CASS CITY
CAMPUS INFORMATION
CAMPUS BUILDING HOURS

When Classes are in Session:
  Monday through Thursday  8:00 a.m. to 10:00 p.m.
  Friday  8:00 a.m. to 5:00 p.m.

Between Quarter Hours:
  Monday through Thursday  8:00 a.m. to 5:00 p.m.
  Friday  8:00 a.m. to 5:00 p.m.

Class Schedule Hours:
  Monday through Thursday  2:00 p.m. to 5:50 p.m.
  Monday through Thursday  6:00 p.m. to 9:40 p.m.

ACADEMIC RESOURCE CENTER (ARC)

(989) 872-6019 (Fax: (898) 872-6001)
Regular Hours (Fall, Winter, Spring):
  Monday through Thursday  1:00 p.m. to 10:00 p.m.
Regular Hours (Summer): CLOSED
Between Quarter Hours: CLOSED

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

See the ARC Staff for:
  • Internet/World Wide Web access
  • Copy machines—color and black/white
  • Study rooms, quiet rooms (when not in use, it can be used for practicing presentations)
  • Research assistance to:
    • Access thousands of books/eBooks
    • Online magazine databases of periodicals
    • Magazine collection with hundreds of titles
    • Books to support the curriculum
    • Items put on reserve by faculty for students
    • Research Guides to help with research
    • Help with APA

ADMISSIONS OFFICE

(989) 872-6005 (Fax: (989) 872-6001)
Regular Hours:
  Monday through Thursday  9:00 a.m. to 6:00 p.m.
  Friday  8:00 a.m. to 5:00 p.m.

Week Before Classes Start Hours:
  Monday through Thursday  9:00 a.m. to 6:00 p.m.
  Friday  8:00 a.m. to 5:00 p.m.

See our Admissions Advisor for:
  • Admissions
  • Career Counseling
  • Information about programs and classes
  • New student financial aid assistance
  • New student enrollment
  • New student housing
  • Scholarship Information
  • Computer Software
  • Books and supplies
  • Student Parking Permits

BOOKSTORE – LOCATED AT THE FLINT CAMPUS

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

Week Before Classes Start Hours:
  Monday through Thursday  8:00 p.m. to 7:00 p.m.
  Friday  8:00 a.m. to 5:30 p.m.
  Saturday  8:00 a.m. to 1:00 p.m.

Summer Quarter Hours:
  Hours will be posted
Baker College Bookstores Operated by Barnes & Noble College:

Refunds and Exchanges
Barnes & Noble College maintains a refund policy developed with students’ welfare in mind. We feel that a liberal policy is the best way to encourage repeat business. Our standard refund policy is as follows:

Textbooks
The Baker College Bookstores will issue refunds in the original form of payment for textbooks purchased at the bookstore if returned in original condition, with original receipt and within the first week of classes. Within 30 days of the first day of classes, textbooks will be refunded with original receipt and with valid proof of add/drop.

Electronics
The bookstores will issue refunds in the original form of payment if returned in original condition, with original receipt and within fourteen (14) days of purchase. Opened software, audio books, DVDs, CDs, music and small electronics may not be returned for a refund, but can be exchanged for the same item if defective.

All Other Merchandise
The bookstores will issue refunds in the original form of payment any time during the quarter for other merchandise purchased at the bookstore if returned in original condition and with original receipt. If returned without a receipt, a store credit will be issued at the current selling price. Refunds or Exchanges will not be issued for the following items: food and beverages, unwrapped loose leaf books, activated eBooks, custom course materials, outlines, study guides, school guides, magazines and prepaid cards.

CAREER AND CORPORATE SERVICES – LOCATED AT THE FLINT CAMPUS
(810) 766-4200 (Fax: (810) 766-4201)
Regular Hours:
Monday through Thursday 8:00 a.m. to 6:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.
Summer Quarter Hours: 8:00 a.m. to 5:00 p.m.

Contact Career and Corporate Services staff for:
• Annual Job Fair
• Customized Employer Training
• Employability skill enhancement
• Financial aid application assistance
• Internet availability
• Job referral service for current graduates and alumni
• Professional Career Strategies Class
• Seminars and workshops
• Testing Services
• Work Experience through co-op & internships

CENTER FOR TRANSPORTATION TECHNOLOGY– LOCATED AT THE FLINT CAMPUS
(810) 766-2260 (Fax: (810) 766-2278)
1717 S. Dort Highway, Flint, MI 48503
Regular Hours:
Monday through Thursday 7:30 a.m. to 6:00 p.m.
Friday 7:30 a.m. to 5:00 p.m.
Between Quarter Hours:
Monday through Friday 7:30 a.m. to 5:00 p.m.
Summer Hours:
Monday through Friday 7:30 a.m. to 5:00 p.m.

DEANS/ASSOCIATE DEANS/PROGRAM COORDINATORS/FACULTY – LOCATED AT THE FLINT CAMPUS

Health Science  (810) 766-4288  (Fax (810) 766-2055)
Regular Hours:
Monday through Thursday 7:30 a.m. to 6:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.
Summer Quarter 8:00 a.m. to 5:00 p.m.
Between Quarter Hours:
Monday through Friday 7:30 a.m. to 5:00 p.m.
Business Administration, General Education, Human Service, Interpreter Training, & Teacher Perpetration
(810) 766-4130 (Fax: 766-2033)

Regular Hours:
   Monday through Friday 7:30 a.m. to 6:00 p.m.

Between Quarter Hours:
   Monday through Friday 7:30 a.m. to 5:00 p.m.

Engineering & Computer Technology — (810) 766-4190 (Fax: (810) 766-4042)

Regular Hours:
   Monday through Thursday 8:00 a.m. to 8:00 p.m.
   Friday 8:00 a.m. to 6:00 p.m.
   Summer Quarter 8:00 a.m. to 5:00 p.m.

Between Quarter Hours:
   Monday through Friday 8:00 a.m. to 5:00 p.m.

Center for Transportation Technology — (810) 766-2260 (Fax: (810) 766-2278)

Regular Hours:
   Monday through Friday 8:00 a.m. to 5:00 p.m.

See the Dean/Associate Deans/Program Coordinators/Faculty in the appropriate office for:
   • Academic advising/counseling
   • Deans/Associate Deans/Program Coordinators/Faculty Offices and mailboxes

STUDENT SERVICES OFFICE
(989) 872-6000 (Fax: 872-6001)

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

Week Before Classes Start Hours:
   Monday through Thursday 8:00 a.m. to 6:00 p.m.
   Friday 8:00 a.m. to 5:00 p.m.

Between Quarters Hours:
   Monday through Friday 8:00 a.m. to 5:00 p.m.

See the Student Services Front Counter Staff for:
   • Address/phone changes
   • Copies of schedules, rotations, & step plans
   • Registration information
   • Withdrawals/class changes
   • Veteran information

ACADEMIC ADVISING
Academic Advisors are located in the Student Services Office and provide the following services to students:

A. Academic Advising: Advisors help students schedule the right courses that fit their educational goals and keep them on their program rotations. Advisors help plan future class schedules, check graduation requirements, and explore academic options. Mandatory advisement services (0 to 13 attempted credits) are organized so that students will receive on-going academic advice regarding satisfactory progress. Advisors are available five days a week to assist students in creating educational plans.

B. Career Counseling: Career assessment inventories are available to assist students with evaluation of work-related interests, skills, and abilities.

C. Disability Services: Baker College provides students support systems to allow them the opportunity for success. Disability services are provided through the Academic Advising Department to support persons with disabilities. Students must provide documentation in order to receive disability services.

D. Personal: Individual assistance and referrals are provided for undergraduate students with personal concerns. Assistance is available to aid students with personal and career decision-making, college adjustments, and study techniques.

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, suspension, or 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 see an Academic Advisor/Dean/Associate Dean/Program Officials before registering for classes.

See an Academic Advisor for:
- 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

- Course audit
- Disability services
- Grade changes
- Personal concerns
- Withdrawals/drops/adds
- Graduation requirements
- Transfer of credits

(810) 766-8750

Call the Student Services Office at the Flint Campus for:
- Account information
- Billing
- Collection issues
- Employer reimbursement
- Issues of refund disbursement
- 3rd party billing
- 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.

- Appeal information
- Book credits
- Grants
- Loans
- Scholarships
- Work-study information
  – See our Campus Student Services office.

POLICIES

VISITORS/GUESTS
Baker College encourages visitors at any time. You are welcome to have your parents, relatives, or friends visit the College. If at any time your parents have questions, we invite them to contact the Student Services or stop in and visit. If you have friends or relatives who may be interested in attending Baker College, please have them speak directly with our Admissions staff for personalized assistance. Children are not allowed in the classrooms, Library, or Learning Support Center. This includes lab sessions and weekend hours.

TELEPHONE CALLS
Students will not be called out of class for telephone calls unless there is an emergency (discretion of Student Services). Emergency messages will be taken to the student's scheduled classroom. Office telephones are for College business purposes and students may not use them for personal calls.

LOST AND FOUND
Baker College cannot be responsible for articles either lost or stolen. Please take special care of clothing, textbooks, and other personal property. We suggest that items of great value be carried with you at all times. A lost and found area is maintained in the Campus Safety Office. Items will be kept for thirty days.

FOOD AND BEVERAGES
Food items may be purchased in the Student Center. We take great pride in the cleanliness of our facilities. We need your help in continuing to provide the best learning environment possible. Please consume food and beverages in the Student Center only. Taking food or beverages into hallways, classrooms, offices, or other parts of the buildings is discouraged. Bottled water with a cap is permissible in classrooms. Thank You!
PARKING
Permits: Student parking permits may be obtained, free of charge, at the Student Services Office. All vehicles a student drives require a permit. Student parking permits must be displayed by the start of the second week of classes. All vehicles without a student or College employee parking permit will be considered in violation. Violations of any parking regulations are solely the responsibility of the student to whom the permit was issued. Violations: Students who fail to display a parking permit will be considered in violation even if their vehicles are otherwise properly parked. Students are prohibited from parking in Employees’ lot(s), fire lanes, visitors, and admissions parking, parking spaces designated as reserved or handicapped spaces (unless the student has a handicapped sticker issued to them). Students must obey posted speed limits. The campus speed limit is 15 mph. Careless or reckless driving or speed violations can result in loss of driving privileges on campus for students and the general public. Violations will result in ticketing and/or towing of the vehicle. All fines and/or towing fees must be paid within the time period specified on the ticket. Students who already have a state-issued handicapped permit are also required to have a Baker parking permit. Handicapped parking is enforced by both the Cass City Police Department and the Tuscola County Sheriff's Department Handicapped Parking Enforcement Team. Therefore, permits must be properly displayed at all times. Disabled Vehicles: Students with disabled vehicles which must remain on campus overnight, should notify the Student Services Office to avoid having the vehicles towed. The College assumes no responsibility for damage to any vehicle. Restrictions: Student parking is a privilege, not a right. As such, the College reserves the right to revoke this privilege. The College also reserves the right to restrict, redirect and/or close any lots or roadways without notice.

SMOKE-FREE/TOBACCO-FREE POLICY
Baker College of Flint 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.

The College will provide the opportunity for those who have tobacco addictions to participate in cessation courses that will be offered quarterly for students, faculty and staff, by a Certified Smoking Cessation Trainer as certified by the American Lung Association. The College will also facilitate access to materials that are available through County Health Departments and other agencies for those who seek to quit using tobacco in any form.

The College will ensure that related information relative to other options aimed at promoting a healthy lifestyle is shared with employees as they become available through Baker College’s Human Resources Department.

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

Effective September 1, 2010, Baker College of Flint is a Smoke-Free/Tobacco-Free Campus. Students, employees and/or visitors, if smoking must remain in closed vehicles.

All internal and external campus areas including campus buildings and automobiles (owned or leased) and any outdoor areas within the campus boundaries are smoke-free/tobacco-free. Anyone who wishes to smoke must remain in closed vehicles or leave the campus properties.

Baker College of Flint will actively enforce this policy with the assistance of faculty, staff and campus safety personnel. Any person discovered using tobacco products or electronic tobacco replacement devices outside campus buildings and automobiles will be subject to the following:

First offense: Verbal warning
Second offense: Fine - $10.00
Third/Final offense: Dismissal, if a student; advised to stop using the tobacco product or leave the campus properties, if a non-student

Students will be dismissed from all classes for the remainder of the quarter. There will be no refunds for tuition or books/supplies. Students dismissed for using tobacco products, who return to enroll/register in a future quarter and again violate the Smoke-Free/Tobacco-Free Policy, will be expelled and not permitted to return to Baker College of Flint.

Non-students will be asked to use closed vehicles or vacate campus property.
Any person discovered using tobacco products inside a campus building or automobile (owned or leased) will be subject to the following:
First offense:  Fine - $10.00
Second/Final offense:  Dismissal, if a student; advised to stop using the tobacco product or leave the campus properties, if a non-student

Students will be dismissed from all classes for the remainder of the quarter. There will be no refunds for tuition or books/supplies. Students dismissed for using tobacco products, who return to enroll/register in a future quarter and again violate the Smoke-Free/Tobacco-Free Policy, will be expelled and not permitted to return to Baker College of Flint.

See the Human Resource Director for: 766-4028
See the HR Director regarding discrimination and harassment complaints regarding race, color, creed, religion, sex, national origin, age, disability in educational programs, activities, employment, or recruitment.

**COLLEGE CLOSING PROCEDURES**

It is very rare that Baker College of Flint will close. Ordinarily the College will remain open during bad weather just as other business establishments do. REMEMBER: If day classes are closed, this does not automatically close the evening classes! Please stay tuned for updates throughout the day including the possible closing of evening classes.

Please remember that if we cancel day classes we will make another announcement regarding evening classes. That decision will be made by 3:00 p.m. each day with the same radio and television stations being notified by 3:30 p.m. Students may also register for cell phone notifications on the Baker College of Flint home page.

In the event of emergency or weather related closing, tune in to one of the following broadcast stations for information or you may call our weather hotline at (810) 766-4339.

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<th>Radio Station</th>
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<td>WJRT TV12 Flint</td>
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