JACKSON
CAMPUS INFORMATION

HOURS

Campus Building:

Monday through Friday	7:00 a.m. to 10:00 p.m.
Saturday	8:00 a.m. to 4:00 p.m.

Summer hours vary and will be posted in June.

Admissions Office:

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

Library:

Fall, Winter, and Spring Quarters

Monday through Thursday	8:00 a.m. to 9:00 p.m.
Friday	9:00 a.m. to 5:00 p.m.
Saturday	8:30 a.m. to 2:30 p.m.

Summer quarter and break hours will be posted.

Learning Support Services:

Monday through Thursday	9:00 a.m. to 8:00 p.m.
Friday	10:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 1:00 p.m.

Summer hours vary and will be posted in June.

Bookstore Hours:

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

Bookstore hours may vary and students are encouraged to refer to posted hours. Ample opportunity is available for students to purchase required books and supplies.

OFFICE HOURS

Academic Office:

Monday through Thursday	7:00 a.m. to 10:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday	8:00 a.m. to 12:00 p.m.

Summer hours vary and will be posted in June.

Admissions Office:

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

Business Office:

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

Career Services:

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

Financial Aid Office:

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

POLICIES

PARKING
Ample parking is available to students in the south, west, and north parking lots on a first come, first serve basis. Students are expected to dispose of trash in appropriate receptacle and are asked to not litter the parking area. Students are required to have a parking permit; these are available through the Academic or Security Office.

Guests and Vendors
Baker College encourages visitors at any time, particularly parents, relatives, and/or friends. We request visitors register with our administrative personnel at our reception area.

Telephone Calls
Students will not be called out of class for telephone calls unless there is an extreme emergency. Emergency messages will be taken to the student's scheduled classroom.

Lost and Found
Personal articles left in the classrooms after class dismissal will be returned to the Administrative Office. Lost or stolen articles should be reported immediately to any administrative personnel. We recommend students not to bring valuables to campus, thereby averting problems. The campus is not responsible for lost or stolen items.

Smoking on Campus
In the interest of public health, safety and the welfare of all concerned, smoking is prohibited except in personal vehicles.

Food and Beverage
Breakfast, lunch, and dinner options are available in the Marketplace 24/7 area daily, which also includes, coffee, pop, candy, and snacks. Vending machines are available in the Welcome Center and 200 building. Eating and drinking are permitted in the Student Center and lounge areas of the facilities only. Your cooperation is requested in placing all waste paper and/or refuse in the proper containers. Food and beverages are not permitted in classes. We appreciate your cooperation.

SNOW DAYS

If the College declares class cancellation due to inclement weather, it will be broadcast on all local radio and TV stations. Morning snow day announcements are made to cancel day sessions only. If evening cancellations are necessary, a later announcement will be broadcast. You may contact either local TV or radio stations listed below or call our WEATHER LINE: (517)-841-4511 for up-to-date cancellation information. You may also sign up for our early alert email and text messages.

Radio/TV stations that will be informed:

Jackson – WIBM, WXCM, Q106, WKHM AM/FM
Adrian – WABJ, WLEN
Albion – WUFN
Hillsdale – WCSR
Lansing – WITL, WVIC, WLNS-TV Channel 6 and 53, WILX-TV Channel 10

ACADEMIC ADMINISTRATIVE OFFICE
Dr. Dana Clark – Chief Academic Officer
Jill Dutton – Registrar
Jenni Dubois – Coldwater Campus Director
Laura Macklin – Office Manager
Marcia Hall – Administrative Assistant
Kelly Wilcox – Administrative Assistant
Kim Williams – Administrative Assistant

ADMISSION OFFICE
Kevin Pnacek – Vice President
Wendy Cole – Admissions Advisor
Doug Collins – Admissions Advisor
Christina Orban – Admissions Advisor
Dan Smith – Admissions Advisor
Melissa Piloske – Administrative Assistant

BOOKSTORE
Rose Zentner – Manager
Laura Kinstle – Assistant Manager

BUSINESS OFFICE
Dr. Patty Kaufman – President
Lisa Gowdy – Business Officer
Pam Holloway – Business Manager
Rhonda Daniels – Administrative Assistant

CAMPUS SAFETY
Tim Griffin – Director
Tom Cottrell – Campus Safety Officer
Tom Eagle – Campus Safety Officer
James Hawley – Campus Safety Officer
Jon Johnston – Campus Safety Officer
John Gutierrez – Campus Safety Officer

CAMPUS SAFETY (Continued)
Duaine Pittman – Campus Safety Officer
Russell Ratkiewicz – Campus Safety Officer

CAREER SERVICES
Shannon Price – Director, Student Services
Lindy Wilson – Work Experience Coordinator
Renee Sargeant – Employment Coordinator
Amy Bradley – Administrative Assistant

COMPUTER INFORMATION SYSTEMS
Gary Frinkle – CIS Technician
Ron Williams – CIS Technician
Ed Stewart – CIS Technician

FACILITIES
Ryan Smithson – Director

FINANCIAL AID
Shannon Price – Director, Student Services
Tammy Wright – Director, Financial Aid
Chad Somerville – Financial Aid Officer
Leana Rogers – Administrative Assistant

LEARNING SUPPORT SERVICES
James Carpenter – Re-entry Academic Advisor
Tracy Higgins – Academic Advisor
Josie Hones – Disability Services/Academic Advisor
J. Munley – First Year Academic Advisor
Tony Vuckovich – Academic Services Coordinator

LIBRARY
Melissa McPherson – Director
Cynthia Dopp – Reference Librarian

FACULTY ADMINISTRATORS
Jean Allison – Program Director, Early Childhood Education
Marie Bonkowski – Dean, Health Sciences
Katrina Bowers – Program Director, Veterinary Technology
Marc Ellsworth – Program Director, Massage Therapy
Teri Fedchenko – Program Director, Radiation Therapy
Jessica Finch – Clinical Coordinator, Medical Assisting and Medical Office Administration
Steven Gates – Program Director, Marketing/Entrepreneurship/BBA Accelerated Program
Blaine Goodrich – Dean, Education and Human Services
Julie Jackson – Program Director, Surgical Technology
Deb Hadfield – Program Director, Practical Nursing
Nancy Hill – Dean, General and Developmental Education
Shelagh Holmes – Program Director, Medical Assisting and Medical Office Administration
Dr. Jack Jordan – Dean, Business
Kevin Lindsey – Program Director, Criminal Justice and Public Safety
Jan Manning – Program Director, Medical Insurance Specialist
Jamie Morris – Developmental Education Coordinator
Tracy Nothnagel – Program Director, Paralegal
Lisa Radak – Clinical Coordinator, Radiation Therapy
Tracy Rowland – Program Director, Health Information Technology
Brad Schweda – Program Director, Human Services
Marty Shean – Program Director, Mathematics
Randy Smith – Program Director, Opticianry
Cindy Van Gieson – Director, Instructional Effectiveness
David Windle – Program Director, Management/Human Resource Management
Julie Wright – Dean, Computer Information Systems and Engineering and Technology