

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
- **First Year Experience (FY 100)**
 - Supervision of the selection process for FY 100 instructors (faculty and students)
 - Development of FY 100 instructional materials
- **International Center**
 - International Student Services
 - Study Abroad Program
 - Harlaxton Program
- **Learning Resources**
 - Peer tutoring
 - Academic support for athletes
 - Conditionally admitted student support
 - Student support
 - Academic Support Seminars
- **Access Services**
 - Accommodation planning
 - Access issues
 - Testing center
 - Note-taking services

Contact us when you have questions like these:

- How do I change academic advisors?
- I think I'd like to be an FY 100 instructor – how do I learn more?
- 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?
- 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?
- I'd like to participate in a professional development workshop for academic advisors – what's available on campus?

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 the academic records data within the *BakerVue* administrative system
- **Registration/Enrollment**
 - Course call and course build process for each term, including course times and locations
 - Coordinate campus-wide pre-enrollment and enrollment confirmation processes
- **Student Records Support**
 - Manage student record changes, including course add, drop, and withdrawals
 - Maintenance 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: 785-594-8334*



We're Here to Help You...

Academic Support Staff at Baker University's Baldwin Campus

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All staff offices (except for Martha Harris) are located on the lower level of the Collins Library

Kathy Wilson

Academic Services Assistant
Voice: 785.594.8352
Email: kathy.wilson@bakeru.edu

Carrie Coward Bucher

Coordinator of Academic Achievement
Voice: 785.594.4536
Email: carrie.cowardbucher@bakeru.edu

Eric Hays

Academic Support Coordinator
Voice: 785.594.4565
Email: eric.hays@bakeru.edu

Martha Harris

Harlaxton Program Coordinator
Office Location: Mabee Hall, Room 308
Voice: 785.594.8338
Email: martha.harris@bakeru.edu

Judy Smrha

Assistant Dean for Student Engagement and Success
Voice: 785.594.8337
Email: jsmrha@bakeru.edu

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Margaret Drovetta

Academic Records Assistant
Voice: 785.594.4530
Email: margaret.drovetta@bakeru.edu

Joy Grisafe-Gross

Graduation and Records Specialist
Voice: 785.594.4512
Email: joy.grisafe-gross@bakeru.edu

Ruth Miller

University Registrar
Voice: 785.594.4530
Email: ruth.miller@bakeru.edu

Renée Olson

Academic Records Assistant
(*Transcripts, verifications, deferments*)
Voice: 785.594.8318
Email: rolson@bakeru.edu

Jodie Randels

Coordinator of CAS Registrar's Office
Voice: 785.594.4533
Email: jrandels@bakeru.edu

FIND US ON THE WEB:

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

www.bakerU.edu/records

