

CADILLAC CAMPUS INFORMATION



HOURS

Campus Building Hours

Monday-Thursday 8:00a.m. to 10:00p.m.
Friday 8:00a.m. to 5:00 p.m.
Adjusted building hours will be posted for breaks and during the summer quarter

Class Schedule Hours

Day Division 8:00a.m. to 3:40p.m.
Evening Division 4:00p.m. to 9:40p.m.

ACADEMIC RESOURCE CENTER (ARC)

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 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.

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 vending machines is available in the Student Center.

Smoking on Campus

Smoking is not permitted on campus. Baker College of Cadillac is a tobacco-free campus and this includes E-cigarettes.

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	(94.3 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.

*Please note: Any student who is enrolled in a work experience, field placement, clinical site rotation, or similar course (off-site) will be expected to report to his / her off-site experience (unless conditions are as such that it would not safe for the student to travel to the off-site location). If this is the case, the student MUST contact the appropriate site supervisor or College official regarding individual circumstances that would prevent the student from being in attendance.

WHERE TO FIND HELP

Admission Office: 231-876-3119

Career advising
Financial aid
Enrollment information
Veteran advising
Orientation information

Financial Services Office/

Career Services: 231-876-3118

Payment of tuition and fees
Refunds
Pell Grant programs
Michigan Tuition grants
Stafford Loan programs
Scholarship programs
Campus based programs
Internships
Externships and Co-op
Career counseling
Employment services
Placement assistance
Federal work study

Academic Resource Center:

Learning Center: 231-876-3123

Library: 231-876-3165

Test-out programs
Tutoring programs

Academic Advising Office: 231-876-3103

Graduation information
Credit transfer information
Academic record
Attendance
Personal problems
Scheduling
Program changes
Adding or dropping classes
Grades
Academic standing
Veteran benefits
Transcript of grades

WHO AND WHERE

Academic Office

Kelly Smith	Campus President
Randy Hill	Chief Academic Officer
Becky Voelker	Dean, Health Sciences and Human Services
Mark Lagerwey	Dean, Business & Technology
Kristen Dillard	Director, Early Childhood Education and Education
Tammy Kangas	Director, Communications
Judy Schulze	Director, Human Services and Criminal Justice
Jeremy Houser	Director, Mathematics and Computer Information Systems
Lisa Meneau	Director, Business Programs
Jay Anderson	Coordinator, Center for Technology and Training
Cliff Redes	Director, Advising
Brian Golden	Program Advisor
Katelyn DeKam	Program Advisor
Max Polus	Program Advisor

Business and Corporate Services

Mary Jo Binkley	Director, Business and Corporate Services
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Admissions Office

Cheri Sprik Director, Admissions
Audrey Charmoli Coordinator, Direct Credit
Jessica Donahue Admissions Advisor
Adam Hatchew Admission Advisor
Betsy Benson Administrative Assistant

Bookstore

Bessie Ball Bookstore Manager

Faculty Office – 100 Wing

Janice Broyles Fulltime Communications Faculty
Joshua Fenner Fulltime MAT2 Coordinator
Katelyn Meiers Fulltime Science Faculty
Mary Serich Fulltime Mathematics Faculty
Chris Woodley Fulltime Science Coordinator

Faculty Office – 200 Wing

Lori Dewey Director, Nursing
Amber Durst Director, Medical Assisting, Medical Insurance Specialist, Medical Administrative Specialist
Cynthia Shupe Director, Surgical Technology
Marchien Johnston Director, Veterinary Technology
Ashley Roseberry-Miller Medical Director, Veterinary Technology
William Tarrant Director, EMS
Shane Helmer Clinical Coordinator, EMS
Becky Stimak Coordinator, Massage Therapy
Mary Beaudry Nursing Clinical Coordinator
Sara Wilk Fulltime Nursing Faculty
Kaye Paladino Fulltime Nursing Faculty
Marymichael Carter Administrative Assistant, Medical Faculty

Center for Transportation and Technology (CTT) – Lake City Campus

James Pals Coordinator, Automotive Services Technology
Ronald Boyke Coordinator, Truck Driving
Rachel Salinas Coordinator, Agricultural Technology

Wexford-Missaukee ISD Career Technical Center (CTC)

Darin Kearns Director, MAT2 and Advanced Manufacturing

Charlevoix High School

Dwain Thola Coordinator, Advanced Manufacturing (Charlevoix)

Financial Services/Career Services

Kristin Hathaway Director, Student Services
Katelyn Richard Director, Career Services
Carol Blank Financial Services Advisor
Nicholas Kassuba Financial Services Advisor
April Williamson Administrative Assistant

Academic Resource Center

Nancy Foster	Director, ARC
Lisa Meneau	Director, Business Programs
Sherry Warfield	Assistant Director, ARC
James Scarbrough	Assistant, ARC
Kathy Pierce	Assistant, ARC

Campus Safety

Beth Baesch	Director, Campus Safety
Rick Benson	Campus Safety Officer
Don Titus	Campus Safety Officer
Mark Nyman	Campus Safety Officer
Greg Brooks	Campus Safety Officer (CTT)
Steve Schryer	Campus Safety Officer (CTT)
Todd Mangan (Housing)	Campus Safety Officer

IT Support

Robert Howe	IT Technician
Todd Janiak	IT Technician

Facilities / Housing

Mary Jo Binkley	Director, Facilities
David Moeller	Supervisor, Facilities
Donald Browne	Groundskeeper/Custodian
Jack Simcock	Groundskeeper/Custodian
Eric Sandelius	Groundskeeper/Custodian
Kaitlyn DeBoer	Coordinator, Residence Halls

SUBSTANCE ABUSE HELP FOR COLLEGE STUDENTS

Munson Alcohol and Drug Treatment Center
1105 Sixth
Traverse City, MI 49684
(231) 935-6382 or (800) 662-6766

Catholic Human Services, Inc.
421 S. Mitchell
Cadillac, MI 49601
(231) 775-6581

Alcoholics Anonymous
(231) 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