PORT HURON
CAMPUS INFORMATION
OFFICE PHONE NUMBERS

Main Line: (810) 985-7000
Main Academic Office (810) 989-2106 Fax: (810) 985-7066
Academic Resource Center (810) 989-2122 Fax: (810) 985-6920
Admissions Office (810) 985-7000 Fax: (810) 989-2351
Bookstore (810) 989-2108
Business/Human Resources (810) 989-2400 Fax: (810) 989-2499
Career Services Office (810) 989-2113
Culinary Institute of Michigan
   Main Line/Front Desk (810) 357-0870
   Campus Safety Office (810) 357-0874
Financial Aid (810) 989-2119 or (810) 989-2117
Helpdesk (800) 645-8350 or (810) 766-4060
Weather Line (810) 989-2328

OFFICE HOURS

Main Building:
Monday through Friday 7:00 a.m. to 10:00 p.m.
Friday 7:00 a.m. to 6:00 p.m.

Class schedule:
Monday through Thursday 8:00 a.m. to 5:40 p.m. 6:00 p.m. to 9:40 p.m.
Friday 8:00 a.m. to 5:00 p.m.

CIM
Monday through Friday 7:00 a.m. to 11:40 p.m.

Academic Resource Center: Fall, Winter, and Spring
Monday through Thursday 8:00 a.m. to 7:30 p.m.
Friday 9:00 a.m. to 1:00 p.m.

Administrative Office:
Monday through Thursday 9:00 a.m. to 6:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.

Admissions Office:
Monday through Thursday 9:00 a.m. to 6:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.

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

Business Office:
Monday through Wednesday 9:00 a.m. to 6:00 p.m.

Dental Hygiene Clinic: (Room 104)
Fall, Winter, Spring
Monday, Wednesday, Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

NOTE: Hours between quarters and summer hours as posted
COLLEGE POLICIES

Visitors/Guests
Baker College encourages visitors at anytime. You are welcome to have parents, relatives or friends visit the college. If you have friends or relatives who may be interested in attending Baker College, we invite you to show them our facilities. They may also contact the Admissions Office for further information about becoming a student at Baker College of Port Huron. Visitors may register in the Administrative Office.

Children are not allowed in classrooms, student center, labs, or the library at any time, including weekend hours. Children may come into the building rather than be left unattended in a vehicle, while a parent/guardian conducts college business, drops off an assignment, etc. Children are not to use college resources and facilities, including computers.

Telephone calls
Cell phones must be kept in an inaudible mode in the classroom. Students may not use cell phones during class, unless approved by the instructor. Students will not be called out of class for telephone messages unless there is an emergency. Emergency messages will be taken to the student’s scheduled classroom.

Lost and Found
The lost and found is located in the Campus Safety Office. The College cannot be responsible for articles either lost or stolen. We ask that you take special care of clothing, textbooks, etc. We suggest that items of great value be carried with you at all times.

Food and Beverages
In the interest of public health and cleanliness, food and beverages are allowed only in the Student Lounge and Academic Resource Center. Beverages are allowed in classrooms only if they have a lid.

Tobacco-Free policy
Baker College of Port Huron is “smoke-free,” including electronic tobacco devices. This includes the entire campus grounds, and all buildings. Smoking is only allowed outside of the building in designated areas.

Parking
Student parking tags are required by Baker College and can be obtained at the Campus Safety Office at no cost to the student. The east, south, and west parking lots are for student parking with “restricted for employees” designated lot on the west end of the campus. Students are asked not to park in the visitor or admissions parking spots and will be ticketed for doing so. Handicapped parking is supplied for students with valid handicapped permits.

WHOM TO SEE ABOUT WHAT

See the Academic Front Counter Staff for: 810-989-2106
- Address/phone changes
- Catalog and Student Handbooks
- Copies of schedules, rotations, and step plans
  - Registration information
  - Graduation dates and application information
  - Veteran Information

See Academic Advisors in the Academic Resource Center for: 810-989-2122
- 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
- Grade changes
- Personal concerns
- Registration
- Special needs services
- Withdrawals/drops/adds
  - Transfer credit information
ACADEMIC PROGRAM ADVISING

See the Academic Program Advising Staff for: 810-989-2386
Academic Advisors are available to all Baker College of Port Huron students. They are located in the Academic Resource Center. They have been trained to assist students in choosing classes for the following quarter.

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 or academic 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 have their registration cards signed by an Academic Advisor/Dean/Associate Dean/Program Director before registering for classes.

ADMISSIONS OFFICE

Admissions 810-985-7000 or toll free 888-262-2442
See the Director of Admissions or an Admissions Advisor for:
o Admissions
o Information about programs and classes
o New student enrollment
o New student housing
o Scholarship Information
o Campus Tours

BOOKSTORE

See the Bookstore Personnel for: 810-989-2108
o Books and supplies
o Computer Software

ACADEMIC RESOURCE CENTER

See an Academic Resource Coordinator for: 810-989-2122
o Computer Labs
o Testing
o Tutoring
o Learning Support

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

o Research assistance to:
o Access thousands of books
o Online magazine databases
o Magazine collection with hundreds of titles
o Books to support the curriculum
o Internet/World Wide Web access
o Copy machines
o Study Rooms
o Items put on reserve by faculty for students
o Tip sheets to help with research
o Current newspapers
BUSINESS OFFICE
See the Business Manager or a Business Officer for:
- Account information
- Billing
- Book Credit
- Collection issues
- Employer reimbursement
- Issues of refund disbursement
- 3rd party billing
- Transcript requests/payments
- 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.
  3. Other possible payment arrangements

CAMPUS SAFETY
See Campus Safety for:
- Accident reports
- Assaults/thefts/threats
- Parking permits
- Suspicious activities
- Temporary parking permits
- Ticket payment

CAREER SERVICES
See Career Services staff for:
- Annual Job Fair
- Seminars and workshops
- Work Experience
- Professional Career Strategies Class
- Job referral service for current graduates and alumni

FINANCIAL AID OFFICE
See the Director of Financial Aid or a Financial Aid Officer for:
- Appeal information
- Book credits
- Grants
- Loans
- Scholarships
- Work-study information

SNOW DAYS
If the College declares a snow day, it will be reported on the following radio and TV stations for them to announce:

AM STATIONS
- 760 WJR
- 1110 CKTY
- 1340 WLEW
- 1380 WPHM
- 1450 WHLS
- 1070 CHOK

FM STATIONS
- 96.9 WBTI
- 97.7 WMIC
- 99.9 CFGX (FOX)
- 102.3 WGRT
- 107.1 WSAQ

TV
- 4WDIV
- 7WXYZ
- Cable Channel 6
- 2 Fox News

In addition, you can call the college WEATHER LINE AT (810) 989-2328 for cancellation information. Morning snow day announcements are made to cancel day classes only. If evening classes are also cancelled, a later announcement will be made.

*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.