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

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Harlaxton Program Coordinator  
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Renée Olson  
Academic Records Assistant  
(Transcripts, verifications, deferments)  
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**FIND US ON THE WEB:**

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