Finding the Help You Need...
Academic Support Services at Baker University’s Baldwin Campus

**STUDENT ACADEMIC SUCCESS**

785.594.8352; SAS@bakerU.edu; fax: 785.594.8367
Located on the lower level of the Collins Library

- **Academic Advising**
  - Assignment of academic advisors
  - Processing advisor change requests
  - Creation and distribution of advising materials
  - First Year Advising Program
  - Professional development services for advisors
- **International Student Advising**
  - International student advising and support services
  - Evaluation of international student transcripts
  - Cultural Awareness programming, including International Education Week
- **Study Abroad**
  - Study Abroad Program
  - Harlaxton Program
- **Academic Support**
  - Peer tutoring
  - Academic support for athletes
  - Conditionally admitted student support
  - Testing center
  - Academic Support Seminar
- **Access Services**
  - Accommodation planning
  - Access issues
  - Note-taking services

**Contact us when you have questions like these:**

- How do I change academic advisors?
- I’ve got a paper due and I’d like some help with my writing – what do I do to get that help?
- Can you tell me about the study abroad experiences available to Baker students?
- Can you tell me more about Harlaxton?
- What kinds of international student support services and international activities are available on campus?
- I think I need a peer tutor for one of my classes – what do I do to get help?
- I have a student who needs some additional academic support in my class – who do I call?
- I have a disability or a temporary medical condition – how can I receive accommodations for my classes?
- I have a student who requires extended testing time – how do I arrange for this?
- What support is available to help me manage my academic and athletic responsibilities?
- Where do I get a tutor schedule?
- My coach requires me to log study hours – how do I do this?

**OFFICE OF THE REGISTRAR**

785.594.4530; records@bakerU.edu; fax: 785.594.4521
Located on the lower level of Constant Hall (Room 1)

- **Academic Calendar and Course Catalog**
  - Publish academic calendar and course catalog for CAS/SOE/SON
- **Academic Policy and Graduation Requirements**
  - Resource for interpreting/understanding academic policies (including FERPA issues) and requirements within general education and major area programs
  - Maintain general education and major area checklists
  - Provide degree audit services for degree-seeking students
- **Academic Records Information within BakerVue**
  - Ensure the integrity of official academic records data
- **Registration/Enrollment**
  - Coordinate campus-wide pre-enrollment and enrollment confirmation processes
- **Student Records Support**
  - Manage student record changes, including course add, drop, and withdrawals
  - Maintain of transcript information, including grade submission/changes
  - Process transcript and enrollment verification requests
- **Transcript Evaluation/Processing of Transfer Credit**
  - Evaluation and processing of transfer credit
  - Administration of transfer guides

**Contact us when you have questions like these:**

- How do I change my declared major?
- How do I schedule a degree audit?
- I’m having difficulty finding the academic information I need from the Baker website (e.g., catalog, calendar, major checklists, timetable information) – can you help me find it?
- Some of my transfer credit doesn’t show up on my transcript – who do I talk to about this?
- I have a student showing up on my roster who isn’t in my class – who do I notify?
- I think there’s a typo in the catalog (or I don’t understand what it is saying) – who should I contact?
- My advisee would like to submit a petition to the Academic Standards and Enrollment Management (ASEM) Committee – what do they need to do?
- The parent of one of my students wants to talk about how their child is doing in my class – can I tell them?
- I’d like to reserve a classroom for a special activity – who should I contact? Lynda Lewis: 785-594-8415
We’re Here to Help You...
Academic Support Staff at Baker University’s Baldwin Campus

**STUDENT ACADEMIC SUCCESS**

_Carrie Coward Bucher_
Quest Program Chair; Constant Hall, Room 18
785.594.4536; carrie.cowardbucher@bakerU.edu

_Martha Harris_
Asst. Dean for Academic Affairs, Director of Study Abroad; Constant Hall, Room 18
785.594.8338; martha.harris@bakerU.edu

_Eric Hays_
Academic Support Coordinator; Library, Room 131
785.594.4565; eric.hays@bakerU.edu

_Ben Lister_
3-4-3 Program Coordinator; Collins Gym
785.594.8344; ben.lister@bakerU.edu

_Robin Liston_
Associate Professor of Music; Owens Hall, Room 101, and Library, Room 130
785.594.4508; robin.liston@bakerU.edu

_Judy Smrha_
Asst. Dean for Student Engagement and Success; Library, Room 120
785.594.8337; jsmrha@bakerU.edu

_Kathy Wilson_
Academic Success Coordinator; Library, Room 120
785.594.8352; kathy.wilson@bakerU.edu

**OFFICE OF THE REGISTRAR**

All staff offices are located on the lower level of Constant Hall (Room 1)

_Margaret Drovetta_
Academic Records and Registration Assistant
785.594.4530; margaret.drovetta@bakerU.edu

_Debby Duncan_
Academic Records Assistant (transcript requests)
785.594.8318; debby.duncan@bakerU.edu

_Renee Linder_
Graduation and Transfer Specialist
785.594.4512; renee.linder@bakerU.edu

_Ruth Miller_
University Registrar
785.594.4530; ruth.miller@bakerU.edu

_Jodie Randels_
Coordinator of CAS Registrar’s Office
785.594.4533; jodie.randels@bakerU.edu

**FIND US ON THE WEB**

www.bakerU.edu/sas
www.bakerU.edu/records
www.bakerU.edu/studyabroad