CADILLAC
CAMPUS INFORMATION

HOURS

Campus Building Hours:

Monday through Thursday	7:00 a.m. to 10:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.

Class Schedule Hours:
The day is divided into four periods of 110 minutes each with 10 minutes between classes. Each class meets two days per week. The average student schedule consists of three classes. Evening classes meet once a week for four hours with two, 10 minute breaks. Lab periods and study times are additional.

Daytime classes meet at the following times:
Mondays and Wednesdays and/or Tuesdays and Thursdays

8:00 a.m. - 9:50 a.m.
10:00 a.m. - 11:50 a.m.
12:00 p.m. - 1:50 p.m.
2:00 p.m. - 3:50 p.m.
4:00 p.m. - 5:50 p.m.

Evening classes meet:

Monday through Thursday	6:00 p.m. - 9:40 p.m.

Library Hours (vary)

Monday through Thursday	8:00 a.m. to 9:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
During break periods	8:00 a.m. to 5:00 p.m.

Learning Center Hours (vary)

Monday through Thursday	8:00 a.m. to 9:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
During break periods	8:00 a.m. to 5:00 p.m.

Bookstore Hours

Monday through Thursday	10:00 a.m. to 6:00 p.m.

Bookstore hours may vary and are posted in the bookstore.

Faculty Office Hours

Monday through Thursday	8:00 a.m. to 10:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.

All Other Offices:

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

During breaks:

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

POLICIES

Parking
A $10.00 fine will be issued to all vehicles that are in violation of general parking regulations. Students will not be allowed to take exams until fees are paid. The parking lot speed limit is 10 miles per hour. Continued violation of the speed limit could result in loss of the privilege to park in Baker College lots and/or a $15.00 fine payable before any exams are taken. Handicap areas are provided. Any unauthorized parking in a handicap area will be subject to a $15.00 fine and/or loss of privilege to park in Baker College lots. Any appeal of parking tickets must be made within five business days to the Campus Security Officer. Special services include jumper cables provided to cars that will not start as a result of a weak battery.

Guests and Visitors
The College encourages visitors at any time. You are welcome to have your parents, relatives, or friends visit Baker College. If at any time your parents have questions, we invite them to contact the office or stop in and visit. If you have friends who may be interested in attending Baker College, you are invited to show them the facilities. Visitors must register in the office.

Telephone Calls
Students are not called from class or given messages, except in cases of extreme emergency. The pay phones in the lobby areas are to be used by students 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. If items are lost, a lost and found area is maintained in the Campus Safety office.

Food and Beverages
Vending machines are located in the Student Center. Coffee, pop, candy and snacks are available. Eating and drinking is permitted in the Student Center only. Your cooperation is requested in placing all waste paper and/or refuse in the proper containers. Change for the telephone and vending machines is available in the Student Center.

Smoking on Campus
Students are not permitted to smoke on campus. Baker College of Cadillac is a Tobacco-Free campus.

SNOW DAY PROCEDURES

Class cancellations will be aired on the following television and radio stations:

WJQZ	(92.9 FM)	WWTV (channel 9-10)
WTCM	(103.5 FM)	WFQX (channel 33)
WATT	(1240 AM)	WPBN (channel 4 & 7)
WUPS	(98.5 FM)	
WKLT	(97.5 FM)	
WBYB FM		
WBRN	(100.9 FM, 1460 AM)	
WICA	(91.5)	

Or you can call INFO SOURCE at (231) 775-INFO or (888) 775-9292 and enter selection 7700 when prompted. Day class cancellations will be announced by 7:00 a.m. Evening class cancellations will be announced by 4:30 p.m.

To find the most up to date list of cancellations please call the Class Cancellation Line at (231) 876-3449.

Or to receive text or e-mail notifications of cancellations go to the Baker College of Cadillac home page and sign up: Baker College of Cadillac home page > Resources > Alert System Sign-Up.

WHERE TO FIND HELP

Admission Office
Career advising
Financial aid
Enrollment information
Veteran advising
Orientation information

Business Office
Payment of tuition and fees
Refunds
Transcript of grades

Career Services
Externships and Co-Op
Internships
Placement assistance
Employment services

Financial Aid Office
Pell Grant programs
Michigan Tuition grants
Veteran benefits

Financial Aid Office (continued)
Stafford Loan programs
Scholarship programs
Campus based programs

Learning Support Services
Test-out programs
Tutoring programs

Registrar/Academic Advising Office
Graduation information
Credit transfer information
Bachelor degree information
Academic record
Attendance
Personal problems
Scheduling
Career counseling
Program changes
Adding or dropping classes
Tutor information
Grades
Academic standing

WHO AND WHERE

Academic Office

Kelly Smith	Campus President
Cliff Redes	Director, Counseling
Tami Wolverton	Registrar
Max Polus	Program Advisor
Jeremy St. John	Reentry Advisor
Suzie Brannam	Program Advisor
Nancy Foster	Chief Academic Officer
Mary Corey	Director, Developmental Education
David Darrow	Dean of General Education, Developmental Ed, Human Services, Corrections
Randy Hill	Dean, Health Sciences
Mark Lagerwey	Dean, Business and Technology
Jenifer Witt	Director of College Writing
Kristen Dillard	Director of Early Childhood Education & EDU
Jeremy Houser	Full Time Math Instructor
Mike Susalla	Coordinator of CIS
Jim Pals	Coordinator of Automotive Technology
Lou Baker	Academic Office Manager
Dawn Hanson	Administrative Assistant

Business & Corporate Services

Mary Jo Binkley	Director, Business & Corporate Services

Career Services

Katelyn Richards	Career Services Coordinator

Admissions Office

Audrey Charmoli	Director of Admissions
Lori Kelsey	Admissions Advisor
Cheri Sprik	Admission Advisor
Adam Hatchew	Admission Advisor
Shelby Henry	Administrative Assistant

Business Office

Ami McBride	Vice President, Finance
Bessie Ball	Administrative Assistant
Lisa Westhiemer	Administrative Assistant
Carol Nelson	Business Officer

Bookstore

Lois Styrzynski	Bookstore Manager
Danielle Nelson	Assistant Bookstore Manager

Faculty

Lori Dewey	Director, Nursing
Tim Martin	Director, Business Administration & BBL
Rebecca Voelker	Director, Medical Assisting
Cynthia Shupe	Director, Surgical Technology
Marchien Johnston	Director, Veterinary Technology
Jeff Stein	Director, EMS Education
Craig Wilcox	Simulation Lab Technician
Tim Baker	Director of Transportation
Lorraine Koehn	Nursing Clinical Coordinator
Barb Struthers	Fulltime Nursing Faculty
Kaye Paladino	Fulltime Nursing Faculty
Kyle Smith	Fulltime Science Faculty
Josh Lincoln	Fulltime Science Faculty
Katelyn DeKam	Administrative Assistant, Faculty
Julie Henry	Administrative Assistant, Medical Faculty

Financial Aid

Kristin Hathaway	Director, Student Services
Alexandra Harp	Financial Aid
Nicholas Kassuba	Financial Aid Officer
April Williamson	Administrative Assistant

Student Services

Laura Arrick	Director, Library
Emilie Black	Library Assistant
Tammy Kangas	Director, LSS
Sherry Warfield	LSS Assistant/Tutor

Support Services

Dan Blaszak	Director, Campus Safety
Greg Brooks	Campus Safety Officer
Ken Edberg	Campus Safety Officer
Frank Kopaz, Jr.	Campus Safety Officer
Don Titus	Campus Safety Officer
John Sullivan	System Engineer, CIS
Robert Howe	Computer Technician
Mary Jo Binkley	Supervisor, Facilities
Hope Enchenweck	Housekeeper
Dave Moeller	Housekeeper
Eric Sandelius	Housekeeper (CTT)
Jim Woroniecki	Housekeeper

SUBSTANCE ABUSE HELP FOR COLLEGE STUDENTS

Munson Alcohol and Drug Treatment Center
1105 Sixth
Traverse City, MI 49684
935-6382 or (800) 662-6766

Catholic Human Services, Inc.
421 S. Mitchell
Cadillac, MI 49601
775-6581

Alcoholics Anonymous
779-2006

Family Adolescent and Child Treatment Center
(F.A.C.T.)
7105 E. 34 Road
Cadillac, MI 49601
(231) 775-8503

Northern Lakes Community Mental Health
527 Cobb Street
Cadillac, MI 49601
(231) 775-3463