

BAKER CONCURRENT CREDIT ENROLLMENT GUIDE

SPRING 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. However, we will strictly enforce our minimum 3.00 GPA requirement via verification through your counselor. For virtual courses, please visit with your school counselor to confirm that the virtual courses you plan to take, can be applied to your high school transcript.



IMPORTANT DATES for VIRTUAL through TEL CCP Course Enrollment: (These courses are typically completed on your own time following a pacing guide provided by TEL)

Online Enrollment Begins: December 2, 2023

Online Enrollment Ends: Friday, January 19, 2024

Classes Can Be Accessed: Monday, January 1, 2024

GPA Appeal Deadline: Friday, January 12, 2024

Courses Must Be Completed by: Friday, May 17, 2024

IMPORTANT DATES for IN-SCHOOL CCP Course Enrollment: (These are courses taught by your high school instructors)

Online Enrollment Begins: Friday, January 5, 2024

Online Enrollment Ends: Friday, February 2, 2024

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

GPA Appeal Deadline: Friday, January 26, 2024

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

ABOUT APPEALS:

- Students enrolling in Baker concurrent credit courses ***must*** have a cumulative GPA (weighted or unweighted) of 3.00 or greater. Your GPA ***will be*** verified with your counselor.
- If your current GPA is between 2.5 and 2.9, and you still wish to 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 the student from Candi Stewart, Concurrent Credit Director.

Virtual & In-School Concurrent Credit Course Enrollment Directions:

Students 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:

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

STEP ONE Scroll down the page to the **Enrollment Process** section. Here you will find the Enrollment Handbook as well as the Enrollment Guide. These are both ***very important to read*** prior to enrolling.

STEP TWO Once you have read over the Enrollment Guide, go to the top or bottom of the page and 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.

- ✓ You must report a 3.00 or higher GPA (see the appeals process above if you do not have a GPA above 3.0).
- ✓ 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.
- ✓ Each credit hour is \$118. Your total amount due will populate as you choose courses. You must pay at 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. **You will receive a registration confirmation in your email. Due to FERPA regulations, parents will not receive this notification.**

STEP FIVE When Baker processes your registration, you will receive another email acknowledging your registration. At this time, you will be able to sign up for a Baker student portal. You should find your receipt for payment and other valuable information such as your grades and unofficial transcript in your student portal. This timeline may vary depending on the number of enrollees.

STEP FIVE 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 you **check your “spam or junk” email** in case these messages do not get through to your inbox. There will be an orientation course you will need to complete to acclimate yourself to the online learning platform.

****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.



REMINDER: Are you planning to attend a college or university that is not Baker University? Do you need your credit to transfer to another school? ***Then you will need to submit a transcript request!***

Transcript Request: \$13.00 Fee
Go to www.bakerU.edu/transcript



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!

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