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	6:30 a.m. to 10:00 p.m.
Friday	6:30 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
- Copies of schedules, rotations, & step plans
- 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
- Disability services
- Grade changes
- Personal concerns
- Withdrawals/drops/adds

See the Registrar or Assistant Registrar for:

- Graduation requirements
- Transfer of credits

ACADEMIC ADVISING

Academic Advisors and Counselors are located in the Academic Office and provide the following services to students:

A. **Academic Advising**: Counselors and Advisors help students schedule the right courses that fit their educational goals and keep them on their program rotations. Counselors and Advisors help plan future class schedules, check graduation requirements, and explore academic options. Mandatory advisement services (0 to 13 attempted credits) are organized so that students will receive on-going academic advice and counseling regarding satisfactory progress. Academic advising and retention counseling is provided by all Counselors. Counselors and Advisors are available six days a week to assist students in creating educational plans.

B. **Career Counseling**: Career assessment inventories are available to assist students with evaluation of work-related interests, skills, and abilities.

C. **Disability Services**: Baker College provides students support systems to allow them the opportunity for success. Disability services are provided through the Counseling/Academic Advising Department to support persons with disabilities. Students must provide documentation in order to receive disability services.

D. **Personal**: Individual assistance and referrals are provided for undergraduate students with personal concerns. Assistance is available to aid students with personal and career decision-making, college adjustments, and study techniques.

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, suspension, or 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 Vice President of Admissions, Assistant Director or an Admissions Advisor for:

- Admissions
- Career Counseling
- Information about programs and classes
- New student financial aid assistance
- New student enrollment
- New student housing
- Scholarship Information

BOOKSTORE

766-4055 (fax: 766-4057)

Regular Hours:

Monday through Thursday	8:00 a.m. to 6:00 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. (Fall, Winter and Spring quarters only)

Summer Quarter Hours:

Hours will be posted

See the Bookstore Personnel for:

- Books and supplies
- Computer Software
- Student Parking Permits

Baker College Bookstore's Merchandise Return Policy

Textbooks:

- Textbooks are available for full refund through the 2nd week of the quarter if returned in the original condition, unless otherwise indicated by this policy.
- Textbooks purchased for a 2nd 5-week class will have one week from the start of class to return textbooks 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 bundled with access codes or stand-alone access codes cannot be returned once the seal has been removed or tampered with.
- Used textbooks may be exchanged for new textbooks; students will pay the price difference.
- Required workbooks/study guides/lab and student manuals may be returned through week one, as long as the item is in new condition.
- Any textbooks sold with an online feature utilized through Blackboard are non-returnable 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. (Also includes textbooks sold as reference books.)
- Custom kits (art, drafting, interior design, etc.) are non-returnable.
- Software is returnable up to 10 days from the date purchased, if it is unopened.
- Clothing/uniforms/shoes, unless otherwise indicated, are returnable up to 10 days from the date purchased. Clothing must have all 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 the date purchased, if unopened.

Other:

- No returns or exchanges on sale/clearance/special order items.
- Items with manufacturer defects will be exchanged within 10 days from the date purchased for exact replacement, if available.
- The original sales transaction must be verified with a receipt or other means prior to processing a return.
- The Bookstore Return Policy is subject to change without notice.

Online and Center for Graduate Studies Textbook Ordering/Purchases:

Students who attend Baker College Online and the Center for Graduate Studies must order their textbooks from the Online Bookstore. Purchases can be made by going to www.baker.edu, click on Student, click on SOLAR system, choose STAR system, and then choose Bookstore. An alternative method to order textbooks include ordering by phone: (800) 339-9879, by email: bookstore@baker.edu, or by fax: (810) 766-4121. Textbooks will be shipped directly to the student's home address.

BUSINESS OFFICE

766-4030 (fax: 766-4293)

Regular 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 Business Manager or a Business Officer for:

- Account information
- Billing
- Collection issues
- Employer reimbursement
- Issues of refund disbursement
- 3rd party billing
- 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 service 24 hours a day/365 days a year.

See Campus Safety for:

- Accident reports
- Criminal Incidents
- General Assistance
- Handicapped parking permits
- Parking permits
- Suspicious activities
- Temporary parking permits
- Ticket payments

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
- Customized Employer Training
- Employability skill enhancement
- Financial aid application assistance
- Internet availability
- Job referral service for current graduates and alumni
- 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 8:00 p.m.
Friday	7:30 a.m. to 5:00 p.m.
Saturday	8:00 a.m. to 2:00 p.m. (by appointment)

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. (by appointment)

Summer Hours:

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

DEANS/ASSOCIATE DEANS/FACULTY

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

Regular Hours:

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

Between Quarter Hours:

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

Education & Human Service — 766-2015 (fax: 766-2033)

Regular Hours:

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

Engineering & Technology — 766-4190 (fax: 766-4042)

Regular Hours:

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

Between Quarter Hours:

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

General Education — 766-4131 (fax: 766-4370)

Regular Hours:

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

Transportation Management — 766-2260 (fax: 766-2278)
Regular Hours:

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

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

See a Financial Aid Officer for:
- 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 4:00 p.m.
Saturday	12:00 p.m. to 4:00 p.m.

Between Quarter and Summer Hours:

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

LEARNING SUPPORT SERVICES

766-4239 (fax: 766-4020)
Learning Center and Computer Lab Hours:

Regular Hours (Fall, Winter, Spring):

Monday through Thursday	7:45 a.m. to 9:30 p.m.
Friday	7:45 a.m. to 8:00 p.m.
Saturday	8:00 a.m. to 2:00 p.m.

Regular Hours (Summer):

Monday through Thursday	7:45 a.m. to 8:00 p.m.
Friday	7:45 a.m. to 5:00 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	11:00 a.m. to 2:00 p.m.

See the Library Staff for:

- Research assistance to:
  - Access thousands of books/eBooks
  - Online magazine databases with thousands of periodicals
  - Magazine collection with hundreds of titles
  - Books to support the curriculum
  - Items put on reserve by faculty for students
  - Research Guides to help with research
  - Help with APA
- Internet/World Wide Web access
- Copy machines—color and black/white
- Study rooms, quiet rooms (when not in use, it can be used for practicing presentations)

RESIDENCE HALLS

Baker Hall East: 766-7299; 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

POLICIES

VISITORS/GUESTS

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. Bottled water with a cap is permissible in classrooms. Thank You!

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 Sherriff'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, redirect and/or close any lots or roadways without notice.

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.

Recognizing that many people struggle with tobacco additions, 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 student; 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 student; 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 3:00 p.m. each day with the same radio and television stations being notified by 3:30 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

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