and again violate the Smoke-Free/Tobacco-Free Policy, will be expelled and not permitted to return to Baker College of Flint.

**See the Human Resource Director for: 766-4028**

See the HR Director regarding discrimination and harassment complaints regarding race, color, creed, religion, sex, national origin, age, disability in educational programs, activities, employment, or recruitment.

## COLLEGE CLOSING PROCEDURES

It is very rare that Baker College of Flint will close. Ordinarily the College will remain open during bad weather just as other business establishments do. REMEMBER: If day classes are closed, this does not automatically close the evening classes! Please stay tuned for updates throughout the day including the possible closing of evening classes.

Please remember that if we cancel day classes we will make another announcement regarding evening classes. That decision will be made by 3:30 p.m. each day with the same radio and television stations being notified by 4 p.m. Students may also register for cell phone notifications on the Baker College of Flint home page.

In the event of emergency or weather related closing, tune in to one of the following broadcast stations for information or you may call our weather hotline at (810) 766-4339.

### **Radio Station Frequency**

WFDF	910 AM
WFLT	1420 AM
WSNL	600 AM
WDZZ	92.7 FM
WFBE	95.1 FM
WHNN	96.1 FM
WIOG	102.5 FM
WJSZ	92.5 FM
WKCQ	98.1 FM
WCRZ	108 FM
WWCK	105.5 FM

### **Television Station**

WEYI	TV25	FLINT
WJRT	TV12	FLINT
WNEM	TV5	FLINT, SAGINAW, BAY CITY