MUSKEGON
CAMPUS INFORMATION

A Message from the President

Welcome to Baker College of Muskegon! On behalf of our faculty and staff, I want you to know we consider it a privilege to partner with you to achieve your career goals. We know your education is a means to an important end—your attainment of a challenging and rewarding career.

To that end, we have created a college atmosphere that is conducive to learning and the development of your skills as a professional. 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.

I hope you will take full advantage of the services and opportunities the College provides to support and enrich your educational experience. This handbook is your guide to those services. It will help you contact advisors about everything from financial aid to selecting your next course. It will inform you about hours of operation, so you will know when and where to come to obtain the services you need. It will also identify important support services like free tutoring and research assistance available to students in the Library Learning Connection.

To make the most of your education, it is important for you to be knowledgeable about campus operations and upcoming events. So, in addition to this handbook, please check your Baker College e-mail account frequently and read 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.

Whether you are a few months away from graduation or just beginning your journey toward a degree, we want you to feel at home on campus. If you have any questions or concerns, don't hesitate to contact my office. I will be happy to help.

Once again, it is wonderful to have you on campus. I wish you the best and hope you have a great year!

Lee Coggin, President

HOURS

When classes are in session:
Monday through Friday - 7:30 a.m. to 10 p.m.
Saturday - 8:00 a.m. to 4:00 p.m.
Sunday - 2:00 p.m. to 6:00 p.m.
Check hours for specific offices and services listed on the next page.

When classes are not in session:
Monday through Thursday - 7:30 a.m. to 5:30 p.m.
Friday - 7:30 a.m. to 5:00 p.m.
Closed Saturday and Sunday

Fremont Site

When classes are in session:
Monday through Thursday - 8:00 a.m. to 9:45 p.m.
Friday - 8:00 a.m. to 5:00 p.m.

When classes are not in session:
Monday through Thursday - 8:00 a.m. to 6:00 p.m.
Friday - 8:00 a.m. to 5:00 p.m.

Culinary Institute of Michigan

When classes are in session:
Monday through Saturday - 6:30 a.m. to 11:30 p.m.

When classes are not in session:
Monday through Friday - 7:30 a.m. to 6:00 p.m.

CLASS SCHEDULE
The day is typically 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 campus holiday or 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.

ACADEMIC CENTER:

In session: Monday through Friday* - 8:00 a.m. to 10:00 p.m.
Saturday* - 8:00 a.m. to 1:00 p.m.
Evening/Weekends: *Hours subject to change with quarterly class schedule.

Not in session: Monday through Thursday - 8:00 a.m. to 5:30 p.m.
Friday - 8:00 a.m. to 5:00 p.m.

ADMISSIONS:

In session: Monday through Friday - 8:00 a.m. to 6:00 p.m.
Not in session: Monday through Thursday - 8:00 a.m. to 6:00 p.m.
Friday - 8:00 a.m. to 5:00 p.m.

BOOKSTORE:

In session: Monday through Thursday - 8:00 a.m. to 6:00 p.m. (Week 1: 8:00 a.m. to 7:00 p.m.)
Friday - 9:00 a.m. to 1:00 p.m. (Week 1: 8:00 a.m. to 6:00 p.m.)

Not in session: Hours vary when classes are not in session and during the summer quarter.
Summer Quarter: Hours will be posted online at muskegon.baker.edu/bookstore or call 231-777-5340

BUSINESS OFFICE:

In session: Monday through Friday - 8:00 a.m. to 5:30 p.m.
Evening/Weekends: *Limited services provided in the Academic Center.

Not in session: Monday through Thursday - 8:00 a.m. to 5:30 p.m.
Friday - 8:00 a.m. to 5:00 p.m.

CAREER SERVICES:

In session: Monday through Friday - 8:00 a.m. to 6:00 p.m.
Evening/Weekends: *Limited services provided in the Academic Center.

Not in session: Monday through Thursday - 8:00 a.m. to 5:30 p.m.
Friday - 8:00 a.m. to 5:00 p.m.

FINANCIAL AID:

In session: Monday through Friday - 8:00 a.m. to 6:00 p.m.
Evening/Weekends: *Limited services provided in the Academic Center.

Not in session: Monday through Friday - 8:00 a.m. to 6:00 p.m.

LIBRARY LEARNING CONNECTION:

In session: Monday through Thursday – 7:30 a.m. to 9:00 p.m.
Friday – 7:30 a.m. to 6:00 p.m.
Saturday - 10:00 a.m. to 4:00 p.m.
Sunday – 2:00 p.m. to 6:00 p.m. Computers-only access in the Computer Connection

Not in session: Hours vary when classes are not in session and during the summer quarter. Hours are posted online at guides.baker.edu/mulib, or call 231-777-5330. A Baker College ID is required for all transactions.

RESIDENCE HALL:

Contact Student Services

WHOM TO SEE ABOUT WHAT

***These and other resources available via the Baker Web site at muskegon.baker.edu**

Academic Center... 231- 777-5232
acad.mu@baker.edu
- Adding or dropping classes, schedule changes
- Advising
- Attendance
- Bachelor degree information
- Career advising
- Changes in student information
- Disability Services
- Faculty mailboxes
- Grades / Transcript of grades
- Graduation information
- Personal problems and referrals
- Placement / waiver tests
- Program changes / questions
- Registrar / Transfer credit information
- Registration / Scheduling
- Veteran assistance

Admissions Office... 231- 777-5200
- Career advising - prospective students
- Compass placement testing
- Enrollment information/applications
- New student scholarships
- Schedule new student campus visits and tours

Bookstore... 231- 777-5340, bookstore-mu@baker.edu
- Books and supplies
- Gift and novelty items
- Gift cards

Business Offices... 231- 777-5233
- Baker OneCard information, **bakeronecard.com**
- Human resources
- Payment of tuition and fees
- Payroll matters
- Refund disbursements
- Scholarship information
- Student account billing
- Third-party billing arrangements

Campus Safety... 231- 777-5300
- Lost and Found
- 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 application information
- Resource area
- HQ connect

Culinary Institute of Michigan... 231- 777-6600
- Courses Restaurant
- The Sweet Spot

Financial Aid...231- 777-5231
- College workstudy information / applications
- Entrance / Exit loan interviews
- Financial aid applications
- Refund status
- Scholarship information
- Student loan information/applications

Fremont Extension... 231- 924-8850

Learning Center... 231- 777-5345
- Free tutoring (in most subjects)
- Free computer access
- Video and computer tutorials
- Writing support

Library... 231- 777-5330, guides.baker.edu/mulib
- 24/7 access to college-level sources
- Web-based research guides
- AskUs online and text message reference
- Research tutoring
- More than 90 databases
- More than 53,000 magazines and journals
- On demand streaming video
- Electronic books
- Statewide and national resource sharing
- CDs, DVDs and entertainment media

Residence Halls Office... 231- 777-6526
- Housing information

FOUR CORNERS BOOKSTORE TIPS

- A Baker College ID may be required for purchases made 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.
- Information about required textbooks and supplies (title, author, ISBN) is available online by Week 7 of the previous quarter.
- The Bookstore provides a convenient source for educational resources, general supplies, and college insignia clothing and gifts.
- New and used books, as well as textbook rentals and ebooks are available for registered students.
- Buyback is the process by 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. 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.

POLICIES

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.

Definitions

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.

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.

TELEPHONE CALLS

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

GUESTS AND VISITORS

Baker College encourages visitors at any time. Students are welcome to have parents, relatives, and friends visit the College. However, small children may not accompany students to class, the Library Learning Connection, or the Computer Connection. If at any time parents have questions, they are invited to contact the College. Guests visiting students at the Baker Townhouses must sign in at Campus Safety. Students are encouraged to escort guests throughout the campus, 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.

LOST AND FOUND

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

FOOD AND BEVERAGE

Food service is located at the Quarterline Grill in the Student Center, the West End Cafe, and C3 at The BRIC. Coffee, pop, candy, snacks, lunches, and hot foods are available. Eating and drinking are permitted in the above-mentioned dining areas and outdoor seating areas. Beverages can also be consumed in the Library Learning Connection. No food or beverages (except bottled water) are permitted in classrooms, hallways, labs, or auditorium. Cooperation from students is requested by placing all waste paper and/or refuse in proper containers. Change for pay phones and vending machines is available.

TOBACCO FREE CAMPUS

Baker College of Muskegon is a tobacco-free campus. 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 in most offices and departments of the College. ID cards may be obtained at the Campus Safety Office. A $5 fee will be charged and should be paid at the Business 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.

gd:081913