



# **CADILLAC CAMPUS INFORMATION**

# Campus Specific Information

## HOURS

### Campus Building Hours

Monday through Thursday  
Friday

7:30 a.m. to 10:00 p.m.  
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 on Mondays and Wednesdays and/or Tuesdays and Thursdays at the following times:

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 from 6:00 p.m. - 9:40 p.m.

### Library Hours

Monday through Thursday  
Friday

8:00 a.m. to 9:00 p.m.  
8:00 a.m. to 5:00 p.m.

During break periods  
Library hours may vary.

8:00 a.m. to 5:00 p.m.

### Bookstore Hours

Monday through Thursday  
Bookstore hours may vary and are posted in the bookstore.

10:00 a.m. to 6:00 p.m.

### Office Hours

Monday through Thursday  
Friday

7:30 a.m. to 8:30 p.m.  
8:00 a.m. to 5:00 p.m.

During breaks:

Monday through Thursday  
Friday

8:00 a.m. to 6:00 p.m.  
8:00 a.m. to 5:00 p.m.

## **VIOLATION OF PARKING LOT RULES**

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**

Jumper cables are provided to cars that will not start as a result of a weak battery.

## **SNOW DAY PROCEDURES**

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

WWTV	(channel 9-10)
WFQX	(channel 33)
WPBN	(channel 7 & 4)
WJQZ	(92.9 FM)
WTCM	(103.5 FM)
WATT	(1240 AM)
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. and evening class cancellations will be announced by 4:30 p.m.

## CLASS POLICIES

### **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 in the building or near the building entrances. The designated smoking areas are the patio outside the Student Center and the patio on the second floor of the 400 wing. Care in the disposal of "butts" is not only appreciated but also indicative of good manners. Containers are provided at the building entrances and on the Student Center patio.

## 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  
Veterans benefits  
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

Cindy Deemer	Academic Advisor
Cliff Redes	Registrar/Academic Advisor
Trina Scott	Assistant Registrar
Diana Winkelmann	Administrative Assistant
Tami Wolverton	Administrative Assistant

### Admissions Office

Audrey Griffiths	Admissions Advisor
Lori Kelsey	Admissions Advisor
Niki Nichols	Administrative Assistant
Cheri Sprik	Admissions Advisor
Mike Tisdale	Vice President of Admissions

### Business Office

Bessie Ball	Administrative Assistant
Ami McBride	Vice President for Finance
Carol Nelson	Business Officer
Debra Nichols	Assistant Business Manager
Lois Styrzynski	Bookstore Manager
Robert Van Dellen	Campus President

### Corporate Services

Mary Jo Binkley	Director of Corporate Services
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### Faculty

Lou Baker	Administrative Assistant
Gail Bullard	Dean, Health Sciences
Sarah Weber	Veterinary Technology Coordinator
Mary Corey	Dean, Developmental Education
David Darrow	Dean, General Education
Nancy Foster	Chief Academic Officer
Cynthia Shupe	Director of Surgical Technology
Randy Hill	Dean, EDU/HUS
Rebecca Rodenbaugh	Director of Medical Assisting
Tim Martin	Dean, Business Administration
Joanna Hoenshell	Director of Emergency Medical Services

### Student Services

Kristin Bonney	Director of Financial Aid
Suzie Brannam	Financial Aid
Tammy Kangas	Director of LSS
Laura Arrick	Library Director
Jackie Soltman	Career Services
April Williamson	Administrative Assistant/Financial Aid

### Support Services

Don Titus	Campus Safety Officer
Ben Foster	CIS System Engineer
Tim Cooley	CIS Technician
Dan Blaszak	Director of Campus Safety
Ruth Mitchell	Facilities Supervisor

## **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

*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

*Alcoholics Anonymous*

779-2006

FIRST FLOOR

400 Wing

SECOND FLOOR



300 Wing

# **Baker College of Cadillac**

LIBRARY

200 Wing

MAIN  
ENTRANCE

100 Wing

