Academic Advising
Students are encouraged to begin meeting with their academic/program advisors, to pick spring classes. An appointment is recommended.

Academic Registration and Advising
Students may register for classes in the Student Center on February 24-26, from 9:30 a.m.—3 p.m. and 5 p.m.—6:15 p.m. Academic/Program advisors will be available in the Student Center at scheduled times on February 25 and 26. Most will be available in their offices on February 24. Registration will be available in the Academic Center and by telephone beginning at 8 a.m. on Thursday, February 27.

Registration for summer and fall classes begins May 19.

Winter Weather Alerts
In the event the College must close due to inclement weather, communication is sent via several avenues. First, students may call the weather hotline at 231-777-6666 for a recorded message concerning any closings. Second, a message is posted on the College web site at www.baker.edu. Third, area television and radio stations are contacted. Finally, students are notified via telephone, text message and email through the Baker College Emergency Notification System.

Every effort is made to communicate closing information quickly. The College is very aware that students have to make important travel and daycare decisions based upon weather closings. Furthermore, the College is aware that conditions vary in surrounding areas. Students must contact their teachers if they are unable to get to school due to inclement weather. An absence will be recorded, if classes are in session.

STUDENT DRESS CODE
Students are reminded to review the contents of the Student Handbook and the Baker College Catalog to become familiar with policies and procedures affecting students. A number of policies have been established to create and maintain a comfortable and safe learning environment for all students while they are on campus.

An excerpt from the Student Handbook states: “Students are to dress in conventional attire that exhibits good taste. In instances of unsuitable dress, faculty or staff may request that the student leave the classroom or facility.”

The College considers the following apparel to be “unsuitable dress”:
1. Halter tops
2. Strapless tops or tube tops
3. One-strap/one-shoulder tops
4. Tops that expose the bare midriff
5. Low-cut tops or plunging necklines
6. Very short skirts
7. Very short shorts
8. Low-rise pants that expose flesh
9. Low-rise pants that expose underwear
10. Jeans or pants with slashes/cuts that expose flesh or underwear
11. Hats or shirts with offensive or vulgar wording or pictures.
12. Bare feet
13. Rollerblades

Adherence to the dress code is part of developing professional behavior and contributes to a professional learning environment.

Attention: Winter Quarter 2014 Potential Graduates
Winter quarter graduation applications are due NOW. You may submit a graduation application ONLINE at www.baker.edu/graduation. You will not be considered as a graduate for winter quarter unless you submit a graduation application.

Do NOT Stop Attending!
If you STOP ATTENDING your class, your Financial Aid may NOT PAY on your account, making the balance your personal responsibility.

Please call or visit the Financial Services Office for financial advice. We can help you make the right decision.

Winter Quarter Bookstore Hours
Monday—Thursday, 8 a.m. to 6 p.m.
Friday, 9 a.m. to 1 p.m.

Winter Quarter Buyback:* Wednesday—Friday, March 19 – 21
Stop by the Bookstore for more details!

*Ask a Bookstore employee about the new Guaranteed Buyback program today!

ATTENTION ALL HUMAN SERVICE STUDENTS!
Are you planning a Spring Quarter Internship? You must contact Internship Coordinator Rich Nelson NO LATER THAN SATURDAY, FEBRUARY 1, to be considered for a spring internship. Please do not delay making this contact. If you miss the February 1 deadline, you will need to wait until the summer or fall quarter for an internship. Contact Rich at (231) 777-6534 or rich.nelson@baker.edu by the deadline!
TUITION REFUND POLICY

Tuition refunds are calculated based on the date the College is notified in writing of class withdrawal, not the last date of attendance. Please refer to the College catalog or student handbook for refund percentages.

Although the tuition refund period lasts the first two weeks of a class, it takes a longer amount of time to earn financial aid (grants and loans). Withdrawing from a class may result in a reduction of grants and loans and may affect future financial aid eligibility.

“Though no one can go back and make a brand new start, anyone can start from now and make a brand new ending.”

~Carl Bard

Please check with the Financial Services Department before you consider withdrawing from a class. Financial Services can help you avoid costly mistakes which could prevent you from registering in the future and accomplishing your educational goals.

WHAT IS A BAKER ONECARD?
The Baker OneCard is how Baker College delivers money to students. ANY credit balance owed to you by Baker College will be handled through the Baker OneCard. It is not just for financial aid refunds.

When Will I Receive My Loan Refund?
In an effort to provide exemplary customer service to Baker College of Muskegon students, an e-mail notification will be sent to each student when a loan refund is available (i.e. BakerOne Card, paper check). Student loan refunds are typically available to students during Weeks 3-10 of each quarter. This date could vary depending on whether a student has completed Entrance Loan Counseling, a Direct Loan Master Promissory Note, maintained satisfactory attendance in current quarter classes, submitted all missing items and started the required minimum amount of six (6) credit hours for the current quarter. Students are encouraged to communicate with creditors such as landlords, utility companies, etc., to request patience because a refund may be received at any time during Weeks 3-10 of the quarter.

ONLINE ALL THE TIME

Students can check the status of their Financial Aid online 24/7 which may eliminate the need to call/stop by the Financial Aid Office.

How Can I Check the Status of My Financial Aid?
Go to: www.baker.edu
1. Select “SOLAR SYSTEM” on top of webpage
2. Log in using your Baker ID and Password**
3. Select “STAR SYSTEM” in left-hand column of webpage
4. Select “Financial Aid Office”
5. Select “Awards”
6. Select year from drop down box
7. Click “Continue”
8. Click link “View/Save/Print Financial Aid Awards”

**Contact the helpdesk at 800-645-8350 if you need assistance logging in.

The Financial Aid Office is awarding files and certifying loans every day. Please check your account often for updates.

YOUTH LEADERSHIP GROUP MEETING ~
The Youth Leadership Group is sponsored by the internationally-renowned Toastmasters organization. Our purpose is to sharpen communication and leadership skills. Our group provides excellent opportunities for networking, and participation looks great on a resume. We meet every Thursday from 4:30-5:30 p.m. in the West End Conference Room (WE104) - one door north of the West End Fitness Center. Refreshments provided.

ADOBE USER GROUP MEETING ~
The Adobe User Group will be meeting on Tuesday, February 11, at 3 p.m. in Room T103 (the Graphics Lab). Kalaina Sullivan will deliver a Photography Tutorial.

BAKER COLLEGE ORGANIZATION OF HUMAN SERVICE (BCOHSS) ~
Tuesday meeting dates are February 11 and March 11, at 4:15–5:30 p.m., held in West End Conference Room C.

ROTARACT CLUB ~
Tuesday meetings are held from 4:30 - 5:45 p.m. held in West End Room WE103.

EARLY CHILDHOOD EDUCATION CLUB

The next ECE Club meeting will take place on Monday, February 3, 4:30-5:30 p.m., in Room WE103. We will use this time to coordinate the following Month of the Young Child Activities: mounting and framing local children’s artwork to be displayed in Muskegon and Grand Haven businesses; and hosting a Kids’ Food Basket Sack Suppers bag decorating table during Month of the Young Child as well. See you in February!
Know Your Staff—Pam Strait

Pam Strait is a Career Services Coordinator at Baker College of Muskegon. She encourages students and graduates along their journey towards challenging and rewarding careers by assisting individuals with resumes, cover letters, internships, employment search activities, and teaching Professional Career Strategies classes. Ms. Strait also is involved in communicating with employers regarding skills required in their workplaces and encouraging employers to participate in on-campus career events. She talks with employers and urges them to host Baker students from a number of our health care programs in internship/externship opportunities.

Ms. Strait has been working here since July of 2010. She sees examples every day of the commitment and dedication demonstrated by Baker College staff and faculty in serving students and is proud to be a member of the Baker team. She also has previous experience in Baker College class-rooms (then, Muskegon Business College) both as a student completing a certificate program and later as a member of the faculty for eleven years. Ms. Strait completed both a Bachelor of Science Degree and a Master of Business Administration Degree from Grand Valley State University.

Prior to joining Career Services, most of Ms. Strait’s career has been spent working in the area of training and development, both helping individuals learn new skills and working with employers regarding training to improve employee job performance.

Outside of work, Ms. Strait enjoys spending time with family and friends and participating in activities throughout the beautiful changing seasons in Michigan. She enjoys photography, skiing, and flower gardening.

BAKER COLLEGE OF MUSKEGON
HEALTH SCIENCES CAREER DAY

Friday, February 21, 2014
Muskegon Campus Gymnasium
9 – 11:30 a.m.

Exclusive to Baker College students and graduates.
All majors are welcome.

Network with employers and discuss...
Career Options, Internships/Externships, Employment, and Volunteer Opportunities

Plan ahead...
Prepare your error-free resume.
Practice your introduction and responses to interview questions.
Plan to dress professionally.
Prepare by researching companies.

Additional information...
Information tables with career fair preparation tips
Student Center and the West End Café
February 3 – 20

View an updated list of participating employers...
1. Go to https://carina.baker.edu/solar and log in
2. Select “STAR System”
3. Select “Career Services” and “Career/Job Fairs”
4. Scroll to “Baker College of Muskegon – Health Sciences Career Day”

Contact Career Services...
Have your resume critiqued.
Ask additional questions.
231-777-6500

CALENDAR OF EVENTS

Friday, February 14
VALENTINE’S DAY

Friday, February 21
Health Sciences Career Day
9-11:30 a.m., Gymnasium

Monday—Wednesday
February 24–26
Academic Advising and Registration for
Spring Classes in the Student Center

Friday, March 14
Last day to drop 10-week on-ground classes

Friday, March 22
Winter Quarter Ends (Spring Break)
The Student Services Department is made up of Campus Safety, Career Services, Financial Aid and Residence Life. The role of each office is to provide services which support you, the student, as you complete your academic program.

Campus Safety is here to provide a safe and secure environment in a customer-friendly way while you are on campus.

Career Services supports your employment needs while you are a student and for life once you graduate. Career Services is ready to assist you with your part-time, work experience and graduate employment assistance. If you haven’t explored Career Service’s HQ Connect web site, please do so. This site is designed to assist Baker College students and alumni with employment opportunities.

Financial Aid is now part of the new Financial Services Department. The Financial Services office combines the services offered in the previous Business and Financial Aid offices to provide students with one convenient place to receive financial assistance. Financial Services is located in the former Business Office space.

Currently there are nineteen active clubs on campus with others in the process of being formed. Clubs are a great way to get more involved with students in your academic program, get involved in community activities and meet other students; take a moment and investigate one of the many clubs on campus.

I welcome you and encourage you to make the most of your time spent here and please contact me with any questions you might have about any of the Student Services offered at Baker College.

Cheers and Chocolate is an event pairing sweet and savory culinary delights with fine wines and beers at the Culinary Institute of Michigan. Each year, student chefs prepare chocolates, desserts and hors d’oeuvres. Students also research and present wines from all over the world. Michigan wines will be featured in the Michigan Room, located on the third floor. Michigan microbrews will also be presented in the beer garden, located in Courses Restaurant.

Silent auction items will be displayed on all three floors of the event, and raffle tickets will be sold for a variety of gifts, including a wine refrigerator filled with wine donated by the board of directors of Every Woman’s Place/Webster House Youth Services!

Please join us for this showcase event for the Culinary Institute of Michigan and fundraiser for Every Woman’s Place/Webster House Youth Services.

Tickets are $55 each and include wine, beer, hors d’oeuvres, and dessert tastings. You may purchase tickets online at [continued]