

# 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 Academic Resource Center.*

*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*

## BUILDING HOURS

### When classes are in session:

Monday through Friday 7:30 a.m. to 10:00 p.m.  
Saturday 8:00 a.m. to 4:00 p.m.  
Sunday 8:00 a.m. to 6:00 p.m.  
(Sunday computer and lab access only with Campus Safety sign-in).  
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 6:00 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.

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## 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 HOURS:**

Classes in session: Monday through Thursday 8:00 a.m. to 10:00 p.m.  
 Friday 8:00 a.m. to 5:30 p.m.  
 Hours subject to change with quarterly class schedule.

Classes 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.

**ADMISSIONS HOURS:**

Classes in session: Monday through Thursday 8:00 a.m. to 6:00 p.m.  
 Friday 8:00 a.m. to 5:30 p.m.

Classes 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 HOURS:**

Classes in session: Week 1: Monday-Tuesday: 8:00 a.m. - 7:00 p.m.; Wednesday-Friday: 8:00 a.m. - 6:00 p.m.  
 Monday – Thursday 8:00 a.m. to 6:00 p.m.  
 Friday 9:00 a.m. to 1:00 p.m.

Classes not in session: Hours vary when classes are not in session and during the summer quarter.

Summer Quarter: Please contact the Bookstore at bookstore-mu@baker.edu or call (231) 777-5340 for hours.

**CAREER SERVICES HOURS:**

Classes in session: Monday through Thursday 8:00 a.m. to 6:00 p.m.  
 Friday 8:00 a.m. to 5:30 p.m.  
 Evenings/Weekends: Limited services provided in the Academic Center.

Classes 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.

**FINANCIAL SERVICES HOURS:**

Classes in session: Monday through Thursday 8:00 a.m. to 6:00 p.m.  
 Friday 8:00 a.m. to 5:30 p.m.  
 Evenings/Weekends: Limited services provided in the Academic Center.

Classes 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.

**INFORMATION TECHNOLOGY SUPPORT CENTER HOURS:**

Fall, winter, and spring hours vary by quarter. Hours are posted in AIOA, or you may call (231) 777-6699.

**ACADEMIC RESOURCE CENTER HOURS:**

Classes 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.

Classes 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.

**STUDENT SERVICES/RESIDENCE LIFE HOURS:**

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

## WHOM TO SEE ABOUT WHAT

\*These and other resources available via the Baker website at [muskegon.baker.edu](http://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
- 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](http://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
- Vehicle Jumpstarts
- Vehicle Unlocks
- Escorts

### **Career Services Office... 231- 777-6500**

- Career Services and Information
- Internship, Externship and Co-op
- Graduate and part-time employment
- Graduation application information
- Resource area

- HQ connect
- Job Fairs

### **Culinary Institute of Michigan... 231- 777-6600**

- Courses Restaurant
- The Sweet Spot

### **Financial Services...231- 777-5231 or 231-777-5233**

- College workstudy information / applications
- Entrance / Exit loan interviews
- Financial aid applications
- Graduation information
- Refund status
- Scholarship information
- Student loan information/applications
- Baker OneCard information, [bakeronecard.com](http://bakeronecard.com)
- Payment of tuition and fees
- Refund disbursements
- Scholarship information
- Student account billing

### **Fremont Extension... 231- 924-8850**

### **Academic Resource Center (ARC) 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](http://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

### **Student Services Office... 231- 777-6526**

- Housing information Student activities
- Residence life
- Student clubs
- Shuttle schedule


### **Human Resources...[hr@baker.edu](mailto:hr@baker.edu)**

- Human Resources
- Payroll - [payroll@baker.edu](mailto:payroll@baker.edu) or (844) 793-7883

### **Transcripts...[exchange.parchment.com](http://exchange.parchment.com)**

- Transcripts - Parchment Exchange

## BAKER COLLEGE OF MUSKEGON BOOKSTORE

- **ALL YOUR BOOKS AND SUPPLIES – ONE CONVENIENT LOCATION.** Your Baker College Bookstore has everything you need for your classes – textbooks, technology, uniforms, educational materials and supplies. We also carry a wide selection of Baker College gifts and clothing for you and your friends and family.
- **SAVE UP TO 80% WHEN YOU RENT YOUR TEXTBOOKS.** The Bookstore offers options for NEW, USED, CUSTOM, RENTAL or DIGITAL versions of most textbooks – all at the best prices and right at your fingertips. Stop in to pick out the textbooks and supplies that are just right for you.
- **PRE-ORDER YOUR BOOKS AND SUPPLIES ONLINE.** Here's how...
  - Go to [baker.bncollege.com](http://baker.bncollege.com)
  - Scroll down to “Shop Online Now”
  - Select “Find Textbooks
  - “Select a Campus
  - Select “Term” “Department” “Course” “Section” Information
  - Follow instructions for selecting textbook FORMAT (New, Used, Rental, Digital)
  - Choose IN-STORE Pickup or SHIP-TO-HOME Delivery
- **BYOD, OR “Bring Your Own Device”** – The Bookstore supports all your technology needs with a full inventory of laptops, tablets, printers and computer software and accessories available for purchase using Financial Aid.
-  **LIKE US ON FACEBOOK!** Search “*bakercollegeofmuskegonbookstore*” and follow us to receive updates on new merchandise and in-store specials, buyback, book sales and more!
- **PURCHASE SOMETHING YOU DON'T NEE? NO PROBLEM.** A full refund will be given in your original form of payment with original receipt. No refunds or exchanges without original receipt.

## 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.
- 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 silenced 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 website ([www.baker.edu](http://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 website 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 will 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 website to confirm their contact information is current.

\*Please note: Any student who is enrolled in a work experience, field placement, clinical site rotation, or similar course (off-site) will be expected to report to his / her off-site experience (unless conditions are as such that it would not safe for the student to travel to the off-site location). If this is the case, the student **MUST** contact the appropriate site supervisor or College official regarding individual circumstances that would prevent the student from being in attendance.