

BAKER CONCURRENT CREDIT ENROLLMENT GUIDE

FALL 2024

Baker Concurrent Credit course registration is simple and straight forward! There is no application or pre-approval procedure to register for Baker concurrent credit courses. We have a minimum 3.00 GPA requirement via verification through your counselor. If you have a lower gpa, you may appeal to enroll in the course. Your counselor will have that form. For virtual courses, please visit your school counselor to confirm that the virtual courses you plan to take can be applied to your high school transcript.



IMPORTANT DATES for IN-SCHOOL CCP Course Enrollment

Online Enrollment Begins: May 22, 2024

Online Enrollment Ends: September 6, 2024

Classes Can Be Accessed: First day of classes at your school

GPA Appeal Deadline: August 30, 2024

Courses Must Be Completed by: Last day of classes for your school

IMPORTANT DATES for VIRTUAL through TEL CCP Course Enrollment:

Online Enrollment Begins: August 14, 2024

Online Enrollment Ends: September 6, 2024

Classes Can Be Accessed: August 26, 2024

GPA Appeal Deadline: August 30, 2024

Courses Must Be Completed by: December 6, 2024

ABOUT APPEALS:

- You should have a cumulative GPA (weighted or unweighted) of 3.00 or greater. Your GPA **will be** verified for accuracy in reporting.
- If your current GPA is between 2.1 and 2.9, you are encouraged to still apply for Baker concurrent credit registration. You **must request a GPA appeal from your high school counselor**. See your counselor **AT LEAST A WEEK PRIOR to the appeal deadline** to request and submit a GPA appeal to Baker to allow time for processing prior to enrollment deadline.
- If your GPA is not verified as a 3.00 or greater, and you enroll in a course without submitting an appeal, you will be unenrolled, and your funds will be refunded.
- Be aware that even if you submit an appeal, your appeal will still need to go through an approval process and enrollment is not guaranteed.
- If GPA appeal is approved, a link will be sent to you from Candi Stewart, Concurrent Credit Director.

In-School & Virtual Concurrent Credit Course Enrollment Directions:

You will use the following link to enroll in In-School or Virtual Concurrent Credit Courses. Please visit with your school counselor to make sure that the in-school or virtual course(s) you plan to take is being offered at your high school or through your virtual school. Go to the enrollment link listed here or scan the QR code:

<https://www.bakeru.edu/concurrent-credit/>



STEP ONE Scroll down the page to the **Enrollment Process** section. Here you will find the Enrollment Handbook. This is **very important to read** prior to enrolling.

STEP TWO Once you have read over the Enrollment Handbook, click the **ORANGE “ENROLL ONLINE”** button. A secure registration form will appear for completion.

STEP THREE You will fill out the secure form and submit credit card payment all at once.

****Make sure to enter your social security number in the correct format! This will halt your registration if not done correctly!**

- ✓ You must report a 3.00 or higher GPA to move ahead on the form.
- ✓ Once you report your GPA, you will be able to select your school, then course options will appear. Make sure you are enrolling at the **correct school** and in the **correct course** for the **correct semester**.
- ✓ Select the course(s) for which you are enrolling and would like to earn Baker college credits.
- ✓ The *Student and Parent/Legal Guardian Consent Form* and the *Refund Schedule* are included on the online form, so please take note of these documents. Your registration is considered consent to this information.
- ✓ Each credit hour is \$118. Your total amount due will populate as you choose courses. You must pay at the time of enrollment with a credit card.
- ✓ Complete the form and enter payment information.

STEP FOUR Click “Submit” **one time**. If you click more than once, you will be charged more than once and enrolled more than once. It might take a bit for the form to submit, be patient. **You will receive a registration confirmation in your email from Formstack. This should appear soon after submission. Due to FERPA regulations, parents will not receive this notification. Make sure to add @bakeru.edu to your acceptable emails!**

STEP FIVE When Baker processes your registration, you will receive an email acknowledgment. That message will enable you to sign up for a Baker student portal. You will find your receipt for payment and other valuable information in your Baker portal. Typically, you will receive this within one week of registration.

STEP FIVE-TEL For those students taking **virtual concurrent credit** classes through TEL, you will receive an email from TEL Education telling you how to access the online course. All communication will be sent to your email on file. Make sure to add @tel-education.org to your acceptable emails

****NOTE: All students enrolling in a virtual course will need to have a school ID or some other picture ID (such as a driver’s license). Students will need to show this ID to an online proctor before they can take the midterm and final.**



DID YOU KNOW?

Baker Scholarship Opportunity:

Every student successfully completing a Baker concurrent credit course qualifies for a **\$64,000** four-year scholarship to Baker University!



DID YOU KNOW?

Baker Nursing Program:

When you complete any of your pre-requisite courses through the CCP, you will receive preferential enrollment into the Baker nursing program! Contact the CCP Director for more info!

QUESTIONS? Contact Candi Stewart, Concurrent Credit Director | 913.344.6016 | candi.stewart@bakeru.edu