PORT HURON CAMPUS INFORMATION



OFFICE PHONE NUMBERS

Mai: (810) 985-7000

Academic Office (810) 989-2106 Fax: (810) 985-7066 Academic Resource Center (810) 989-2122 Fax: (810) 985-6920 Admissions Office (810) 985-7000 Fax: (810) 989-2351

Bookstore (810) 989-2108

Business/Human Resources (810) 989-2400 Fax: (810) 989-2499

Career Services Office (810) 989-2117

Culinary Institute of Michigan

Main Line/Front Desk (810) 357-0870
Campus Safety Office (810) 357-0874
Financial Aid (810) 989-2118
Registrar Office (810) 989-2138
Weather Line (810) 989-2328

Helpdesk (800) 645-8350 or (810) 766-4060

OFFICE HOURS

Main Building:

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

Class schedule:

Friday

Monday through Thursday 8:00 a.m. to 5:40 p.m. 6:00 p.m. to 9:40 p.m.

Friday 8:00 a.m. to 5:40 p.m. No Friday classes in the summer

9:00 a.m. to 6:00 p.m.

Academic Resource Center: Fall, Winter and Spring Summer Hours:

Monday through Thursday 8:30 a.m. to 8:30 p.m. Monday through Friday 9:00 a.m. to 6:00 p.m.

Administrative Office:

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

Admissions Office:

Monday through Thursday 9:00 a.m. to 6:00 p.m. Friday 8:00 a.m. to 5:00 p.m.

Bookstore:

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

Business Office:

Monday through Thursday 8:00 a.m. to 7:00 p.m. Friday 8:00 a.m. to 6:00 p.m.

Dental Hygiene Clinic: (Room 104)

Fall Monday, Wednesday and Friday 8:00 a.m. to 12:00 p.m. & 1 p.m. to 5 p.m. Winter Monday through Friday 8:00 a.m. to 12:00 p.m. & 1 p.m. to 5 p.m. Summer Monday through Friday 8:00 a.m. to 12:00 p.m. & 1 p.m. to 5 p.m. Tuesday and Thursday 8:00 a.m. to 12:00 p.m. & 1 p.m. to 5 p.m.

NOTE: Hours between quarters and summer hours as posted

COLLEGE POLICIES

Visitors/Guests

Baker College encourages visitors at any time. You are welcome to have parents, relatives or friends visit the college. If you have friends or relatives who may be interested in attending Baker College, we invite you to show them our facilities. They may also contact the Admissions Office for further information about becoming a student at Baker College of Port Huron. Visitors may register in the Administrative Office.

Children are not allowed in classrooms, student center, labs, or the library at any time, including weekend hours. Children may come into the building rather than be left unattended in a vehicle, while a parent/guardian conducts college business, drops off an assignment, etc. Children are not to use college resources and facilities, including computers.

Telephone calls

Cell phones must be kept in an inaudible mode in the classroom. Students may not use cell phones during class, unless approved by the instructor. Students will not be called out of class for telephone messages unless there is an emergency. Emergency messages will be taken to the student's scheduled classroom.

Lost and Found

The lost and found is located in the Campus Safety Office. The College cannot be responsible for articles either lost or stolen. We ask that you take special care of clothing, textbooks, etc. We suggest that items of great value be carried with you at all times.

Food and Beverages

In the interest of public health and cleanliness, food and beverages are allowed only in the Student Lounge. Beverages are allowed in classrooms only if they have a lid.

Tobacco-Free policy

Baker College of Port Huron is "smoke-free," including electronic tobacco devices. This includes the entire campus grounds, and all buildings. Smoking is only allowed outside of the building in designated areas.

Electronic Devices

All electronic devices are to be turned off (or turn to "silent mode") while in the classrooms.

Parking

Student parking tags are required by Baker College and can be obtained at the Campus Safety Office at no cost to the student. The east, south, and west parking lots are for student parking with "restricted for employees" designated lot on the west end of the campus. Students are asked not to park in the visitor or admissions parking spots and will be ticketed for doing so. Handicapped parking is supplied for students with valid handicapped permits.

SNOW DAYS

If the College declares a snow day, it will be reported on the following radio and TV stations for them to announce:

AM STATIONS	FM STATIONS	TV
• 760 WJR	• 96.9 WBTI	4WDIV
• 1110 CKTY	• 97.7 WMIC	• 7WXYZ
• 1340 WLEW	• 99.9 CFGX (FOX)	Cable Channel 6
• 1380 WPHM	• 102.3 WGRT	2 Fox News
• 1450 WHLS	• 107.1 WSAQ	
• 1070 CHOK		

In addition, you can call the college WEATHER LINE AT (810) 989-2328 for cancellation information. Morning snow day announcements are made to cancel day classes only. If evening classes are also cancelled, a later announcement will be made.

WHOM TO SEE ABOUT WHAT

See the Academic Front Counter Staff for:

810-989-2106

- Address/phone changes
- Catalog and student handbooks
- Copies of schedules, rotations, & step plans

- Insurance brochures
- Registration information
- Withdrawals/class changes

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 Registrar for:

810-989-2138

- Veteran information
- Graduation requirements
- Transfer of credits
- Transcripts. 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).

See Academic Advisors in the Academic Resource Center for:

810-989-2122

- · 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
- Grade changes
- Personal concerns
- Registration
- Special needs services
- Withdrawals/drops/adds

ACADEMIC PROGRAM ADVISING

Business and Technology 810-989-2386 Health and Human Services 810-989-2109

Academic Advisors are available to all Baker College of Port Huron students. They are located in the Academic Resource Center. 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

See the Director of Admissions or an Admissions Advisor for:

Admissions

Admissions

- Information about programs and classes
- New student enrollment

- New student housing
- Scholarship Information

810-985-7000 or toll free 888-262-2442

Campus Tours

BOOKSTORE

See the Bookstore Personnel for:

810-989-2108

- Books and supplies
- Computer Software

Baker College Bookstore's Merchandise Return Policy

Textbooks:

- 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/Study guides/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 has 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 resalable 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 buyback period. This will provide an additional source for the student to sell used and/or unwanted books.

ACADEMIC RESOURCE CENTER

See an Academic Resource Coordinator for:

810-989-2358

Computer Labs

Tutoring

Testing

Learning Support

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

- Research assistance to:
 - Access thousands of books
 - Online magazine databases
 - Magazine collection with hundreds of titles
 - Books to support the curriculum
- Internet/World Wide Web access
- Copy machines
- Study Rooms

- Items put on reserve by faculty for students
- Tip sheets to help with research
- Current newspapers

BUSINESS OFFICE

See the Business Manager or a Business Officer for:

810-989-2400 fax: 810-989-2499

Account information

Billing

• Book Credit

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.

3. Other possible payment arrangements

CAMPUS SAFETY

See Campus Safety for:

Suspicious activities

Assaults/thefts/threats

Temporary parking permits

Parking permits

Accident reports

Ticket payment

CAREER SERVICES

See Career Services staff for:

810-989-2117

810-989-2366

Annual Job Fair

Seminars and workshops

Work Experience

- Professional Career Strategies Class
- Job referral service for current graduates and alumni

FINANCIAL AID OFFICE

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

810-989-2118

Appeal information

Loans

Book credits

Scholarships

Grants

• Work-study information