



Cadillac Campus Information

CAMPUS SPECIFIC INFORMATION

Campus Building Hours

Monday through Thursday	7:30 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 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 (May 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.

Office Hours

Monday through Thursday	7:30 a.m. to 8:30 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.

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:

WJQZ	(92.9 FM)	WWTW (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. 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 on campus. Baker College of Cadillac is a Tobacco-Free campus.

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	Director, Counseling
Max Polus	First-Year Advisor
Cliff Redes	Registrar/Director, Academic Services
Matt Whetstone	Re-Entry Advisor
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, Admissions

Business Office

Bessie Ball	Business Officer
Ami McBride	Vice President, Finance
Carol Nelson	Business Officer
Sharon Russell	Administrative Assistant
Lois Styrzynski	Bookstore Manager
Robert Van Dellen	Campus President

Corporate Services

Mary Jo Binkley	Director, Corporate Services
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Faculty

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

Student Services

Laura Arrick	Director, Library
Kristin Bonney	Director, Financial Aid
Suzie Brannam	Financial Aid
Tammy Kangas	Director, LSS
Nicholas Kassuba	Financial Aid Officer
Jackie Soltman	Career Services
April Williamson	Administrative Assistant, Financial Aid

Support Services

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

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