

BAKER COLLEGE OF CLINTON TOWNSHIP

BAKER BULLETIN

WINTER 2014, ISSUE 1

JANUARY 13 – FEBRUARY 8, 2014

MESSAGE FROM THE PRESIDENT

Welcome back! I trust you've had a relaxing and enjoyable holiday break. We are off to a wonderful start. I hope that each of you is satisfied with the career training you are receiving. Your success is based on many factors, but the two most important factors are your level of perseverance and your determination to succeed. Academic success is the result of setting goals, putting forth your best effort, and not allowing yourself to get discouraged. It is absolutely necessary to hang on when "the going gets tough."

Every Winter Quarter, we get numerous requests to explain the policy on closing the college due to inclement weather. We rarely close both day and evening classes on the same day because of inclement weather. Usually, when the morning classes are cancelled, the road crews are out in full force to have the streets ready in time for evening classes. If we must close in the evening, we make that decision around 3:00 p.m. (or 5:30 am if morning classes are cancelled) and put it out to the radio and television stations right away. If you have a concern before you drive to the campus, tune into your local stations to get the latest information. We also have a weather alert line (586-790-9729) that will give you the latest update. If you hear that the college is closed, please do not call; the media system is such that only designated administrative people can close the college. If the media broadcasts "Baker College of Clinton Township is closed," we are closed.

I want to thank the many students who have helped keep the school looking great. I appreciate that you follow our school policy of "no eating or drinking" in the hallways. I also appreciate that "lids are sealed" on your beverage when you are moving from one place to another. Your cooperation has saved us time and money in carpet cleaning.

I wish all our students, faculty, and staff a good New Year. Enjoy the Winter Quarter!



Don Torline, President

don.torline@baker.edu

IMPORTANT DATES:

- **JAN 13** WINTER CLASSES START
- **JAN 15** STUDENT LEADER MTG
- **JAN 21** CENSUS DATE FOR PELL GRANT
- **JAN 22** WAIVER TESTING REGISTRATION DEADLINE
- **JAN 24** DEADLINE TO RETURN WINTER BOOKS TO BOOKSTORE
- **JAN 27** BLOOD DRIVE

INSIDE THIS ISSUE:

DEPT. HOURS	2
ANNOUNCEMENTS	3
BUSINESS OFFICE	4-5
BOOKSTORE	6
FINANCIAL AID	7
CAREER SVC, LIBRARY	8
WAIVER TESTING	9
ACADEMICS	9-11
HEALTH SCIENCES	10
CLUBS, FESTIVAL OF TREES	12

DEPARTMENT HOURS

HOURS ARE FOR WEEKS 1-4 ONLY, HOURS MAY VARY FOR WEEKS 5-10

Academic Office (Main Campus)

Monday-Thursday

9:00am — 6:00pm

Friday 8:00am — 5:00pm

(586) 790-9587

Academic Office (Tech Center)

Monday-Thursday

8:00am — 10:00pm

Friday-Saturday

8:00am — 5:00pm

(586) 790-9707

Advising Office

Monday 8:00am—8:30pm

Tuesday-Thursday

8:00am—6:00pm

Friday 8:00am—5:00pm

(586) 790-9764

Bookstore

Monday-Thursday

8:00am — 6:00pm

Friday 8:00am — 1:00pm

Special hours Week 1, see pg. 6

(586) 790-9593

Business Office

Monday-Thursday

8:00am — 6:00pm

Friday 8:00am — 5:00pm

(586) 790-9681

Career Services

Monday-Thursday

8:00am — 6:00pm

Friday 8:00am—5:00pm

(586) 790-9165

Faculty Workroom

Monday-Thursday

8:00am—10:00pm

Friday 8:00am — 5:00pm

Saturday 8:00am — 1:00pm

(586) 790-9430

Financial Aid

Monday-Thursday

8:00am — 6:00pm

Friday 9:00am — 6:00pm

(586) 790-2810

Learning Support Services

Monday-Thursday

8:00am — 8:00pm

Friday 8:00am — 5:00pm

Saturday 8:00am — 1:00pm

(586) 790-9697

Library

Monday-Thursday

8:30am — 8:00pm

Friday 8:30am — 5:00pm

Saturday 8:30am — 1:00pm

(586) 790-9584

Health Sciences Office

Monday-Thursday

9:00am—6:00pm

Friday 8:00am — 5:00pm

(586) 790-2837

Café (Main Campus)

Monday-Thursday 8:00am — 8:30pm

Campus Safety

Monday-Friday 7:00am — 10:00pm

Saturday 8:00am — 5:00pm

(586) 790-9409

ACCESS THE BAKER
BULLETIN ONLINE
GO TO WWW.BAKER.EDU.
CLICK ON "CURRENT
STUDENTS."
CLICK ON "CLINTON
TOWNSHIP."
SELECT "RESOURCES."
SELECT "NEWSLETTERS."

THE BAKER BULLETIN IS PUBLISHED SIX TIMES PER
ACADEMIC YEAR—
WEEKS 1 AND 5 OF FALL, WINTER, AND SPRING
QUARTERS.



POLICIES AND ANNOUNCEMENTS

NO SMOKING POLICY

Baker College of Clinton Township 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.

Recognizing that many people struggle with smoking 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 lot and surrounding areas, the College may then decide to go completely smoke free within campus boundaries.

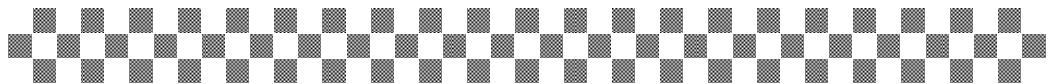
AMERICAN RED CROSS BLOOD DRIVE AT BAKER COLLEGE OF CLINTON TOWNSHIP

Monday, January 27, 2014 from 9:00am—2:45pm

Please call 1-877-505-9527 or go to redcrossblood.org to make an appointment - use sponsor code: **bakercollege**

All those coming to donate will be entered to win a 2 year lease on a Ford Fusion (cash option)! There is also a drawing for a gas card!

If you are interested in donating blood, please maintain a healthy iron level in your diet by eating iron rich foods, such as red meat, fish, and poultry; also beans, spinach, iron-fortified cereals and raisins.



Be prepared! Make sure your contact information and emergency notification options are up-to-date in the SOLAR System so you're the first to know of any school closings. Call the Weather Line at (586) 790-9729 for the latest information about class cancellations or building closures. You can also tune in to your local TV and radio stations for closure announcements.

Baker now permits closed and capped beverage containers, such as coffee, pop, or water, in classrooms. In computer classrooms, please keep your drinks on the floor. Alcohol is prohibited on campus.



BUSINESS OFFICE

REMINDER: WINTER 2014 TUITION

Tuition is due **Friday, January 10, 2014** or is payable in 4 equal payments. Please see the **Business Office** for details.

You may pay your tuition in the *Business Office* during the following hours:

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

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

Payments may be made at the business office during regular business hours, deposited in the drop box located next to the business office or paid online at www.baker.edu.

TUITION REFUND POLICY

The tuition refund policy is based upon the official notice date and enrollment period. NOTE: ABSENTEEISM OR FAILURE TO BEGIN A CLASS DOES NOT REDUCE A STUDENT'S FINANCIAL OBLIGATION.

Official Notice Date

The official notice date is the date the drop/withdrawal form is turned in to the Academic Office, the postmarked date of the letter sent to the Academic Office, the date the fax was sent, the date the e-mail was sent, or the date of notice of withdrawal by the College. Refunds will be based on the date of official notice (see the Withdrawal from a Course section of the Baker Catalog).

Percentage:

100% Drop – If **official notice date** is before the first day of the **enrollment period** (not class start date).

100% Withdrawal – If **official notice date** is within the first seven days of the **enrollment period** (not class start date).

50% Withdrawal – If **official notice date** is after the first seven days of the **enrollment period** and before the Fifteenth day of the enrollment period.

NO REFUND – If **official notice date** is after the fourteenth day of the **enrollment period**.

Enrollment Period:

Enrollment period is determined by the registered class.

On-ground classes: enrollment period begins on the Monday of the week that class begins.

On-line classes: enrollment period begins on the Thursday of the week that class begins.



Activate your Baker One card!
Go to

www.BakerOneCard.com.

During activation, choose how you would like to receive any money owed to you by Baker College:

- * Easy Refund to OneAccount = Same day
- * ACH transfer = 2-3 days
- * Paper Check = 5 more days

The card **MUST BE**

ACTIVATED to receive any refunds from your student account. Examples include:

Financial aid refunds, tuition refunds, or bookstore refunds.

Activate your Baker OneCard now even if you are not expecting a refund. If you have not received your Baker OneCard, visit

www.BakerOneCard.com,

click on "Where's My Card?" and follow the instructions.

WINTER 2014 DEFERRED TUITION STUDENTS

All students planning to use the Deferred Tuition plan for WINTER 2014 should see the Business Office to make sure the following is on file:

- Signed deferred agreement for WINTER 2014.
- Current tuition reimbursement policy from your employer.



BUSINESS OFFICE

ELECTRONIC INVOICE DELIVERY

Instead of receiving a paper invoice in the mail, you will be sent an e-mail to alert you that a new invoice is available for you to view/print online.

SUBJECT: Notification That Your E-Account is Ready to View!

To View Invoices:

- Log onto: <https://carina.baker.edu/solar>
- Select "Star System"
- Select "Business Office"
- Select "Account Inquiry"
- Choose a campus
- Click "Submit"
- Choose a quarter
- Click "Submit"
- Read the Disclaimer
- Click "Continue" if you agree with the disclaimer
- Click "View/Save/Print"

To Pay Invoices:

- Electronic payment through the "Star System" (Credit/Debit Card)
- Contact your campus Business Office over the phone (Credit/Debit Card)
- Mail payment with printed invoice copy (Check, Money Order)
- Visit your campus Business Office (Cash, Check, Money Order, Credit/Debit Card)

Please take a moment to verify that the e-mail address we have on file for you is correct and update it if necessary.

WITHDRAWING FROM A CLASS AND FINANCIAL AID

Federal and state regulations determine your eligibility for financial aid based upon your registered credit hours. If you are a recipient of state or federal financial aid, withdrawing from a class could affect the amount of financial aid to which you are entitled. Please see the Financial Aid AND Business offices **before** you officially withdraw from any of your classes to determine the financial impact of the withdrawal.

LOAN REFUND POLICY

For Winter loans that have been posted to student accounts, loan refunds will be available after Friday, January 24, 2014. **Availability depends on your Baker OneCard refund preference.** Baker College has partnered with Higher One to provide disbursement services for all financial refunds. Students have three choices as to how they want to receive financial refunds.

Due to federal regulations, loan refunds for NEW students will not be available until after Friday, February 21, 2014.

In order to receive a loan refund:

- You must have completed the loan application through the Financial Aid Office
- You must be attending your classes
- Your loan must be posted to your account and have created a credit on your student account

You must have activated your Baker OneCard AND selected a refund preference

A 2nd 5 week or online class may delay your refund. If you have any questions regarding the loan refund policy, please contact the Financial Aid or Business Office.

BOOKSTORE

NEXT CASH FOR BOOKS

February 17th & 18th, 2014 from 10:00am—6:00pm


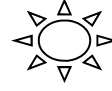
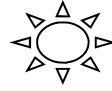
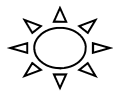
Baker College officially recommends that students keep their textbooks. Students sell textbooks at their own risk and will be responsible for replacing, at full value, any book that is used again in an upcoming quarter.

Sell books online anytime using the link at clintontownship.baker.edu/bookstore.

Sell USED CALCULATORS at usedcalculators.com

The **Online Bookstore** services students registered for Online classes.
Call the Online Bookstore at **1-800-339-9879** or go to www.baker.edu and log onto the SOLAR System.
Select STAR and Bookstore.

Have to drop a class?
The last day to return Winter quarter textbooks for full value is **Friday January 24, 2014**

STUDENTS AND SOFTWARE


- ◆ The Student License for Office 365 University is available at the Bookstore for a **great** price. Office 365 contains Office 2013. It must be downloaded from Microsoft to a valid [.edu](http://www.baker.edu) web address. This product is non-refundable once purchased.
- ◆ Anti-virus software: Students may go to www.baker.edu/computing to find a link to Kaspersky Anti-virus which may be purchased at a discount.

Need Scantrons in a pinch?

Bookstore vending machines in the Student Centers at the Main Campus, Tech Center, and C Buildings sell Scantrons for \$1.25 per six pack. Scantrons are also available at the Bookstore. If you have trouble with a Bookstore vending machine, contact the Bookstore for help.

Flash Drives—
Like any temporary storage device, flash drives can **fail** at any time without warning. Make sure that you also save your files on a more permanent storage device. You can try emailing your work to your Baker College email address.

SPECIAL BOOKSTORE HOURS WEEK 1
Monday & Tuesday
January 13 & 14
8:00am—7:00pm
Wednesday & Thursday
January 15 & 16
8:00am—6:00pm
Friday January 17
8:00am—5:00pm
Saturday January 18
8:00am—1:00pm



NORMAL BOOKSTORE HOURS
Weeks 2—5
Monday—Thursday
8:00am—6:00pm
Friday 8:00am—1:00pm

Find important Bookstore dates on the web: Go to www.baker.edu and select the Clinton Township Campus Homepage. Select **EVENTS on CAMPUS CALENDAR** and search.

FINANCIAL AID

CENSUS DATE

Baker College uses the census date to determine a student's enrollment status for awarding Pell Grant funds.

Winter 2013 census date is **January 21, 2014!**

Any changes to your enrollment after the census date can affect your Pell Grant eligibility.

SUMMER QUARTER FINANCIAL AID

Financial aid is awarded only for the Fall, Winter, and Spring quarters of the academic year. If you are planning on attending Summer 2014, please see a financial aid advisor to determine if you have remaining aid to attend Summer Quarter. Loans that are received during Fall, Winter and/or Spring quarter may affect your eligibility to receive loan funds for Summer quarter.

WORKSTUDY PROGRAM

- * If you are interested in the Workstudy program, you may complete a Workstudy application by logging in to the SOLAR/STAR system. Under Financial Aid, select Workstudy Application, then select the campus you are currently attending.



Welcome to the New Year!

Important things to remember for the new 2014-2015 school year which begins September, 2014:

- * Apply for Financial Aid again. Students must apply for Financial Aid every year.
- * Computers are available in the Financial Aid office to use for the application process.
- * Students should consider applying as early as January for 2014—2015 school year. It is recommended that students submit their application between January 1, 2014 and March 1, 2014.
- * Complete your taxes as early as possible, in order to use the IRS DATA retrieval link to facilitate the awarding process.
- * Access the correct website at WWW.FAFSA.GOV
- * Have your PIN (personal identification number) in order to electronically sign your application (if you are a dependent, your parent must also have a PIN). You may retrieve or apply for a PIN at WWW.PIN.ED.GOV.
- * List Baker College of Clinton Township as your first college choice. Use our school code of E00462.
- * Please follow up with the Financial Aid Office if you have any issues or questions.

CAREER SERVICES

HQ CONNECT

Looking for employment? Check out HQ Connect for employment opportunities by following the simple steps below.

- * Sign into SOLAR
- * Click on Career Services (located under STAR)
- * Click on HQ Connect

If you need assistance, please contact Career Services at 586-790-9165

CLOTHES CLOSET

We are looking for donations! If you have professional clothing you no longer wear, please consider donating it to Career Services.

Your donations help our students and graduates!



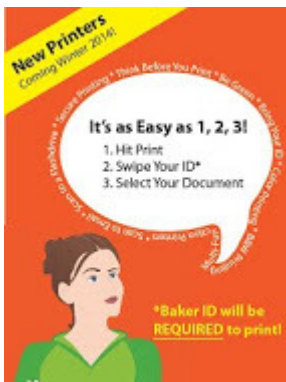
WORK EXPERIENCE (SPRING 2014)

If you are planning to complete your Work Experience Course during the Spring Quarter and you have **not** received an invite to the mandatory orientation, please contact your Program Director and Career Services immediately.

LIBRARY

The Library is located in E103. We have books, Nooks, movies, and audiobooks, plus:

- * Computers for research and internet use
 - * Multi-function Printers
 - * Study tables and private study carrels
 - * Group study rooms for groups of 2-6
 - * “No voices” quiet study room
 - * Countertop seating with charging outlets
 - * Overstuffed comfy chairs and café tables
 - * Expert and friendly staff to assist
 - * Online resources at www.baker.edu/library
 - * Help available 24/7 at <http://askus.baker.edu>
- Questions? Stop by, call us at 586-790-9584, or email library-ct@baker.edu.



You will need a Baker ID card to print or copy documents beginning Winter Quarter 2014. Come to the Library during our business hours if you need a new Baker ID card. Don't wait!

ACADEMICS

HUMAN SERVICES, CRIMINAL JUSTICE, AND EARLY CHILDHOOD EDUCATION

Are you interested in Student Leadership?

Dean's Student Leadership Council Informational Meeting

What: A special informational meeting for the recruitment of HUS, CRJ and ECE student leaders

When: Wednesday, January 15, 2014 at 3:00pm—4:30pm

Where: The Academic Office Boardroom, located inside the Academic Office (M101)

Who: All currently enrolled HUS, CRJ and ECE students, as well as those interested in majoring in these programs.

Facilitated by Dr. Janet M. Joiner, Dean of HUS,CRJ and ECE.

Interested in attending? Please **RSVP** to Dr. Joiner at : janet.joiner@baker.edu on or before 4:00pm Tuesday, January 14th.

Visit our new Human Service, Criminal Justice, and Early Childhood Education Website!

Find information on our academic programs, student clubs, and helpful resources both on campus and in the surrounding community, such as food banks, childcare, and personal counseling.

Our website address is: bakercollegectHUSCRJECE.weebly.com

Check it out!



Waiver Testing

Winter Quarter, 2014

Wednesday, February 5, 2014

1:00pm and 2:30pm

Registration Deadline: Wednesday, January 22, 2014

Please see an Academic Advisor for more details.

Register Today!

ACADEMICS

Health Sciences Limited Enrollment Programs

Listed below are the 2014 schedules for obtaining application packages for the Limited Enrollment Programs at Baker College of Clinton Township. If you have additional questions, you may contact the Program Directors identified below.

Program/Directors	Application Pickup Date	Application Deadline Date	Admission Test Registration	Program Start Date
Hemodialysis Technician	Weeks 1-5 of Winter Term			
Carolyn Gary-Ndoye carolyn.garyndoye@baker.edu	Winter 2014: Jan. 13, 2014	Feb. 13, 2014	Not applicable.	April 7, 2014
Nursing	Weeks 1-5 of Spring & Fall Terms		KAPLAN Admission Test	
Karen Grobson, Director karen.grobson@baker.edu	Spring 2014: April 7, 2014	May 9, 2014	You may register for the admission test within the Health Sciences Office, Room A105, on or after the pickup date listed and prior to the deadline.	Sept. 29, 2014
Ingrid Simkins, Assistant Director ingrid.simkins@baker.edu	Fall 2014: Sept. 29, 2014	Oct. 31, 2014		April 6, 2015
Radiologic Technology	Weeks 1-5 of Spring Term		HESI Exam	
Jufauri Ely, Director jufauri.ely@baker.edu	Spring 2014: April 7, 2014	May 9, 2014	You may register for the admission test in the Faculty Workroom, Room F101, from April 14 through May 9, 2014.	Sept. 29, 2014
Surgical Technology	Weeks 1-5 of Spring Term			
Mary Jo Nowicki, Director maryjo.nowicki@baker.edu	Spring 2014: April 7, 2014	May 9, 2014	Not applicable.	June 30, 2014
Veterinary Technology	Weeks 1-5 of Spring Term			
Marianne Tear, Director marianne.tear@baker.edu	Spring 2014: April 7, 2014	May 9, 2014	Not applicable.	June 30, 2014

ACADEMICS

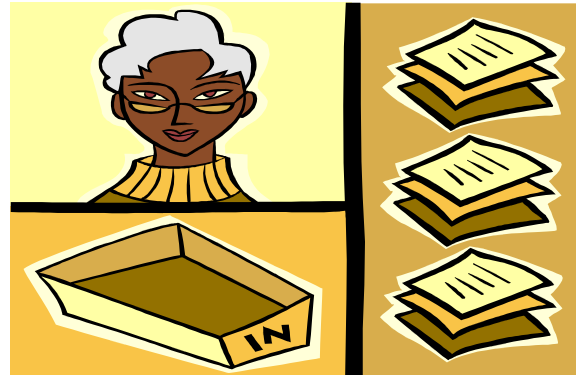


Medical Assistant Students:

Students who are currently taking **MED 291A** (CMA Review) need to go to baker.edu/graduation to submit a graduation application as soon as possible.

ATTENTION PRE-NURSING STUDENTS

If you are planning to apply to the BSN (Bachelor of Science in Nursing) program, you **must** see an Academic Advisor (in G 104) to fill out a Change of Major form.



LEARNING SUPPORT SERVICES

Hours of Operation:

Monday-Thursday 8:00am-8:00pm
 Friday 8:00am-5:00pm
 Saturday 8:00am-1:00pm

Testing Services:

All testing is by appointment only.
 Make-Up Testing: Weeks 2-9
 Wednesday at 2:30pm and 5:00pm
 Saturday at 9:00am
 Accommodated Testing: Weeks 1-10
 Monday-Friday

Tutoring:

Tutoring is by appointment with limited walk-ins. Students are responsible for making their own appointments.

To make appointments, please visit www.bakerct.mywconline.com (students must register first to make appointments).

Tutoring Labs:

Accounting Lab

Saturday Week 1 through Tuesday Week 10
 Saturday 8:00am-1:00pm
 Tuesday 1:00pm-5:00pm

Essential Math Concepts & Pre-Algebra Lab

Thursday – Week 1 through Thursday Week 10
 Monday 1:00pm-7:00pm
 Tuesday 10:00am-4:00pm
 Thursday 3:30pm-6:30pm
 Friday 11:00am-2:00pm
 Saturday 9:00am-1:00pm

Upper Level Math Labs

Thursday-Week 1 through Thursday Week 10
 Monday 10:00am-1:00pm and 3:00pm-6:00pm
 Tuesday 10:00am-4:00pm
 Wednesday 10:00am-1:00pm and 3:00pm-6:00pm
 Thursday 10:00am-4:00pm
 Friday 1:00pm-4:00pm
 Saturday 10:00am-1:00pm

Science Lab

Thursday Week 1 through Thursday Week 10

“Learning Support Services is value added to a student’s academic endeavors”

CLUBS

Vet Tech Club

During Winter quarter, the Vet Tech club will meet the Tuesdays of weeks 2, 4, 6, and 8 at 4pm. The meetings take place in B105. The purpose of the club is to raise funds and perform community service to benefit animals in need. All animal lovers are invited to join us. The

Vet Tech club's current fundraising efforts and community service projects will benefit Macomb Animal Control and Detroit Dog Rescue.

HIT Club

- The next HIT Club meeting will be on Monday January 13, 2014 at 5:00pm in the Main Campus Student Center.
- There will be a Gleaners Food Drive from February 3rd through February 28, 2014. The drop off boxes will be in the Student Center.

Hope to see you!
Have a great quarter!



Baker College of Clinton Township 2013 Festival of Trees Entry

Linda Welch and a group of five design students decorated a seven foot tree dedicated to the memory of Lynnette Zaner, who loved participating in this event. The tree was displayed at the Ford Community Center in Dearborn along with several smaller trees decorated by Baker students, until it was auctioned off. Proceeds benefited the Children's Hospital Fund of Michigan. Special thanks to Mel Sledzinski and Bill Reiland who helped transport the trees.

