Mark Your Calendar
Summer and Fall 2014 Registration
Advising Week 6 – May 12 - 15, 2014
Registration Week 7 – May 19 - 22, 2014
The Student Center
Mondays
9:00am to 6:00pm and 6:30pm to 8:00pm
Tuesday, Wednesday, & Thursday
9:00am to 6:00pm
Registration begins Week 7 in the Student Center; if you miss registering that week, please see the Advisors in the Advising Office, G104, during office hours (listed on page 12 of the Baker Bulletin) or call the Advising Office at (586) 790-9764.

CONGRATULATIONS TO ALL OUR BAKER COLLEGE GRADS!
TURN TO PAGE 2 for GRADUATION INFORMATION
**Baker Graduation is Saturday, June 14, 2014!**

Location: Bethesda Christian Church  
14000 Metropolitan Pkwy  
Sterling Heights, MI 48312

Times: 11:00 am: Health Sciences, Education, ECE, Criminal Justice, Human Services  
3:00 pm: Business, Accounting, Paralegal, CIS/Tech, Bachelor of Health Science Administration, Masters Programs  

Cap and gown pickup begins Week 9 (June 2 - June 13) in the Bookstore. Each student gets 6 tickets to the graduation ceremony with their cap and gown.  
Honor cord colors: Gold - GPA 3.9 - 4.0; Silver - GPA 3.7 - 3.89; White - GPA 3.5 - 3.69.

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**GRADS-TO-BE**

If you are interested in a class ring to commemorate your achievement, a representative from Herff Jones will be on campus Monday, June 9 and Tuesday, June 10 from 11:00am to 6:00pm in G Hallway. The Bookstore also carries 2014 graduation tassels, Graduation Announcements, and great gift items!

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**LIBRARY**

Avoid library fees! Return your books and other library items by June 14, the last day of the quarter. Bring your books back to the Circulation Desk in the library, or return them in the drop box outside the library entrance 24/7. Questions? Call us at 586-790-9584, or email us at library-ct@baker.edu

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**News From the Registrar’s Office**

**Commencement will be held on Saturday, June 14, 2014**

If you will be finishing your program in Spring or Summer quarter, you need to complete your graduation application as soon as possible. Applications are available at www.baker.edu/graduation. If you plan on participating in the commencement ceremony, there is a section of the graduation application related to the ceremony you need to complete. If you indicated you would like to walk in the commencement ceremony, a letter containing important graduation information will be sent out the first week of May. Cap and gown pick-up will begin week 9 (June 2, 2014-June 13, 2014) in the Bookstore during their regular hours.

For cap and gown exchanges, please see the Academic Office for times.

Registrar hours are Monday-Thursday 9:00am -6:00pm and Friday 8:00am -5:00pm (appointments are preferred).

To request an official copy of your transcript go to: www.baker.edu/transcript.

If you need to apply for graduation you can do so by going to: www.baker.edu/graduation.

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**Graduation Speakers Wanted**

Baker College of Clinton Township is seeking candidates with outstanding credentials to speak at the 2014 graduation ceremony.

Candidates will be considered based on their academic standing at Baker College (having maintained a minimum GPA of 3.0), as well as their involvement with their community.

Speechwriting and coaching will be provided! Bring your thoughts, experiences about your education, your humor, and ideas to present to your graduating cohorts in a heartwarming and thoughtful message to them.

The application deadline is Friday, May 2, 2014. If you’re interested in speaking, application packets are available at the main campus Academic Office as well as at the Tech Center Academic Office.

Late applications will be considered.

For more information contact Pat Felix at 586-790-9448.
ACADEMICS

LEARNING SUPPORT SERVICES

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

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 LABS

ESSENTIAL MATH CONCEPTS AND PRE-ALGEBRA LAB
Wednesday Week 1 through Thursday Week 10
Monday 10:00am-4:00pm
Tuesday 10:00am-1:00pm and 5:00pm-8:00pm
Wednesday 10:00am-4:00pm
Friday 11:00am-2:00pm
Saturday 9:00am-1:00pm

UPPER LEVEL MATH LABS
Wednesday Week 1 through Thursday Week 10
Monday 10:00am-1:00pm and 2:30pm-5:30pm
Tuesday 10:00am-4:00pm
Wednesday 10:00am-4:00pm
Thursday 10:00am-1:00pm and 1:30pm-4:30pm
Friday 10:00am-1:00pm
Saturday 9:30am-12:30pm

ACCOUNTING LAB

Wednesday Week 1 through Wednesday Week 10
Monday 1:00pm-5:00pm
-not available April 28 and May 12
Wednesday 1:00pm-5:00pm

SCIENCE LAB

Wednesday Week 2 through Thursday Week 10
Wednesday 4:30pm-8:00pm
Thursday 1:00pm-5:00pm

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).

“The beautiful thing about learning is that no one can take it away from you.”
- BB King
## 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.

<table>
<thead>
<tr>
<th>Program/Directors</th>
<th>Application Pickup Date</th>
<th>Application Deadline Date</th>
<th>Admission Test Registration</th>
<th>Program Start Date</th>
</tr>
</thead>
</table>
| Hemodialysis Technician  
Carolyn Gary-Ndoye  
carolyn.garyndoye@baker.edu | Weeks 1-5 of Winter Term  
April 7, 2014 |
| Nursing  
Karen Grobson, Director  
karen.grobson@baker.edu  
Ingrid Simkins,  
Assistant Director  
ingrid.simkins@baker.edu | Weeks 1-5 of Spring & Fall Terms  
Spring 2014: April 7, 2014  
Fall 2014: Sept. 29, 2014 | May 9, 2014  
Oct. 31, 2014 | KAPLAN Admission Test  
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  
April 6, 2015 |
| Radiologic Technology  
Jufauri Ely, Director  
jufauri.ely@baker.edu | Weeks 1-5 of Spring Term  
Spring 2014: April 7, 2014 | May 9, 2014 | HESI Exam  
You may register for the admission test within the Faculty Workroom, Room F101, from April 14 through May 9, 2014.  
Sept. 29, 2014 |
| Surgical Technology  
Mary Jo Nowicki, Director  
maryjo.nowicki@baker.edu | Weeks 1-5 of Spring Term  
Spring 2014: April 7, 2014 | May 9, 2014 | Not applicable.  
June 30, 2014 |
| Veterinary Technology  
Marianne Tear, Director  
marianne.tear@baker.edu | Weeks 1-5 of Spring Term  
Spring 2014: April 7, 2014 | May 9, 2014 | Not applicable.  
June 30, 2014 |

If you meet the program requirements you may pick up application packages in the Health Sciences Office, Room A105, on or after the pickup date indicated above. A photo ID will be required to obtain and submit an application package. Completed applications are to be hand delivered to the Health Sciences Office by 5:00pm on the deadline date.
## Academics

### Anatomy & Physiology Open Lab - Spring 2014

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>10:00 am - 2:00 pm</td>
<td>TC 108</td>
</tr>
<tr>
<td>Thursday (starting May 8)</td>
<td>6:30 pm - 9:00 pm</td>
<td>TC 108</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 am - 2:00 pm</td>
<td>TC 108</td>
</tr>
</tbody>
</table>

*Hours are subject to change without notice*

## Policies

**No Smoking Policy**

Baker College of Clinton Township endeavors to provide a safe, secure, and healthy environment for students, faculty, staff, and visitors. To that end, the College has determined that maintaining a smoke free/tobacco free campus will 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, the College may then decide to go completely smoke free within campus boundaries.

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**Did you know?**

The new Multi-function Printers (MFP’s) are also scanners. You can scan documents to your Baker email address or to your USB drive for free!

Have you lost something? Check the Lost & Found at Campus Safety, M108.

You need a Baker ID card to print or copy documents.

Come to the Library (E103) during business hours if you need a new Baker ID card. Don’t wait!

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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.

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**Access the Baker Bulletin online**

Go to [www.baker.edu](http://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.**
**BUSINESS OFFICE**

**TUITION IS DUE BY MAY 16, 2014**

All balances are considered past due after May 16, 2014 unless you have a signed tuition deferred agreement on file with the Business Office or a tuition voucher from your employer. Please see the Business Office to make a payment as soon as possible.

A $30.00 finance charge will be applied to any balance not paid in full by Friday, May 16, 2014. Payments may be made in the Business Office in room M100 during regular business hours or pay online at [www.baker.edu](http://www.baker.edu).

Note: Any student with an unpaid balance at the end of the quarter may not be allowed to participate in commencement ceremonies.

**ONLINE INVOICES**

Log on to [www.baker.edu](http://www.baker.edu) to access your account and view your invoices and statements. Go to SOLAR system, then choose STAR system and select “Business Office” at the top.

**$$$$$$$$$$$$$$$**

- If you think you have excess funds from the Pell Grant or student loans, make sure your Baker OneCard account is activated and you have chosen a refund preference.

- **Baker OneCard Issues**

  - For immediate assistance: Just pick up the red phone! Go to the HigherOne ATM in the student center, pick up the red phone, and a HigherOne representative will assist you or call HigherOne at 877-266-9097.

- **DEFERRED TUITION STUDENTS**

  - Just a reminder to all students planning to use the Deferred Tuition Plan for Spring, Fall, or Summer quarters, please stop by the Business Office after you register for classes to make sure you have the following on file:

    - Signed deferred agreement
    - Current tuition reimbursement policy from your employer
CAREER SERVICES

LOOKING FOR EMPLOYMENT?
CHECK OUT HQ CONNECT!

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

Need a professional outfit to wear to the interview?
Is professional attire currently out of your budget?
We have a variety of clothes for men and women.
Come visit the Clothes Closet. Contact Career Services for assistance at (586)790-9165.

BUSINESS OFFICE

Thinking of Withdrawing?

Don’t just stop attending! There may be significant financial consequences. To avoid the potential consequences, please meet with staff in the Academic Office, Business Office and Financial Aid Office.

IMPORTANT WITHDRAWAL INFORMATION:

Withdrawal or absenteeism can have a major impact on your college finances. The following is very important information for students receiving federal financial aid:

What is the impact on your federal financial aid when you officially withdraw from your class or classes by notifying the Academic Office?

The US Department of Education requires a student to attend classes past the 60% point of the quarter (i.e. in a 10 week quarter you must attend your classes past the 60% point-the 6th week) in order for the student to be eligible for the entire federal financial aid award. If you withdraw or stop attending prior to the 60% point in the quarter, a large portion of your awarded financial aid is required to be returned to the US Department of Education by Baker College and you will owe the balance. The amount of aid returned is based upon your last date of attendance. A large balance may impact registering in future quarters and obtaining official transcripts.

What happens to your federal financial aid if you just quit attending (unofficially withdraw) and do not notify the Academic Office?

If you stop attending your classes (unofficially withdraw) and do not withdraw in writing, you may be withdrawn by the College. A large portion of your awarded financial aid is required to be returned to the US Department of Education and you will owe the balance to Baker College. Please contact the Business Office at 586-790-9681 with any questions.
**BOOKSTORE**

**Cash for Books Events - Located in G Hallway**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12 &amp; 13</td>
<td>10:00am - 6:00pm</td>
</tr>
<tr>
<td>June 9 - 12</td>
<td>10:00am - 6:00pm</td>
</tr>
<tr>
<td>June 13</td>
<td>8:00am - 5:00pm</td>
</tr>
<tr>
<td>August 25-28</td>
<td>11:00am - 6:00pm</td>
</tr>
</tbody>
</table>

Check with the Bookstore to make sure that you are not using the textbook again in an upcoming quarter for the second part of a class before you sell it.

If you miss these dates, try our buyback link anytime at clintontownship.baker.edu/bookstore.

Check the internet to find important Bookstore dates:

- Go to www.baker.edu and select the Clinton Township Campus Calendar and search.

**Flash Drives**

Like any temporary storage device, flash drives (also called USB drives and thumb 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.

**Spring & Summer Quarter**

**BOOKSTORE HOURS**

**SPECIAL EVENTS**

**BOOKSTORE HOURS**

<table>
<thead>
<tr>
<th>Week 10</th>
<th>Monday—Thursday</th>
<th>8:00am—6:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Ring Rep on campus</td>
<td>June 9 &amp; 10</td>
<td>11:00am - 6:00pm</td>
</tr>
</tbody>
</table>

For registration purposes, upcoming quarter textbook information is available to be viewed on the SOLAR STAR system starting WEEK 7. However, textbook ISBN, title, and pricing information is subject to change without prior notice.

**Need Scantrons in a pinch?**

Bookstore vending machines in the Student Centers at the Main Campus and the Tech Center 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.

**Returning Books to the Bookstore:**

Students have until Friday, July 11, 2014 to return textbooks sold for Summer Quarter 2014 classes.
Financial Literacy

Understanding the basics of money management provides a financial foundation that can lead to a lifetime of financial success.

Be Accountable and Responsible
The first step is accepting accountability and responsibility. Understand that you are the one in control of your financial future.

Plot Your Course
The next step involves planning. Create a road map by defining your financial goals, and plan out the steps to achieving your financial goals.

Establish a Budget
You need to establish a budget and stick to it. Not having a budget is like going on a trip without a roadmap!

Borrow Smart
At some point you may need to borrow money (take out a loan). Borrow SMART if you want to maintain your financial stability.

Manage Your Credit Cards Wisely
Credit cards are designed for people with income. When selecting one, make certain you have selected one with the most affordable options and no hidden costs.

Review and Understand Your Credit Report
A credit report is a collection of information about you and your credit history and will have a significant impact on your financial future.

Know When to Ask for Help
The final step is knowing when to request assistance. These warning signs will indicate financial problems:
- Are you living paycheck to paycheck?
- Are you alternating which bills to pay, leaving some unpaid?
- Are your payments often late?
- Are you using one credit card to make payments on another?
- Do you have creditors calling you?
- Are you being denied credit?

Many credit unions, banks, businesses and organizations work to provide information on money management to keep you on the path to success!
Baker College of Clinton Township is recruiting students for its first campus-wide Student Leadership Council (SLC) beginning Fall 2014. SLC members will be selected from a cross-section of academic majors. Student Leadership Council members will learn the principles of leadership and professional development from academic and community leaders. They will engage in meaningful hands-on opportunities designed to enhance their leadership potential, technological literacy, verbal and written communication skills, and ability to positively engage a variety of individuals. SLC members will help enhance the quality of life at Baker College along with campus senior level administrators, community leaders, fellow students, and others. Build your resume while making a difference! Student Council Members will serve a one-year term (September 2014 - August 2015). Council meetings will be held once a month. Participation is limited as there are only 15 total seats available.

Don’t get left out of a wonderful opportunity to develop your skills and strengthen your professional network. A brief Council Membership Application is required (there are NO fees required to participate).

If you would like to apply to become a Student Council Member, or if you have questions, contact Dr. Janet M. Joiner, Dean of HUS, CRJ and ECE by email at janet.joiner@baker.edu.

VET TECH CLUB
The Vet Tech Club is open to all students who are enrolled at Baker College of Clinton Township as a Veterinary Technology major. The club meets on the Wednesdays of weeks 2, 4, 6 and 8 during Spring quarter at 8:15 am in B105 on the Main Campus. We plan fundraisers to benefit animal related charities, such as dog and cat rescue organizations. Please join us to meet the second year students, your classmates and fellow animal lovers!

PARALEGAL CLUB
The Paralegal Club will be volunteering at the Macomb County Law Day celebration on Friday, May 2. The Paralegal Club will meet on Wednesday, May 14 at 3:15 pm in the community room on the Main Campus. This is a great networking opportunity! Please note there is a $2.00 fee for refreshments. All students are welcome to attend.

HUMAN RESOURCES and MANAGEMENT CLUB
LAST MEETING OF THE SCHOOL YEAR!!!

Are you looking for a great way to network and gain business and student contacts? Well, you should be! The Baker College Human Resources and Management Club would like to encourage all HR and Business students to join our club and get involved in a student activity. The benefits are endless! To learn more about how the club can help you, come check us out!

Our LAST meeting of the school year will take place on:
Week 6 – Thursday, May 15th
4:30pm - 5:30pm (location to be determined)

Our meetings are usually Weeks 3 & 7 from 4:30 – 5:30 pm in the Academic Office Boardroom. Each meeting has a guest speaker relevant to the business arena and snacks! You do NOT have to be a member to attend! Meeting dates and locations will always be posted on the Business Board located in E Hallway on the 2nd floor.

If you have any questions please feel free to attend our meetings or contact Beth LaValley at beth.lavalley@baker.edu. Membership fee is $35 annually, which entitles you to a membership with our club, the Society for Human Resource Management (SHRM), Detroit SHRM, and everything those organizations provide. Plus get a 10% discount on clothing and gift items in the Baker bookstore. Hope to see you there!
**HIT CLUB NEWS**

The Baker College HIT Club is open to all students currently in the HIT Program. Our mission is to promote the field of study in health information management and provide opportunities for individuals to grow their network in the HIM field. We also engage in and encourage community fundraising. The cost to join the club is $5 and with your membership card, students will receive a 10% discount at the Baker bookstore on clothing and gift items. If you have any questions, please contact Amy Robbins, HIT Clinical Coordinator at amy.robbins@baker.edu.

**Upcoming events:**

- **May 10 - 8 am** Arthritis Walk at the Detroit Zoo
  Register as part of our team or donate online at [http://arthritiswalkdetroit.kintera.org/](http://arthritiswalkdetroit.kintera.org/)
  Team: H.I.T. Baker CT

- **May 15 - 4:45 pm** monthly club meeting in the Student Center on Main Campus.
  **Nominate & elect new club officers.**

- **May 20 - 4:45 pm** Guest Speaker. Room TBD

Check out our Facebook page: HIT Students of Baker College Clinton Township.

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**THE SURGICAL TECHNOLOGY PROGRAM**

**Scrub Club**

Walks the Detroit Zoo for a Cure for Arthritis
At the Detroit Zoo
Saturday, May 10, 2014
8:00am

THE CURRENT STUDENTS AND GRADUATES ARE WALKING TO SUPPORT FINDING A CURE FOR ARTHRITIS

Students with Questions regarding the Surgical Technology program can reach Program Director Mary Jo Nowicki
Monday through Friday in the Health Science Offices on the Main Campus
(586)790-5245

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**COMPETITIVE WALKING TOURNAMENT**

The Baker College Student Leadership Council is sponsoring an exciting and fun-filled Competitive Walking Tournament for faculty, staff, and students. The Walking Tournament will feature a 2K Walk (1.24 miles) with a twist: only walking teams of three or four individuals will be allowed to participate. No individual walking permitted!

The Competitive Walking Tournament will take place Friday, May 30th beginning at 8:00am. Register on the Clinton Township campus in the Student Center. Teams can be comprised of faculty, staff and/or students, or a combination of these groups. Only Baker College faculty, staff and students may participate; family members and friends will not be permitted. Show your college spirit and participate with a team for BRAGGING RIGHTS! The cost is only $10 per person and each registrant will receive a Tournament t-shirt and the chance to win medals/certificates.

All walking teams must participate in the entire walk with their team and finish the Tournament together at the same time to be eligible for prizes. Medals/prizes will be awarded for the following categories:

- 1st, 2nd and 3rd place to teams completing the walk together (running is not permitted)
- Most Interesting/Best Dressed Team (tasteful, of course)
- The Baker College Program, Department, or Division with the highest number of teams participating

To register in advance, contact Dr. Janet M. Joiner (Dean of HUS, CRJ and ECE) in the Academic Office for a team application. When registering, teams are asked to be prepared to pay the registration fee of $10 cash **PER PERSON** and sign a Participation Waiver Statement.

Special registration dates will also be announced leading up to the event, as well as on the day of the event. Registrations received before Monday, May 19th will be guaranteed their t-shirt size; those registering after will have limited sizes available.
DEPARTMENT HOURS

HOURS ARE FOR WEEKS 5-10, HOURS MAY VARY BETWEEN QUARTERS

NEW DEPARTMENT HOURS
Located in M100

<table>
<thead>
<tr>
<th>Business Office</th>
<th>Career Services</th>
<th>Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>(586) 790-2810</td>
<td>(586) 790-9165</td>
<td>(586) 790-2810</td>
</tr>
</tbody>
</table>

Monday - Thursday 8 am - 6 pm
Friday 9 am - 5 pm
Saturday CLOSED
Open Week 7 Monday (May 19) 8 am to 8 pm

Academic Office
M101
(Main Campus)
Monday - Thursday 9 am - 6 pm
Friday 8 am - 5 pm
Saturday CLOSED
(586) 790-9587

Academic Office
(Tech Center)
Monday - Thursday 8 am - 10 pm
Friday/Saturday 8 am - 5 pm
(586) 790-9707

Admissions
(Tech Center)
Monday - Thursday 9 am - 6 pm
Friday 9 am - 5 pm
Saturday CLOSED
(586) 791-3000

Advising Office
G104
Monday 8 am - 8 pm
Tuesday - Thursday 8 am - 6 pm
Friday 8 am - 5 pm
Saturday 8 am - 1 pm
(586) 790-9764

Week 6 & 7 Advising is in the Student Center (see page 1)

Bookstore
G102
Monday - Thursday 8 am - 6 pm
Friday 8 am - 1 pm
Saturday CLOSED

Week 10 hours:
Monday - Thursday 8 am - 6 pm
Friday 8 am - 5 pm
(586) 790-9593

Café (Main Campus)
Monday - Thursday
11 am - 8 pm
Friday/Saturday CLOSED

Campus Safety
M108
Monday - Friday 7 am - 10 pm
Saturday 8 am - 5 pm
(586) 790-9409

Faculty Workroom
F101
Monday - Thursday
8 am - 10 pm
Friday 8 am - 5 pm
Saturday 8 am - 1 pm
(586) 790-9430

Health Sciences Office
A105
Monday - Thursday 9 am - 6 pm
Friday 8 am - 5 pm
Saturday CLOSED
(586) 790-2837

Learning Support Services
G103
Monday - Thursday 8 am - 8 pm
Friday 8 am - 5 pm
Saturday 8 am - 1 pm
(586) 790-9697

Library
E103
Monday-Thursday
8:30am - 8 pm
Friday 8:30 am - 5 pm
Saturday 8:30am - 1 pm
(586) 790-9584

Writing Center
D108
Hours by Appointment
www.bakerct.mywconline.com
(586) 790-5229

Week 6 & 7 Advising is in the Student Center (see page 1)