



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

Monday through Friday 9:00 a.m. to 9:00 p.m.
Saturday 9:00 a.m. to 3:00 p.m.

Learning Support Services

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

Bookstore Hours

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.

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

OFFICE HOURS

Academic Office:

Monday through Friday 7:00 a.m. to 10:00 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.

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.

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 any 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 Office.

POLICIES

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. The receptionist's telephone is a business phone; we ask students to make personal calls from the pay phones located in the front entrance lobby.

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 are available through the Baker Bistro daily. Coffee, pop, candy, and snacks may also be purchased. Vending machines are available in the Bistro area. Eating and drinking are permitted in the Student Center 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

Day Classes/Evening Classes

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. Patty Kaufman - Campus President

Jill Dutton - Registrar

Jackie Hassenzahl - Coldwater Campus Coordinator

Laura Macklin - Office Manager

James Carpenter - Re-entry Advisor

Marcia Hall - Administrative Assistant

Verna Kobish - Administrative Assistant

ADMISSION OFFICE

Kevin Pnacek - Vice President

Wendy Cole - Admissions Advisor

Julie Groesser - Admissions Advisor

Holly Rambadt - Admissions Advisor

Jason Wilson - Admissions Advisor

Angie Bohne - Administrative Assistant

BOOKSTORE

Rose Zentner - Manager

Laura Kinstle - Assistant Manager

BUSINESS OFFICE

Lisa Gowdy - Business Officer

Pam Holloway - Assistant Business Manager

Rhonda Daniels - Administrative Assistant

CAMPUS SAFETY

Tim Griffin - Director

Tom Cottrell - Campus Safety

Tom Eagle - Campus Safety

James Hawley - Campus Safety

Jon Johnstone - Campus Safety

Russell Ratkiewicz - Campus Safety

CAREER SERVICES

Dr. Michelle Shields - Vice President

Lindy Wilson - Program Coordinator

Leana Rogers - Administrative Assistant

COMPUTER INFORMATION SYSTEMS

Gary Frinkle - CIS Technician
Ron Williams - CIS Technician

FACILITIES

Ryan Smithson - Director
Sara Sommers - Housekeeping

FACULTY ADMINISTRATORS

Jean Allison - Program Coordinator, Early Childhood Education
Marie Bonkowski - Dean, Health Sciences
Katrina Bowers - Clinical Coordinator, Veterinary Technology
Marc Ellsworth - Program Director, Massage Therapy
Teri Fedchenko - Program Director, Radiation Therapy
Steven Gates - Department Chair, Bachelor of Business Administration
Blaine Goodrich - Dean, Education and Human Services
Terri Green - Program Coordinator, Science
Paula Hayes - Program Director, Surgical Technology
Nancy Hill - Dean, General Education
Dr. Jack Jordan - Dean, Business Administration/Technology
Dr. Kari Krause - Medical Director, Veterinary Technology
Joan Myrick - Program Director, Medical Laboratory Technology
Tracy Nothnagel - Program Coordinator, Paralegal
Lisa Radak - Clinical Coordinator, Radiation Therapy
Laurie Rowland - Program Coordinator, Health Information Technology
Brad Schweda - Program Coordinator, Human Services
Randy Smith - Program Director, Opticianry
Kristin Spencer - Program Director, Medical
Cindy Van Gieson - Dean, Developmental Education
Terry Willyard - Department Chair, Accounting
David Windle - Department Chair, Business

FINANCIAL AID

Jenni DuBois - Director
Shannon Price - Officer
Leana Rogers - Administrative Assistant
Renee Sargeant - Officer

LEARNING SUPPORT SERVICES

Bambi Cooper - Director
Josie Hones - Student Advisor
Nancy Willyard - First Year Advisor

LIBRARY

Melissa McPherson - Director
Cynthia Dopp - Reference Librarian