

# Welcome!

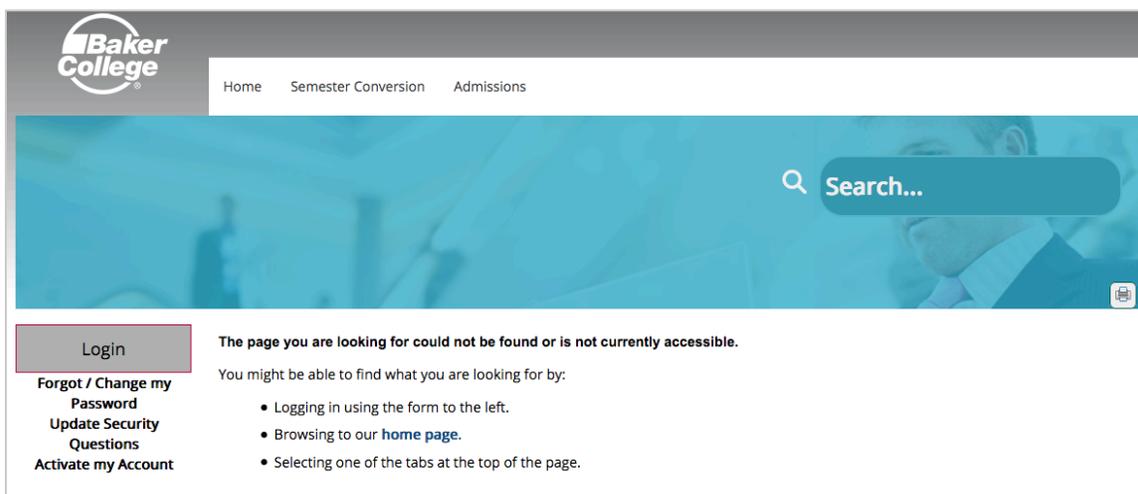
... to your roadmap through the newly renovated My Baker user portal. We've brought a more user-friendly interface to the site, and improved navigation, making it easier for you to get where you need to go. We've also added some helpful utilities to get you any information you may need, quickly and easily. Our goal has been to improve your user-experience while moving through the My Baker portal.



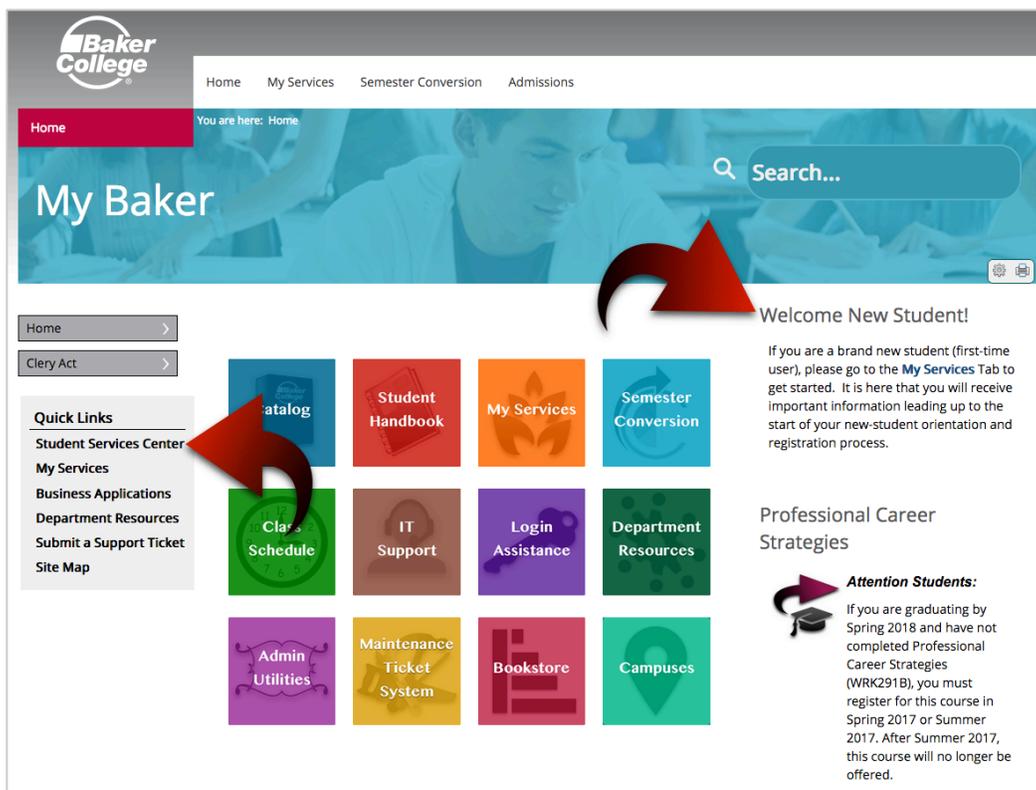
The first change you will notice on My Baker will be changes to the Home page. In the center of the page, you will find a variety of icon links to give you quick access to some of the most frequently needed information available in My Baker. On the right side of the page, you will find any announcements or messages that may be important to you as a student at Baker College. On the left side of the page, you will find a **Quick Links** box. The links that appear in this box are determined by your role as a student. Before log in, there are only a limited number of public-facing links displaying.

The screenshot shows the Baker College My Baker user portal. At the top left is the Baker College logo. Below it is a navigation bar with links for Home, Semester Conversion, and Admissions. A breadcrumb trail indicates 'You are here: Home'. The main header area features the 'My Baker' title and a search bar. On the left side, there is a 'Login' section with links for 'Forgot / Change my Password', 'Update Security Questions', and 'Activate my Account'. Below this are dropdown menus for 'Home' and 'Clery Act'. A 'Quick Links' box lists 'Business Applications', 'Department Resources', 'Submit a Support Ticket', and 'Site Map'. The central area contains a grid of 12 colorful icon links: Catalog, Student Handbook, My Services, Semester Conversion, Class Schedule, IT Support, Login Assistance, Department Resources, Admin Utilities, Maintenance Ticket System, Bookstore, and Campuses. On the right side, there is a section for 'Professional Career Strategies' with a sub-section for 'Attention Students' containing a graduation cap icon and text about course registration requirements for Spring 2018 graduates. Red arrows are overlaid on the image, pointing to the search bar, the 'Class Schedule' icon, and the 'Attention Students' section.

Many of the icons on My Baker will be self-explanatory. For instance, clicking on the **Catalog** or **Student Handbook** icon will open those documents for you in a separate browser tab. Some icons may be visible, but require an additional login. You may not have authorization to actually log in to those sites. If you click an icon do not have access to the web page to which it links, you will see a page similar to the one below.



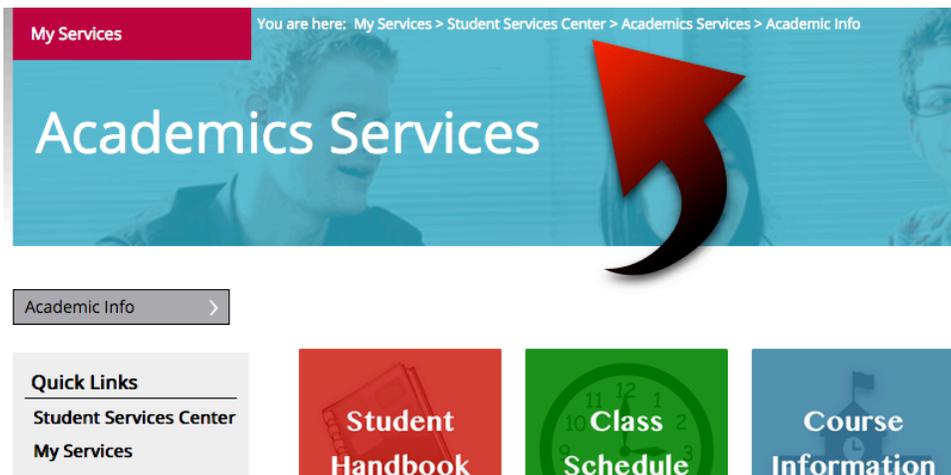
Once logged in to My Baker, your **Home** page may change slightly. While the icons in the middle of the page will remain the same, you may have additional announcements on the page. You will also see additional links in the **Quick Links** box.



On many of the main site pages, we've added mouse-over functionality, to provide some details as to what information may be found by clicking the link.



Navigating from page to page is easier now with our improved breadcrumbs on each page. A *breadcrumb* gives you a quick trail back through the site pages you have previously visited. Look for the breadcrumb at the top of the blue bar, next to the red box. The breadcrumb starts with the phrase, "You are here." The last item in the trail is your current page. Move to the left to navigate backward through the previous pages you visited on My Baker to get here. Some pages may also have a return link in the page itself, as well. Avoid using your web browser's Back button in My Baker, as it tends to break navigation paths.



Another new utility on My Baker, provided to give you a better way to locate information quickly, is our new **Site Map**. The Site Map link appears on every page, in the **Quick Links** box. If you are in a hurry, and want to check your grades, or need to access registration, simply go to the Site Map and scan the **Student Services Center** list until you find the item. If you are also a new Baker College student, you will see the site map information for the **Enrollment Center**, and if you are a Baker College graduate, you will also see the site map information for the **Alumni Center**.

The screenshot shows the Baker College Site Map page. At the top, there is a teal header with a red 'My Services' button on the left and a search bar on the right. Below the header, the page is organized into three main columns. The left column is titled 'Quick Links' and contains a list of links: Student Services Center, My Services, Business Applications, Department Resources, Submit a Support Ticket, and Site Map. A large red arrow points to the 'Site Map' link. The middle column is titled 'Student Services Center' and contains a list of links: Academic Services, Baker College Catalog, Class Schedule, Course Information, Degree Audit, Grade Information, Course History, GPA Projection, Grade Report, Unofficial Transcript, Graduation & Ceremony, Information, Registration, SOLAR System, Student Academic Calendar, Bookstore, Campuses, Campus Safety, Career Services, Financial Services, Contact Us, and Current Term Information. The right column is titled 'Department Resources' and contains a list of links: Department Resources, Academic, Academic Resource Center (ARC), Admissions, Campuses, Career Services, Finance, Financial Services, Human Resources, Information Technology, Institutional Research, and Safety (SDS).

You will also see links to the various departments at Baker College under **Department Resources**. Items available to you under these lists are public-facing and are available to you whether you are logged in to My Baker or not. They often contain forms you may need to access, or documented Policies and Procedures.

Some of the public-facing **Department Resources** pages you may see are listed below.

**My Services** You are here: My Services > Department Resources > Academic Department > Policies & Procedures

# Academic Department

Search...

**Policies & Procedures** >  
**Public Forms** >

**Quick Links**  
[Student Services Center](#)  
[My Services](#)  
[Business Applications](#)  
[Department Resources](#)  
[Submit a Support Ticket](#)  
[Site Map](#)

**Academic Policies**  
 Please refer to the [Baker College Student Handbook](#) for student Academic Policies & Procedures.

**Copyright Policy**  
**Policy Information**

- Ownership of Student Intellectual Property Produced at Baker College
- Ownership of Work Products by Faculty, Staff and Employees of Baker College
- Policy for Copyright Compliance
- Copyright Professional
  - Copyright Basics
  - Fair Use and Teach Act

**Handouts**

- The Fair Use Doctrine Handout
- The TEACH Act Handout

**Misc Resources**

- [Baker College Catalog](#)
- [Baker College Student Handbook](#)
- [Academic Honor Code](#)
- [Privacy Statement](#)
- [Third-Party Linking](#)

**Campus Handbooks**

- [Allen Park](#)
- [Auburn Hills](#)
- [Cadillac](#)
- [Clinton Township](#)
- [Cass City](#)
- [Flint](#)
- [Jackson](#)
- [Muskegon](#)
- [Owosso](#)
- [Port Huron](#)

**My Services** You are here: My Services > Department Resources > Financial Services Department > Student Documents

# Financial Services Department

Search...

**Student Documents** >

**Quick Links**  
[Student Services Center](#)  
[My Services](#)  
[Business Applications](#)  
[Department Resources](#)  
[Submit a Support Ticket](#)  
[Site Map](#)

- [Census Date Information](#)
- [Class Withdrawal and Refund Policies](#)
- [IRS Data Retrieval Tool](#)
- [Proof of High School Completion](#)
- [Refund Information](#)
- [Requesting Tax Information](#)
- [Satisfactory Academic Progress \(SAP\) Rules for Graduate Students – 2016/2017](#)
- [Satisfactory Academic Progress \(SAP\) Rules for Undergraduate Students – 2016/2017](#)
- [Student Loan Code of Conduct](#)
- [Student Tax Information - 1098-T Questions and Answers information sheet](#)
- [Tuition Payment Options](#)
- [Unusual Enrollment History \(UEH\) Review](#)

**My Services** You are here: My Services > Department Resources > Information Technology Department > Policies & Procedures

# Policies & Procedures

Search...

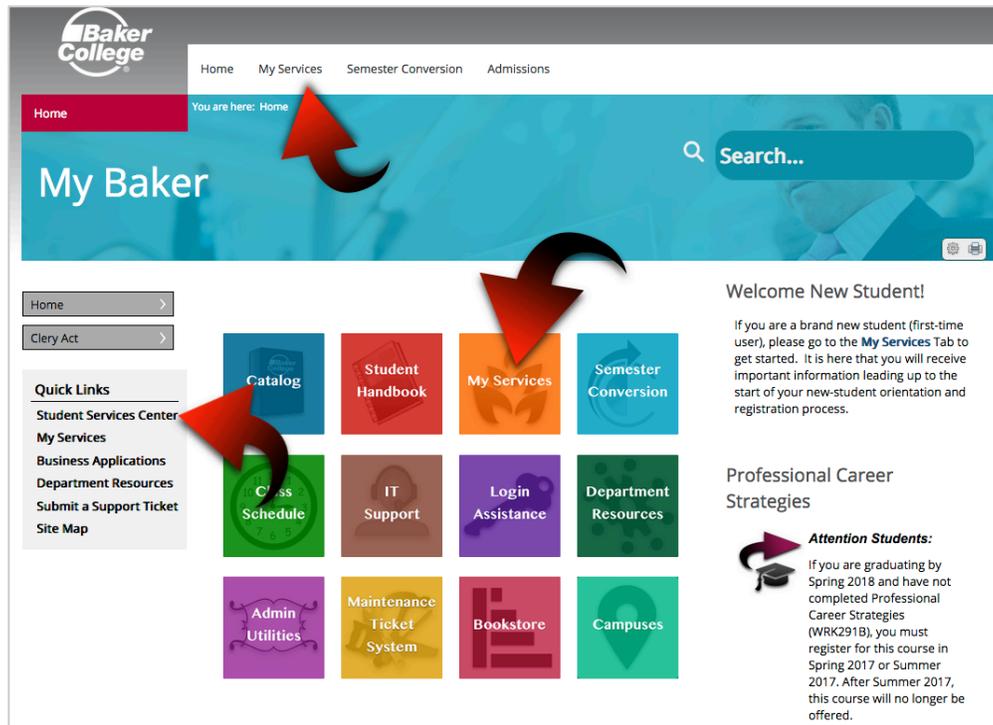
**IT Department** >  
**Policies & Procedures** >  
**About IT** >

**Quick Links**  
[Student Services Center](#)  
[My Services](#)  
[Business Applications](#)  
[Department Resources](#)  
[Submit a Support Ticket](#)  
[Site Map](#)

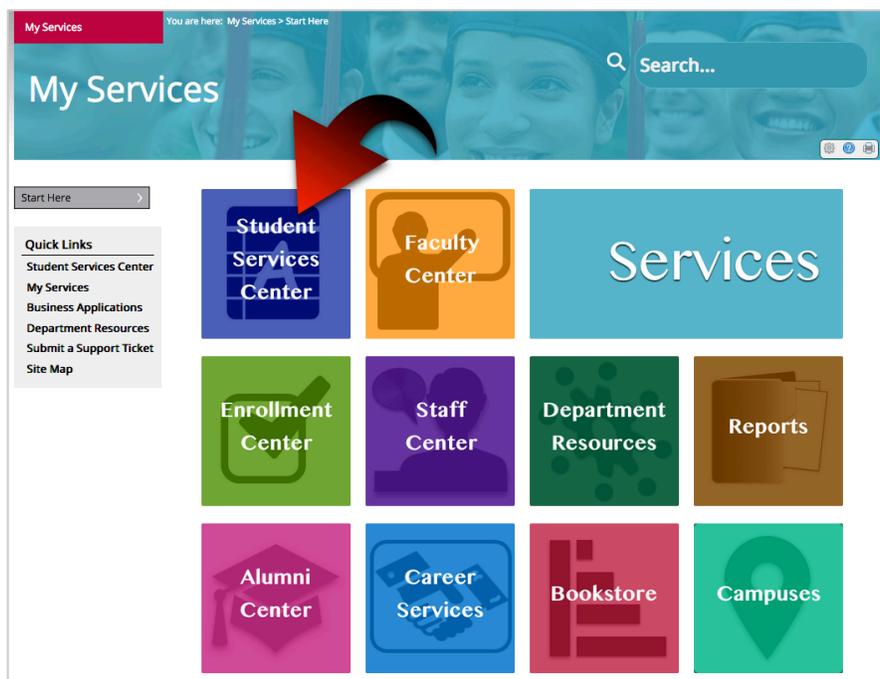
**Public IT Policies & Procedures**

- [Baker College Email Address](#)
- [Baker College Student Computer Acceptable Use Policy](#)
- [Privacy Statement](#)
- [Technology Equipment Disposal](#)
- [Third-party Linking](#)

The **Student Services Center** will often be your best starting point, especially for Academic or Financial Services information. There are three ways to get to the Student Services Center; click the Student Services Center link in Quick Links, click the My Services link in the Home page icons, or click My Services in the top menu bar on the page.



If you go to My Services first, just look for the **Student Services Center** icon. Clicking it will take you into the Student Services Center.



While you are on the My Services page, there are a few useful items to point out.

If you are a new student at Baker College, the **Enrollment Center** will get you started off on the right foot by introducing you to your Academic Advisor, providing information about your program of study, and guiding you through the next steps of your academic career.

If you have previously completed a degree at Baker College, the **Alumni Center** will provide resources in assisting you in getting started with your new career.

**Career Services** is a great resource in helping you to be well-prepared for a new career. You will also find information about the Handshake job search site, to assist current students and alumni in finding their perfect job matches.

The **Bookstore** page provides a link to the Baker Barnes & Noble Bookstore, and when logged in to My Baker, will provide your Course Schedule for easy access to the list of books required for your class(es).

Clicking the **Campuses** icon will take you to a complete list of all Baker College Campuses. Each campus page provides a map to the campus, office hours, phone numbers, and location site maps.

The images below will give you a quick view of some of these pages and their features.

The screenshot shows the Baker College Enrollment Center page. At the top, there is a navigation bar with "My Services" and a breadcrumb trail: "You are here: My Services > Enrollment Center > Enrollment Center". A search bar is located in the top right corner. The main heading is "Enrollment Center". Below the heading, there are two main sections: "My Advisor" and "Getting Started!".

**My Advisor** section includes a "My Advisor" header, a "Sign in" button, a photo of an advisor, and a welcome message: "Welcome to Baker Online! I am [redacted] and I am excited to personally help you through the online enrollment process. Please feel free to contact me at any time with questions about your program of interest, the application process, or getting registered. I will gladly help you every step of the way." Below the message, it states: "I am available to you Monday through Friday by calling 810-766-[redacted] or via email at [redacted]@baker.edu." and "Again welcome; I am looking forward to helping you achieve your educational goals with Baker College."

**Getting Started!** section includes a congratulatory message: "Congratulations on beginning your Academic Welcome Experience (AWE) at Baker College! **Your first step is to complete COL 112**, which is designed to help prepare you for success at Baker Online." It then explains: "Once you have successfully completed the COL 112 seminar, you will have the opportunity to access additional resources and experiences that can support your success at Baker College. Baker offers students Fast Track opportunities to access self-paced resources that will increase their level of preparation and provide the opportunity to eliminate the credit requirements for: MTH 091, MTH 099E, ENG 098B, ENG 091, INF 112, INF 113, INF 114A, INF 121 and INF 141A." It concludes with: "Please click [here](#) to start the registration process for these Fast Track opportunities. If you have any questions, please contact your Admissions Advisor."

On the left side of the page, there is a "Quick Links" menu with the following items: "Student Services Center", "My Services", "Business Applications", "Department Resources", "Submit a Support Ticket", and "Site Map". Below the "My Advisor" section, there is a "What to do Next" section.

My Services You are here: My Services > Alumni Center > Start Here

Search...

# Alumni Center

Start Here >

**Quick Links**

- Student Services Center
- My Services
- Business Applications
- Department Resources
- Submit a Support Ticket
- Site Map

**Unofficial Transcript**

**Order Official Transcript**

**Career Services**

**Inceptia**

**Alumni Center**

View unofficial transcript, course history, grade report, career services, Inceptia financial aid information, and more.

**Campuses**

**Bookstore**

My Services You are here: My Services > Department Resources > Career Services > Start Here

Search...

# Career Services

Start Here >

**Quick Links**

- Student Services Center
- My Services
- Business Applications
- Department Resources
- Submit a Support Ticket
- Site Map

**Career Services**

Learn more about academic programs, discover how to be a well-prepared student, view information about Handshake , access Handshake to explore job search resources.

**Handshake**

**Academic Programs**

**Well-Prepared Student**

**Handshake FAQs**

# Baker College Bookstore

[Baker Barnes & Noble >](#)

## My Course Schedule

 Course Schedule for [Fall - 2016](#)
[View Details](#)

### Quick Links

[Student Services Center](#)
[My Services](#)
[Business Applications](#)
[Department Resources](#)
[Submit a Support Ticket](#)
[Site Map](#)

Fall - 2016 - All Divisions		
Course	Title	Meets
HUS 301A-10	Research Methods in Human Services	TR -4:00 - 5:40 PM
HUS 411A-10	Institutional Treatment and Alternative Settings in Human Services	T -6:00 - 9:40 PM
HUS 441-10	Home Visitation	R -6:00 - 9:40 PM
PSY 401-C2	Social Psychology	UMTWRFS -0:00 - 0:00 AM
PSY 405-10	Psychopharmacology	R -6:00 - 9:40 PM
PSY 411-C1	Clinical Methods in Mental Health	UMTWRFS -0:00 - 0:00 AM

## Baker College Bookstore

Your one-stop-shop for Baker College textbooks, software, materials, and supplies!

You can also find a wide selection of Baker College merchandise, apparel, gifts, and accessories.

Clicking on the Course link in My Course Schedule, will provide additional information about the class, including a [Booklist for Course](#) link that will take you to the Baker Bookstore to view the textbooks and materials for the class.

Clicking on the View Details link in My Course Schedule will display a list of your courses for the quarter, as well as a [Booklist for Course\(s\)](#) link which will take you to the Baker Bookstore to view the textbooks and materials required for all your classes.



*(You will need to create a new Baker Barnes & Noble account for bookstore use.)*

# Campuses

Search...

- Allen Park >
- Auburn Hills >
- Cadillac >
- Cass City >
- Clinton Township >
- Flint >
- Jackson >
- Muskegon >
- Online >
- Owosso >
- Port Huron >
- Professional Services >
- Center for Grad Studies >

- Quick Links
- Student Services Center

## Campus Information

Additional information regarding campus policies, office hours, contact information, etc., can be found in your [Campus Information](#) handbook. Click [here](#) for a detailed map of buildings and room locations on the campus.

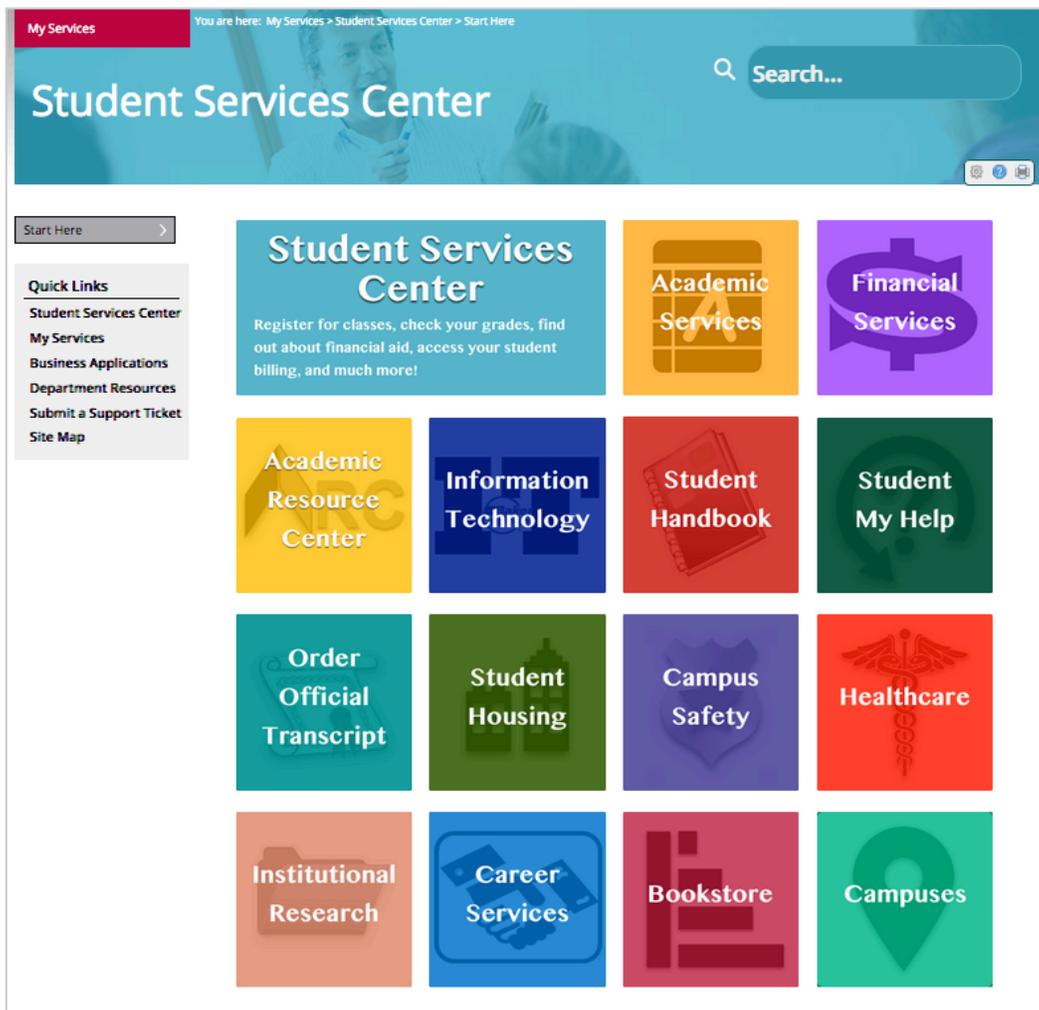
## Where to Find Us



## Phone Numbers

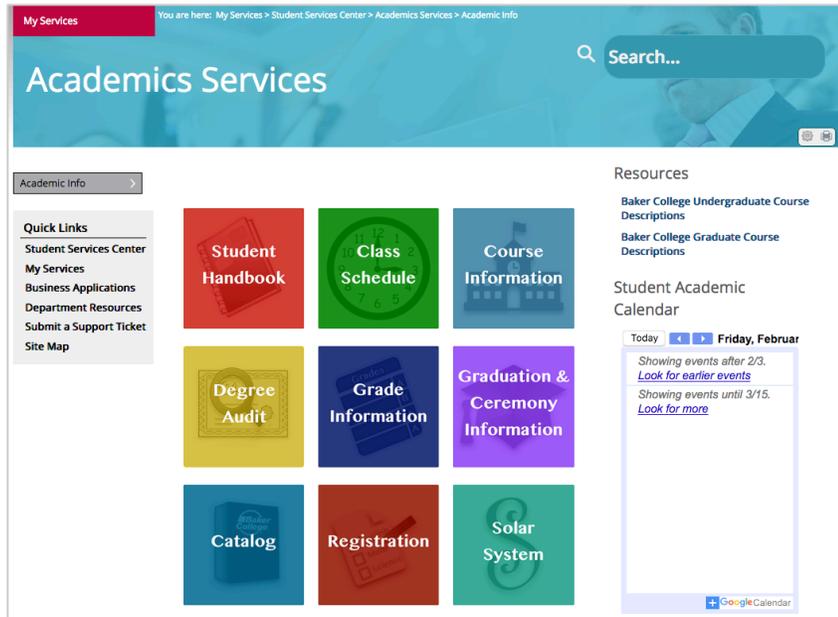
- Main**  
**(313) 425-3700**
- Academic Office**  
**(313) 425-3721**
- Academic Resource Center (ARC)**  
**(313) 425-3711**  
Fax (313) 425-3777

There are a few features on the **Student Services Center** landing page to point out, as well as what you can expect to find by clicking on each item.



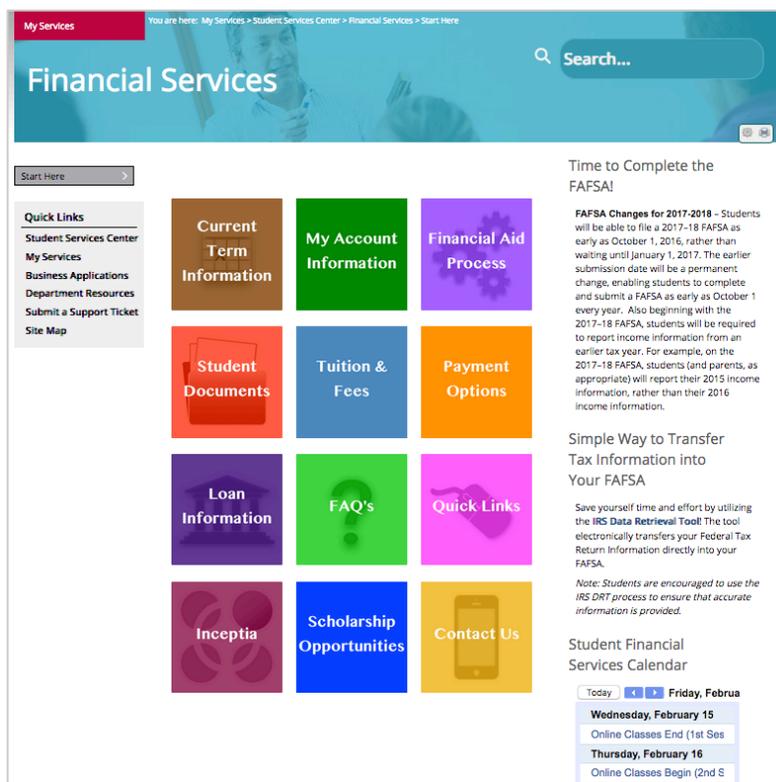
- **Academic Services**

- Register for classes, check your grades, review your degree progress, complete a graduation application, view the Student Academic Calendar for important dates.

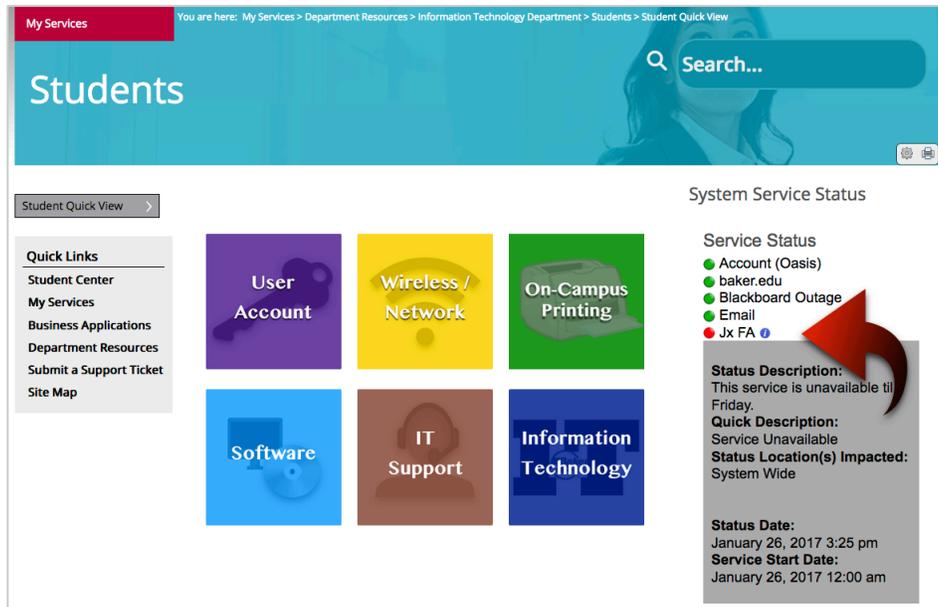


- **Financial Services**

- Find out about financial aid - scholarships, loans, payment options; access student billing; discover payment options, find FAQ's and quick links, view the Student Financial Services Calendar for important financial aid dates.

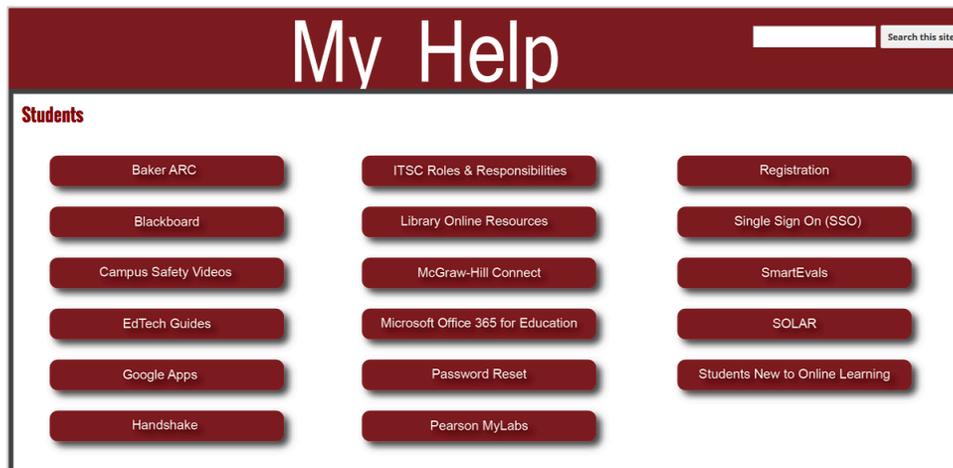


- **Academic Resource Center (ARC)**
  - Campus library information; APA help; finding books/e-books, articles, databases, videos; research guides; renewing library materials.
- **Information Technology (Quick View for Students)**



- **System Service Status**
  - View at a glance the status of Baker College systems, to see if any are experiencing issues or currently have an outage. Clicking the blue circle will open a gray box displaying additional information about the issue the system is currently having.
- **User Account**
  - Password requirements, changing security questions, updating password, account numbers for Library and Equitrac printing, important information about Baker SSO (single sign-on).
- **Wireless / Network**
  - Baker WiFi instructions, ResLife instructions for registering a game console, smart TV, etc. if you live in Baker College housing unit.
- **On-Campus Printing**
  - Enterprise Managed Print System (EMPS) information, including EMPS login ID, common solutions, and FAQ's.
- **Software**
  - Software information, including MSDNAA and VMware; technical requirements; standard classroom computer configurations.
- **IT Support**
  - View Information Technology Support Center (ITSC) contact information, including phone, email, and office hours; submit a support ticket.
- **Information Technology** (main page)
  - Links to all available services and features provided by the Baker College IT Department.
- **Student Handbook**
  - Opens a PDF version of the Student Handbook in a new browser tab.
- **Student My Help** (Google site)

- User information guides, including Blackboard, campus safety videos, Google apps, Handshake, Microsoft Office 365, Pearson MyLabs, and more.



- **Order Official Transcript**
  - Links to the SOLAR System. After login, navigate to STAR > Academic Office > Transcripts
- **Student Housing**
  - Links to housing information, including staff, residence halls, amenities, orientation, policies, campus maps, campus security.
- **Campus Safety**
  - Links to annual security report, drug and alcohol prevention, services, weather alerts information, chemical impairment policy, fire drill policy, active shooter response, shelter in place, safety tips, sexual misconduct policy.
- **Healthcare**
  - Links to the government healthcare Marketplace at HeathCare.gov.
- **Institutional Research**
  - Find out about the Institutional Research Board and their policies and procedures for conducting research – including human beings, involving federal employees, or using federal money - in a manner that meets ethical and scientific standards.
- **Career Services**
  - Learn more about academic programs, discover how to be a well-prepared student, view information about Handshake, access the Handshake site to explore job search resources.
- **Bookstore**
  - Provides a link to the Baker Barnes & Noble Bookstore, as well as the Course Schedule for a list of required books.
- **Campuses**
  - View a complete list of all Baker College Campuses, including maps to each campus, office hours, phone numbers, and location site maps.

And now, a little side tour of our new **Information Technology Department** site! The IT Department page, located under **My Services > Department Resources > Information Technology Department**, is available whether you are logged in or not, with most of its pages public-facing as well. For your added convenience, we've added a link at the bottom of the page, to help you get to those IT items you may need most frequently. This link goes to the same page to which the IT icon in the Student Services Center links. No need to login to access your IT Student Quick View items.

The IT Department page not only provides access to a variety of useful IT information, you will also have access to the following features:

- ***System Service Status***
  - View at a glance the status of Baker College systems, to see if any are experiencing issues or currently have an outage. Clicking the blue circle will open a gray box displaying additional information about the issue the system is currently having.
- ***IT Maintenance Calendar***
  - See when one of our systems may be affected by maintenance or an outage.
- ***Policies & Procedures***
  - View Baker College IT policies and procedures.
- ***About IT***
  - Learn more about the Baker College IT Department.

Clicking the icons in the middle of the page gives you access to the following features:

- ***User Account***
  - Password requirements, changing security questions, updating password, account numbers for Library and Equitrac printing, important information about Baker SSO (single sign-on).
- ***Wireless / Network***
  - Baker WiFi instructions, ResLife instructions for registering a game console, smart TV, etc. if you live in Baker College housing unit.
- ***Business Applications***
  - Includes a link to the SOLAR System.
- ***Resources & Training***
  - Includes access to such items as Google Resources for using Google apps, the Baker College My Help site, on-campus printing information, instructions for updating personal information.
- ***Software***
  - Software information, including MSDNAA and VMware; technical requirements; standard classroom computer configurations.
- ***Security***
  - Current security topics and relative technology articles of interest.
- ***IT Support***
  - View Information Technology Support Center (ITSC) contact information, including phone, email, and office hours; submit a support ticket.
- ***IT Initiatives***
  - Descriptions of the projects and initiatives in which the Baker College IT Department is currently involved.
- ***Submit a Ticket***
  - Access the support ticket system to submit a request for assistance.