JACKSON
CAMPUS INFORMATION
**HOURS**

**Campus Building:**
- Monday through Thursday: 7:00 a.m. to 10:00 p.m.
- Friday: 7:00 a.m. to 5:00 p.m.
- Saturday: 8:00 a.m. to 2:00 p.m.

**Admissions Office:**
- Monday through Thursday: 8:00 a.m. to 6:00 p.m.
- Friday: 8:00 a.m. to 5:00 p.m.

**Academic Resource Center:**
- Fall, Winter, and Spring Quarters
  - Monday through Thursday: 8:00 a.m. to 10:00 p.m.
  - Friday: 8:00 a.m. to 5:00 p.m.
  - Saturday: 8:00 a.m. to 2:00 p.m.
- Summer quarter and break hours will be posted in June.

**Bookstore Hours:**
- Monday through Thursday: 8:00 a.m. to 5:00 p.m.
- Friday and Saturday: CLOSED

Bookstore hours may vary and students are encouraged to refer to posted hours. Bookstore hours are extended during the last week of each quarter along with the week before classes start and week one of each quarter. During those weeks we will be open Friday 8:00 a.m. to 1:00 p.m. Saturday 9:00 a.m. to 1:00 p.m.

**OFFICE HOURS**

**Academic Office:**
- Monday through Thursday: 7:00 a.m. to 6:00 p.m.
- Friday: 8:00 a.m. to 5:00 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.

**Finance Office:**
- Monday through Friday: 7:30 a.m. to 4:30 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 Services:**
- 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 taken to Campus Safety Office. Lost or stolen articles should be reported immediately to Campus Safety. We recommend students not 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. Students should check their email and Blackboard course shells as cancelled classes will meet virtually during the following week.

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

*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.
ACADEMIC ADMINISTRATIVE OFFICE
Dr. Steve Simpson – President
Jennifer Miller – Director, Coldwater Campus
Laura Macklin – Academic Specialist
Melissa Piloske – Director, College Writing
Kelly O’Byrne – Administrative Assistant

ADMISSION OFFICE
Kevin Pnacek – Vice President
Kaitlyn Hoffman – Admissions Advisor
Rachel Moses – Admissions Advisor
Dan Smith – Admissions Advisor
Justin Cook – Admissions Advisor
Amanda Pahl – Administrative Assistant

BOOKSTORE
Lisa Gowdy – Manager

FINANCE OFFICE
Dr. Steve Simpson – President
Jenni Dubois – Business Manager

CAMPUS SAFETY
Tim Griffin – Director
Tom Eagle – Campus Safety Officer
John Gutierrez – Campus Safety Officer
James Hawley – Campus Safety Officer
Randy Hengesbaugh – Campus Safety Officer
Trent Kaufman – Campus Safety Officer
Jan Noppe – Campus Safety Officer
Kris Putman – Campus Safety Officer
Lydell Tanner – Campus Safety Officer
Bob Zieleniewski – Campus Safety Officer

CAREER SERVICES
Tony Vuckovich – Director, Student Services and Employment Coordinator
Lindy Wilson – Career Services Coordinator

COMPUTER INFORMATION SYSTEMS
Ben Carroll – CIS Technician
Gary Frinkle – CIS Technician
Ron Williams – CIS Technician

LIBRARY
Cynthia Dopp – Director of Information and Technology Resources

FACULTY ADMINISTRATORS
Jean Allison – Program Director, Early Childhood Education
Jeanne Brickner – Program Director, Massage Therapy
Marie Bonkowski – Dean, Health Sciences
Katrina Bowers – Program Director, Veterinary Technology
Cynthia Coppage, Clinical Coordinator, Practical Nursing
Teri Fedchenko – Program Director, Radiation Therapy
David Gomez – Dean, Business and Technology
Deb Hadfield – Program Director, Practical Nursing
Nancy Hill – Dean, General and Developmental Education
Julie Jackson – Program Director, Surgical Technology
Jon Johnston – Program Director, Fire Science and Public Safety
Teresa Lenton – Full-Time Faculty, Heath Information Technology
Kevin Lindsey – Program Director, Criminal Justice
Jan Manning – Program Director, Medical Insurance Specialist and Medical Office Administration
Janelle McGuire – Dean, Human Services, Criminal Justice, Early Childhood, Public Safety/Fire Science
Rebekah McKenney – Program Director, Education
Jamie Morris – Coordinator of Developmental Education
Tracy Nothnagel – Program Director, Paralegal
Kathy Pulford – Program Director, Health Information Technology
Brad Schweda – Program Director, Human Services
Marty Shean – Program Director, Mathematics
William Sherwood – Program Director, Engineering and Technology
Carrie Stevens – Clinical Coordinator, Radiation Therapy
Madia Taylor – Program Director, Medical Assisting
Cindy Van Gieson – Director, Instructional Effectiveness