

January 13, 2014

## From the President's Desk:



New Year's Day reminds us that change is unavoidable. That is not a new concept. Every generation has had to deal with change. Our great-grandparents had to deal with the transition from an economy based on agriculture to one based on industry. Our grandparents had to deal with the transition from an isolated economy to a post-WWII international economy where the United States was the new super power. Our parents had to deal with the transition to a technology-based economy. For us, we are learning to deal with an information-based economy where the amount of knowledge is doubling every few years.

Sometimes these changes are just annoying, like the updates we get daily

on our cellphones and computers. Other changes, however, are life altering. To be sure, some handle these changes better than others, but everyone has to learn how to handle them.

Life at Baker College is not immune to these changes. I wish I could tell you that things would never change or that change would always be easy, but that would be a lie. Instead, I can promise you that we will do a better job to keep you informed about changes. I can also promise to listen to how change impacts you, so we can respond to it better as partners.

The new year will be a time of change. Print management initiatives will alter the way we use paper resources. Our new Financial Services department will change the way you manage your financial aid and business accounts. Completion of the new Health Science Center will alter the way we deliver health science classes.

It is my hope that you will all develop the important career skill of managing change. There is no doubt that such a skill will serve you well in the years to come and allow you to be one who succeeds in an ever-changing world.

*Lee Coggin, President*

## Welcome to 2014!

### Online Classes

Complete the Online Orientation **WELL AHEAD** of time — before you plan to sign up for online classes or take your work experience (WRK) courses for the **next** quarter. Just come to the Academic Center for information! Online permission is **REQUIRED** for either choice.

**REMINDER:** If you plan to take online classes spring term, check the course offerings printed online. Due to the popularity of online classes, they fill very fast. Plan to register early to get the classes you want. If you have never taken an online class, you **must** complete an online orientation **before** you can register. Check out the Baker Online Web page at <http://online.baker.edu>.

### Official Transcripts Required to Receive Transfer Credit

Students seeking to have transfer credit applied to their Baker College transcript from other institutions must submit "official" transcripts from the other institution. **Official transcripts may NOT be hand-delivered.** They must be sent directly from the other institution to Baker College via the U.S. Mail or other delivery service. Official transcripts must be received within 120 days of the posting of pending credit. If official transcripts are not received within 120 days, the pending credit will be removed.

Please note that there may be a cost involved. Please check with your previous school for more information.

### Weather-Related or Emergency Alerts

Check the Baker College homepage at [www.baker.edu](http://www.baker.edu) for weather-related campus closing announcements or other emergency alerts. You may also call the weather hotline at 231-777-6666.



### Spring Term Registration

Read the next issue of the Baker College Connection for information on Academic Advising and Registration for spring term classes. Spring class schedules are available online. Plan now to meet with your academic advisor on or before Week 7 to select your spring classes.

## Library Learning Connection

Mon—Thu 7:30 a.m.—9 p.m.  
Fri 7:30 a.m.—6 p.m.  
Sat 10 a.m.—4 p.m.

### Computer Connection—New Hours

Mon—Thu 12—6 p.m.  
Sun 8 a.m.—6 p.m.

### New Printing Policy

You will NEED your Baker ID Card to print in the Library Learning Connection. If you do not have an ID card, one can be purchased at Campus Safety.



### Free Tutoring Available

Unsure about your new class? Want to stay ahead of the crowd? Like the thought of free help? Sign up for tutoring today!



### New Computer Connection Hours Starting Winter Quarter (January 13, 2014)

Mon—Thu 12 p.m.— 6 p.m.

For Sunday access, check in with Campus Safety.

\*Sun 8 a.m.— 6 p.m.

(\*No lab assistant—computer access only)

### Baker College of Muskegon Adobe User Group

### Network, Have Fun, & Learn!

Baker College of Muskegon Adobe User Group exists to bring students and industry professionals of all skill levels together to share the latest in cutting-edge information relating to our rapidly-changing industry. With a focus on community, we provide a casual environment where fellow designers, developers and producers can gather to exchange ideas and

resolve problems. We meet the second Tuesday of every month the college is in session from 3 p.m. until 4 p.m. in Room T103 (the Graphics Lab).

### Upcoming Speakers:

January 14, 2014:  
Mitch Nyberg –  
Digital Video Tutorial

February 11, 2014:  
Kalaina Sullivan –  
Photography Tutorial

## From the Desk of Eric Surge, Dean of Health Sciences

It is my pleasure to serve as the Dean of Health Sciences, a position I have held since September of 2008. I am honored to work with the many program directors and faculty that produce in-demand health care professionals.



It's an exciting time to be part of the Health Science Division of Baker College. Here are the major happenings:

We are moving closer to the opening of the new Health Sciences Center which will include new, updated space and equipment for most of our labs. Students in our programs will be learning in close proximity to one another which will foster interdepartmental collaboration for a more real-world experience. We are on target to open the center in fall of 2014.

In November, we began enrolling students in the new Bachelor of Science in Nursing (BSN) program. The Commission on Collegiate Nursing Education (CCNE) accredited BSN program was created in response to employer demand for a more educated nursing workforce. The first professional track of this limited enrollment program will begin in fall 2014. With the beginning of the BSN program we will begin the transition away from the Associate Degree in Nursing (ADN). Our ADN graduates also have a path to their BSN through Baker's online RN-to-BSN program. Through our combination of nursing program offerings we are educating in-demand graduates who meet the requirements of our clinical partners.

We take great pride in the success of our students. Graduate pass rates for credentialing exams are at or approaching 100 percent in most of our programs including PTA, OTA, medical assisting, surgical technology, EMT-Paramedic, therapeutic massage, and radiologic technology, just to name a few. So, if you are a student in one of our many health science programs, be proud! You are on a path to a challenging and rewarding career!

## BAKER COLLEGE ORGANIZATION OF HUMAN SERVICE (BCOHS)

### MEETINGS DURING WINTER QUARTER

January 14, February 11, & March 11

4—5:30 p.m.

West End Conference Room C

### ATTENTION ALL HUMAN SERVICES STUDENTS!

Are you planning a Spring Quarter Internship? February 1 is the deadline for contacting Internship Coordinator Rich Nelson to inquire about a spring internship. You can contact Rich at [rich.nelson@baker.edu](mailto:rich.nelson@baker.edu) or [\(231\) 777-6534](tel:(231)777-6534).

# \*New Department\*

TO serve you BETTER!

Baker College of Muskegon is pleased to announce our new Financial Services Department. We have combined the services offered in the previous Business Office and Financial Aid Office to provide students with one convenient place to receive financial assistance. Financial Services is located in the former Business Office space.

The Financial Services Department is staffed with knowledgeable advisors. Our advisors are prepared to help you with a wide variety of financial services from activating your Baker OneCard and applying for financial aid, to making tuition payments and processing Veteran tuition benefits. Stop in now for assistance!

## OFFICE HOURS

8 a.m. – 7 p.m. Monday – Thursday  
(first week of each quarter only)

8 a.m. – 6 p.m. Monday – Thursday  
8 a.m. – 5:30 p.m. Friday  
8 a.m. – 5 p.m. Friday (during breaks)

## TUITION REFUND POLICY

The tuition refund policy applies to **BOTH** on-ground and online classes. A tuition refund is based on the date a class withdrawal/change form is submitted to the **Academic Center**. This is called the **Official Notice Date**.

**NOTE:** Absence from class is NOT a withdrawal. Failure to attend class without officially withdrawing may result in continued tuition charges.

Tuition refunds will be granted as follows:

**100% Refund** – If official notice date is before the first day of the **enrollment period (not class start date)**

**100% Refund** – If official notice date is within the first seven (7) days of the **enrollment period (not class start date)**

**50% Refund** – If official notice date is after the first seven (7) days of the **enrollment period** and before the fifteenth (15) day of the **enrollment period**

**No Refund** – If official notice date is after the fourteenth (14) day of the **enrollment period**.

The **enrollment period** is determined by the registered class as follows:

On-ground classes: enrollment period begins on the Monday of the week that class begins.

Online classes: enrollment period begins on the Thursday of the week that class begins.

If you must change your class schedule after the enrollment period has begun, always check with Financial Services *before* making any schedule changes.

## ATTENDANCE MATTERS

Poor attendance will stop you from **receiving** financial aid, and you must **continue** going to your classes to **keep** your financial aid. Have you already received a loan refund? If you stop attending class after receiving a refund (even if you have a *really, really* good reason to do so) your lack of attendance may cause you to be withdrawn from your classes and your posted financial aid to be reduced. This means YOU may owe money to Baker College and possibly the Federal government.

How can you avoid these financial pitfalls? **ATTEND.** Do not walk away from a class. If you miss some class time, contact your instructor and get back on track. If you absolutely cannot continue in a class, call or visit Financial Services. The Financial Services Office can tell you **BEFORE** you withdraw what, if any, financial ramifications changing your schedule may have.

**“Do not judge me by my successes, judge me by how many times I fell down and got back up again.”**

~Nelson Mandela

**IMPORTANT DATE:** The first date for posting of financial aid (grants, scholarships and loans) to student accounts is Wednesday, January 22. The posting of financial aid is based on the number of credit hours started as of this date.

## EXCESS LOAN REFUNDS

The first day for excess loan funds to be issued to **returning student loan borrowers** is Friday, January 24, 2014. To receive a refund, you must:

- Have a credit balance on your Winter quarter account. Don't assume, check your account at [www.baker.edu](http://www.baker.edu).
- Have good attendance (missing class for a “good reason” or having instructor's approval to miss class is still an absence and will delay loan funds).

- Attend at least six credit hours of class starting the week of January 13. *Online classes and second session five-week classes not starting on or before January 13 do not count toward the required six credits until attendance is established.*
- Complete all loan requirements (Entrance Counseling, Promissory Note, missing financial aid items).

Loans arriving later in the quarter will be available on subsequent Fridays of the quarter as loan funds arrive. Financial Services is unable to “guarantee” refund dates or amounts in advance of the actual release of funds. For this reason, please check your Baker OneCard account online to confirm your available funds. It is always sound financial practice to plan ahead for *any* possible delays in loan disbursements.

The first refunds for excess loan funds to **new loan borrowers** will be Friday, February 21, 2014. You must meet the criteria listed above to have funds released to the Baker OneCard account.

Excess funds from **grants** or **scholarships** will be refunded Friday, February 28, 2014.

## EMPLOYER SPONSORED STUDENTS

The deadline for enrolling in the Employer Sponsored Program for Winter quarter is Monday, January 20, 2014. Completed Employer Sponsored Contracts are due quarterly and must be submitted to Financial Services by the enrollment deadline. There is a \$30 fee for first-time enrollees.

## ELECTRONIC INVOICES

An email notice of balance due is sent to students the week of the 15th of EACH month. Please make sure your preferred email account accepts Baker College emails.

A minimum of one-half of your Winter quarter balance is due January 10, the Friday before on-ground classes start. If paying by installments, the second half of your Winter balance is due on or before the Saturday of Week 6, February 22.

Non-Sufficient Funds (NSF) checks: A \$25 fee per item returned by the bank will be charged to the student's account.

## When Will I Receive My Loan Refund?

In an effort to provide exemplary customer service to Baker College of Muskegon students, an email 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.

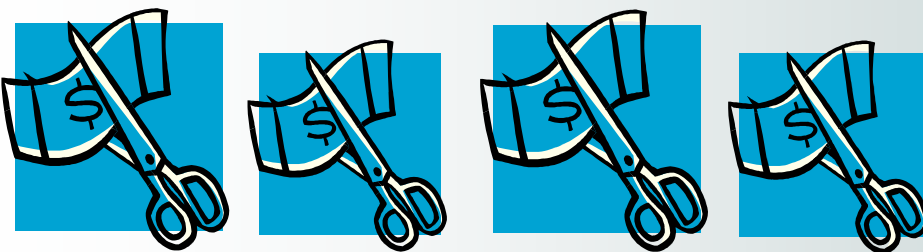
### How Can I Check the Status of My Financial Aid?

Go to: [www.baker.edu](http://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](tel: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.



## WAIVER TEST OPTIONS – ANOTHER WAY TO SAVE MONEY!

- **INF WAIVER TESTS**—Students will have an opportunity to test out of NF112, INF113, INF114A, INF121, INF131, INF141A, and CIS106 at 2 p.m. on Friday, March 7, in Rooms T104 and T105. Students who believe they have the knowledge and skill to try any of these waiver tests should review the course outcomes which are available at the Academic Center. Sign up for the

INF waiver tests at the Academic Center by Thursday, March 6. Remember – a waiver test must be taken before you attend the first class session of a course. A waiver test can only be taken once. Please bring a pen or pencil with you for the test.

- **NET 101 WAIVER TEST**—A waiver test for NET 101, Networking Essentials I, will be administered at noon on Friday,

## Porter Scholarship Winners!

Congratulations to the following winter quarter Porter Scholarship Winners. New Student Winners are **Christine Bauer** and **Michelle White**, and Returning Student Winners are **Hannah Hard** and **Andrew Newton**.

Winners receive \$1,250 each towards tuition and books. Every quarter Baker awards two new students and two returning students the Porter Scholarship. Spring quarter application deadline is Saturday, March 1!

Get the application at the Financial Services desk.

## WMNAC Scholarship Available

The West Michigan Nurse Advisory Council (WMNAC) is offering a \$1000 scholarship to a student working towards a nursing degree.

Applicants must be:

- A resident of West Michigan living in Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, Ottawa, or Van Buren Counties;
- Currently enrolled or have proof of enrollment in an accredited nursing degree program; and
- Have a minimum of a 3.0 GPA in current academic work.

Applications can be picked-up in the Financial Services office. The deadline is February 15.

March 7, in Rooms T104 and T105. This is a paper test that requires a #2 pencil. A minimum score of 80% is required to receive test credit. Any students who have already attended one or more class sessions of NET 101 will not be allowed to take this test. Other INF tests are available at the same time and date. Students may only take two INF, CIS or NET waiver tests per testing session.

Nathan Hartman is a Residence Hall Coordinator at Baker College of Muskegon. His responsibilities include overseeing students and staff on Lighton Drive and Adams Court at the Baker Townhouses. He also heads up the Diversity and Social Justice Programming Team and the Intramural Sports and Recreation Program for the residence halls. Mr. Hartman started working here at Baker College in November of 2011 and he says he "has had a blast meeting and working with some amazing students in my time here so far."



## Know Your Staff – Nathan Hartman

Mr. Hartman is originally from Auburn, Indiana. After high school, he attended Purdue University in West Lafayette, Indiana, where he graduated with a Bachelor of Science Degree in Cell, Molecular & Developmental Biology in May of 2011. While studying at Purdue, he was very involved in residence life, serving as a hall senator for two years and a resident assistant for two years. He found making an impact in young peoples' lives to be a most rewarding experience.

In his free time, Mr. Hartman enjoys playing as well as watching all kinds of sports, including Indianapolis Colts football, Detroit Tigers baseball and, of course, all things Purdue Boilermakers. He also has a passion for music, enjoys reading, playing games, and spending time with friends and family. In April of 2014, he married his best friend, Alison, and so far she enjoys living so close to the Lake Michigan beach!

Mr. Hartman, in his position as Residence Hall Coordinator, says "if students ever need help or just someone to talk to, don't hesitate to seek me out. I am here to assist you in any way I can and my door is always open!"

## Fine Dining

### COURSES @ THE CIM

The hours for COURSES during the Winter 2014 Quarter:

LUNCH (Monday—Saturday): 11 a.m.—2 p.m.  
DINNER (Thursday—Saturday): 6—9 p.m.

Call 231.777.6610 to make a reservation.

COURSES will re-open Monday, January 20, 2014.

## Great Service & Prices

### Four Corners Bookstore

231-777-5340  
[bookstore-mu@baker.edu](mailto:bookstore-mu@baker.edu)

#### Bookstore Hours

##### Week 1

Monday—Tuesday, January 13—14, 8 a.m. – 7 p.m.  
Wednesday—Friday, January 15—17, 8 a.m. – 6 p.m.

##### Weeks 2-10

Monday—Thursday, 8 a.m. to 6 p.m.  
Friday, 9 a.m. to 1 p.m.

Ask a bookseller about Guaranteed Buyback today!

### Meetings & Groups

#### GAY/STRAIGHT ALLIANCE OF BAKER COLLEGE (GSA)

The GSA is planning a number of activities for the winter and spring quarters. Our first meetings of the winter quarter will be held on the following Thursdays: January 16 and 23 at 4:30 p.m. in the Student Club Room (WE103). Everyone is welcome to attend.

For more information, contact GSA faculty advisor Rich Nelson at [rich.nelson@baker.edu](mailto:rich.nelson@baker.edu) and (231) 777-6534.

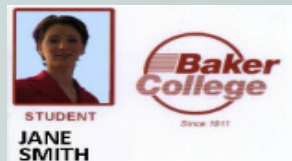
#### TOASTMASTERS YOUTH LEADERSHIP GROUP

Toastmasters Youth Leadership Group meets Thursdays at 4:30 p.m. in Room WE104. Come enjoy networking, fellowship, and free refreshments.

## NEW REQUIREMENT SWIPE TO PRINT!

STARTS WINTER 2014  
IN THE LIBRARY LEARNING  
CENTER (LLC)

You **MUST** have  
your Baker ID Card!!!



- New printers with new functions and options
- Go green - save trees, ink, power and resources
- Be modern and workplace-ready
- Build a sustainable future

PREPARE  
YOURSELF!

## Baker Student Brings Home Honors

A Certificate of Achievement was presented to Chad Bazzett, Baker College of Muskegon student, for attaining 10th Place in the Fall 2013 Post-Secondary NetRiders Skills Competition on the *international* level, and 7th Place in the USA. The competition involves participants from the United States and Canada. This year's post-secondary competition involved over 1,000 students from 40 states and 5 provinces. **Congratulations on your achievement, Chad!**

Proctoring Instructor for the area was Mark Verhoeven, Baker College Instructor and Program Advisor for the Cisco Networking program, under which Chad competed.

Chad won a 32 GB Ipad Touch from the Cisco Networking Academy in this completely free competition. Any Cisco networking student may compete for free. Check it out at <http://www.academynetriders.com>. The students get to take all their testing right here at Baker, with no traveling involved to compete—how nice!

## BAKER COLLEGE OF MUSKEGON HEALTH SCIENCES CAREER DAY

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

Exclusive to Baker College students and graduates.  
All majors are encouraged to attend.

Great opportunity to network and gain valuable  
information about:

- Career options
- Internships/Externships
- Volunteer opportunities
- Employment

Now is the time to:

- Prepare your error-free resume
- Research companies
- Practice your introduction and responses to  
interview questions
- Make plans to dress professionally

Watch for more information in future newsletters.

*Sponsored by Career Services*

### **Attention Teacher Preparation Program Students Planning on Student Teaching Next Year?**

#### **Student Teaching Application Deadlines**

Your completed portfolio, along with the application and other required  
forms, must be turned in by:

- February 1 for Fall 2014–Winter 2015 Student Teaching
- May 1 for Winter–Spring 2015 Student Teaching

If you have questions, contact Angie Leuchtmann, by email at  
angela.leuchtmann@baker.edu, or by phone at (231)777-5228.

### **Winter Quarter Blood Drive**

The Department of Residence Life, Community  
Service Team, will be sponsoring the Winter Red  
Cross **Blood Drive** on **Wednesday, January 22**.  
The drive will be held in the gym, from 1:30 a.m. —  
5:30 p.m. We will be continuing our competition for  
the Blood Drive Trophy with Muskegon Community  
College. Make sure that we keep it with its rightful  
owners – **BAKER!**

## FROM CAREER SERVICES...

**Welcome new and returning students!** As you begin winter  
quarter and a new year, we encourage you to familiarize yourself with all  
the Career Services department offers current students and future Baker  
College graduates. Baker College prides itself on a 97% employment rate  
of available graduates and assisting our students in their future career field  
prior to graduating.

Among some of these services are:

- **HQ Connect (Baker College Job Posting Portal)**
- **Resume and Cover Letter Critique**
- **Reference and Professional Portfolio Review**
- **Mock Interviewing**
- **Job Searching Tactics**
- **Resource Area**

To assist you in better understanding how to use HQ Connect and some of  
its features, Career Services is offering a couple HQ Connect Seminars.

- Thursday, January 30, from 12:15 – 1 p.m. in The Meeting Place
- Thursday, January 30, from 4:15 – 5 p.m. in The Meeting Place

If you are interested, please attend one of these seminars.

**CALENDAR  
OF EVENTS**  
*January is  
Back-to-School Month*

**Monday, January 13**  
**Winter quarter begins**

**Monday, January 20**

**Martin Luther King, Jr. Day Observance**  
(ALL classes are in session)

#### **COMING EVENTS . . .**

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

Friday, March 7

- INF, CIS, & NET Waiver Tests, 2 p.m., T104/T105

Wednesday, April 2

- Writing Waiver Tests, 2 p.m., T102
- INF, CIS, & NET Waiver Tests, 3 p.m., T104/T105
- Math Waiver Tests, 4 p.m., F102

You can register online for a time to donate blood. To register online go to  
<https://www.givelife.org>. Enter our zip code (49442), scroll down, and find  
Baker College Muskegon. Once you click on the blood drive, you are able  
to pick a time slot and schedule an appointment. Scheduling an appoint-  
ment is the fastest way to get you through the blood drive process.

Please take the time to donate on January 22 —**GIVE LIFE!**