



Muskegon Campus Information

A Message from the President

On behalf of the faculty and staff of Baker College of Muskegon and our Fremont extension site, I would like to welcome you to the 2010-2011 academic year. We consider it a privilege to be your partner as you prepare for a challenging and rewarding career. I hope you will take full advantage of the services and opportunities the College provides to support and enrich your educational experience.

We work hard to make sure our students graduate with the skills that will make them employable in the local community, around the state, and throughout the country. Employers seek out Baker graduates because of the excellent reputation of our programs and the achievements of our graduates.

Whether you are a few months away from graduation or just beginning your journey toward a degree, this handbook will help you make the most of the services provided to every student at Baker College. Important information is contained throughout its pages about hours of operation, contact information, and how and where services may be accessed. Please take time to review the handbook and keep it handy throughout the year, so you will know and understand the privileges and responsibilities that are yours as a Baker College student.

In addition to the handbook, you can stay current with campus news and activities by checking your Baker College email account frequently and reading the Baker College Connection, published bi-weekly during the fall, winter and spring quarters. Digital signage is also provided throughout the main campus to inform students about current events and news.

The staff, faculty and I are pleased that you have selected Baker College as YOUR college. I wish you the best in your studies and academic endeavors this year!

Lee Coggin, President

Campus Specific Hours

When classes are in session:

8:00 a.m. to 9:45 p.m. Monday through Thursday

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

9:00 a.m. to 1:00 p.m. Saturday

Check hours for specific offices and services listed on the next page.

When classes are not in session:

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

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

Closed Saturday and Sunday

FREMONT SITE

When classes are in session:

8:00 a.m. to 9:45 p.m. Monday through Thursday

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

When classes are not in session:

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

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

CULINARY INSTITUTE OF MICHIGAN

When classes are in session:

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

When classes are not in session:

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

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

CLASS SCHEDULE

The day is divided into five periods of 100 minutes each with 20 minutes between classes. Most day classes meet twice a week (M/W or T/Th). A normal, full-time class load consists of three or four classes. Lab periods and study times are additional. All classes meet for the entire scheduled time. Students are expected to attend the entire class session. Most day classes follow this schedule:

8:30 a.m. to 10:10 a.m.

10:30 a.m. to 12:10 p.m.

12:30 p.m. to 2:10 p.m.

2:30 p.m. to 4:10 p.m.

4:00 p.m. to 5:40 p.m.

Evening and Friday/Saturday morning classes meet once per week for a block of time which is equivalent to two 100-minute class periods. Most evening and weekend classes follow this schedule:

Monday through Friday evening 6:00 to 9:40 p.m.

Friday and Saturday morning 9:00 a.m. to 12:40 p.m.

Times may be adjusted if a class does not meet due to a holiday or if there are extenuating circumstances.

Lab hours are available during the week for individualized instruction and give students the opportunity to work with more assistance from instructors. All students are urged to take advantage of these special lab sessions.

The following hours are for when classes are in session, unless otherwise noted.

ACADEMIC CENTER:

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

When classes are not in session:

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

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

ADMISSIONS and CAREER SERVICES:

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

When classes are not in session:

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

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

BOOKSTORE:

8:00 a.m. to 8:15 p.m. Monday through Thursday

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

Saturday and summer quarter hours are subject to change and will be posted. A Baker College ID is required for all transactions.

FINANCIAL AID, BUSINESS OFFICE:

7:30 a.m. to 9:45 p.m.* Monday through Friday

9:00 a.m. to 1:00 p.m. Saturday (Academic services only)

*limited financial aid, business office and academic assistance available after 6:00 p.m.

When classes are not in session:

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

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

LIBRARY LEARNING CONNECTION:

7:30 a.m. to 9:00 p.m. Monday through Thursday

7:30 a.m. to 6:00 p.m. Friday

10:00 a.m. to 4:00 p.m. Saturday

2:00 p.m. to 6:00 p.m. Sunday

Hours vary when classes are not in session, during summer quarter, etc. Hours will be posted at the beginning of each quarter. A Baker College ID is required.

RESIDENCE HALL:

Contact Student Services

WHOM TO SEE ABOUT WHAT

Academic Center... (231) 777-5232

- Adding or dropping classes, schedule changes
- Advising
- Attendance
- Bachelor degree information
- Career advising
- Changes in student information
- Enrollment verification
- Faculty mailboxes
- Grades/Transcript of grades
- Graduation information
- Personal problems and referrals
- Placement testing
- Program changes/questions
- Registrar/Transfer credit information
- Registration/Scheduling
- Special needs information
- Veteran assistance

Admissions Office... (231) 777-5200

- Career advising - prospective students
- Enrollment information/applications
- Tours

Bookstore... (231)777-5340

- Books and supplies
- Gift and novelty items

Campus Safety... (231) 777-5300

- Student ID cards
- Parking permits
- Parking tickets

Career Services Office... (231) 777-6500

- Career Services and Information
- Internship, Externship and Co-op
- Student activities
- Graduate and part-time employment
- Graduation registration packets

Culinary Institute of Michigan... (231) 777-6600

- Courses Restaurant
- The Sweet Spot

Financial Aid, Business Offices... (231) 777-5233

- Baker OneCard information
- College work study information/applications
- Entrance/Exit loan interviews
- Financial aid applications

- Human resources
- Payment of tuition and fees
- Payroll matters
- Refunds
- Scholarship information
- Student account billing
- Student loan information/applications
- Third-party billing arrangements

Fremont Extension... (231) 924-8850

Learning Center... (231) 777-5345

- Free tutoring
- Computers
- Video and computer tutorials

Library... (231) 777-5330

- Library services and materials

Residence Halls Office... (231) 777-6526

- Housing information

FOUR CORNERS BOOKSTORE TIPS

- A Baker College ID is required for ALL purchases at the bookstore.
- To purchase textbooks, bring your ID card to the bookstore. A staff member will gather your books while you shop for supplies. Textbooks are usually available two weeks prior to the start of classes. Buy your books early to avoid waiting in line.
- Financial aid sales coincide with cash sales.
- ISBN numbers for required books are available online by Week 7 of the previous quarter.
- The bookstore has a vast selection of supply items, including specialty items for various programs. Backpacks, clothing, and gift merchandise are available.
- Buyback is the process through which the bookstore purchases select textbooks from students who no longer need them. The bookstore then sells the used books as a low-cost alternative to future students. Buyback is scheduled during the final week of the term. The value and price paid to a student at buyback for a used book varies and depends on whether that text will be used in an upcoming term. Books that will not be used on this campus again will have a lower buyback price. To get the most for your books at buyback, take good care of your books. Don't discard reusable CDs or other supplements. Don't wait too long to sell your books. Newer editions are in more demand. Books with damage (water, wear and tear, missing pages, etc) and/or excessive highlighting may not be bought back from students.
- For more information on book purchases or buyback, contact the bookstore at bookstore-mu@baker.edu or call (231) 777-5340.

TRAFFIC AND PARKING REGULATIONS

The following regulations have been prepared for all persons who operate a motor vehicle on the Baker College campus. These regulations are necessary for traffic order and safety. Baker College assumes no responsibility for theft or damage to any vehicle while parked or being operated on College property. Everyone is required to abide by these regulations throughout the entire year. Baker College's parking program is administered by the Campus Safety Department.

- Motor vehicle: Automobiles, trucks, motorcycles, or any other powered vehicle operated on land.
- Student: Person attending any classes at Baker College.
- Visitors: Persons not faculty, staff, or student and whose purpose is to visit the campus for business, pleasure, residence hall, or restaurant.
- Handicapped: Unless you have the proper state-issued permit as determined by the State of Michigan, NEVER park in a space reserved for the handicapped. Doing so makes you eligible for a \$50 fine from Campus Safety. The Muskegon Police Department may also ticket these spots.

Parking

Baker College reserves the right to restrict parking and to temporarily use any parking lot for special purposes. During new student orientation, permits are issued free of charge to new students. Replacement permits are \$2.50. To register your vehicle, Campus Safety must have your name and student number. (Permits are issued to students, not to their vehicles.)

* Registration of your car is not considered complete until the permit is displayed on your vehicle. Motorcycles must display the permit in a clear visible manner, and it should be attached so it cannot be removed. The College reserves the right to assign places for parking motorcycles.

Parking Lots and Restricted Areas

Baker College supplies an ample number of free, paved, lighted parking spaces. Some of these spaces are designated for particular groups of people...handicapped drivers, campus visitors, college employees...and are clearly marked as restricted areas. Vehicles with a student parking permit are prohibited from parking in these restricted spaces.

Parking is only permitted on the campus in designated areas. Vehicles blocking roadways or otherwise improperly parked will be ticketed and may be subject to towing.

- Guest and visitor parking is reserved exclusively for this purpose; no student parking is allowed.
- All areas posted as fire lanes or reserved are restricted as posted. Fire lanes and handicapped parking spaces are subject to College and City enforcement; no exceptions are allowed. Vehicles parked in fire lanes are subject to immediate tow.
- Residence hall parking is reserved exclusively for residents. There are a limited number of spaces provided for residence hall parking adjacent to the residence halls.
- Staff parking is located in the gated lot and in other designated areas, which are clearly indicated by posted signs.

Violation of Parking Lot Regulations

- A fine will be issued to all vehicles that are in violation of parking regulations. Students will not be able to receive their official transcripts or diploma until all fines are paid.
- First infraction - \$10 fine. Second infraction - \$15 fine and privileges suspended until violation is resolved. Third infraction - \$20 fine. Subsequent infractions - \$25 fine.
- All violations related to Handicapped Parking - \$50.
- Fines must be paid within 5 working days. If a fine is not paid within five days, plates will be run through the Secretary of State and additional fines will be added. If you feel any fines are not justified, please contact the Campus Safety Director within four working days. After that time no adjustments will be made.
- Parking lot speed limit is 10 miles per hour. Continued violation of the speed limit could result in loss of parking privileges at Baker College. Excessive speed will be determined by Campus Safety staff.
- Any vehicle found on College property while parking privileges are suspended or revoked will be towed at the owner's expense.

POLICIES

Guests and Visitors

Baker College encourages visitors at any time. You are welcome to have your parents, relatives, or friends visit the College. However, small children may not accompany you to class, the Library, or the Learning Center. If at any time your parents have questions, we invite them to contact the College or stop in and visit. Guests visiting students at the Baker Townhouses should sign in at Campus Safety. If you have friends or relatives who may be interested in attending Baker College, we invite you to show them our facilities.

Hallway Safety

Students are asked to keep traffic moving in the hallways, especially between classes. In order to eliminate tripping and falling hazards, students may not sit on the floor in the hallways. Benches and chairs are provided in various locations around campus.

Telephone Calls

Students are not called out of class for messages except in an extreme emergency. The pay phones on campus are to be used by students for personal calls. Cell phones should be turned off in classrooms, the Library, the Learning Center, and offices.

Lost and Found

The lost and found is located in the Campus Safety Office.

Food and Beverage

Food service is located in the Quarterline Grill in the Student Center and in the West End Cafe (hours of service will be posted). Coffee, pop, candy, snacks, lunches, and hot foods are available. Eating and drinking are permitted in the Student Center and the West End Cafe ONLY. No food or beverages (except bottled water) are permitted in

classrooms, hallways, labs, or auditorium. Your cooperation is requested in placing all waste paper and/or refuse in proper containers. Change for the telephone and vending machines is available in the Business Office.

Tobacco Free Campus

Baker College of Muskegon is a tobacco-free campus, effective September 1, 2010. Smoking and the use of tobacco products are prohibited anywhere on the main campus, Fremont extension site, and the Culinary Institute of Michigan. Products that simulate the use of tobacco products are also prohibited at these sites.

Alcoholic Beverages

Since many students may legally consume alcoholic beverages, the College urges all students to become sensitive to their responsibilities in the use of alcohol. Alcohol use does not enhance the educational experience of the student but, on the contrary, offers the distinct possibility of altering the character of campus life and offending others. Alcohol consumption or use on campus or at College-related activities is prohibited.

Student ID Cards

Students must carry their Baker College student ID card whenever they are on campus. ID cards are required to obtain service at the Academic Center, FAB Office, Bookstore, Learning Center, and Library. ID cards may be obtained at the Campus Safety Office. A \$5 fee will be charged and should be paid at the FAB Office to replace an ID card.

INCLEMENT WEATHER PROCEDURES

A message will be posted on the Baker College Web site (www.baker.edu) as well as announced on area radio and television stations in the event of an emergency requiring that the College be closed. Ordinarily, colleges remain open just as other business establishments remain open during bad weather. However, in the case of extreme conditions requiring that the College be closed, check the Web site or tune to local area radio and television stations for news updates.

Please call the Weather Line at 231-777-6666 for the latest information regarding cancellations or closings.

If an emergency causes the College to close in the morning, evening classes could still expect to meet unless a subsequent announcement cancels evening classes on that date specifically.

All students are registered in the Baker College Emergency Notification System (ENS), which contacts students via e-mail, text message, and recorded telephone message. Students should consult the Baker College Web site to confirm their contact information is current.