

# BAKER CONCURRENT CREDIT ENROLLMENT GUIDE

## FALL 2021



BAKER  
UNIVERSITY  
Own Confidence

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 you school counselors to confirm virtual courses you plan to ensure that the virtual concurrent college credit can be applied to your high school transcript.

### IMPORTANT DATES for VIRTUAL CCP Course Enrollment:

**Online Enrollment Begins:** Monday, May 10, 2021 **Online Enrollment Ends:** Friday, September 10, 2021

**Classes Begin:** August 18, 2021

**GPA Appeal Deadline:** Friday, September 3, 2021

### IMPORTANT DATES for IN-SCHOOL CCP Course Enrollment :

**Online Enrollment Begins:** Monday, August 16, 2021 **Online Enrollment Ends:** Friday, September 10, 2021

**Classes Begin:** On first day of classes in the district you attend

**GPA Appeal Deadline:** Friday, September 3, 2021

### ABOUT APPEALS:

- Students enrolling in fall 2021 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 3.0, 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 prior to **July 30** for virtual CCP courses and **prior to September 3** for in-school courses to request and submit a GPA appeal to Baker.
- If your GPA does not verify 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 after the online registration deadline, a link will be sent to the student from Dr. Lanie Fasulo, Concurrent Credit Coordinator. The student will use this link to enroll online and pay registration fees.

### In-School and Virtual Concurrent Credit Course Enrollment:

Students will use the following link to enroll in In-School or Virtual Concurrent Credit Courses. Please visit with you 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 below.

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

Click on the orange **Enroll Online** → button in the middle of the page to begin the enrollment process.

**STEP ONE** Click the ORANGE “ENROLL ONLINE” button. A secure registration form will appear for completion.

**STEP TWO** 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).

### STEP TWO (continued)

- ✓ 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.
- ✓ 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 \$113 with a 3-credit hour course will be a totaling \$339, for example. Your total amount will populate the form automatically after you choose your courses. Science courses are 4-credit hours.
- ✓ Complete the form and enter payment information.

**STEP THREE** Click “Submit” but do so ***only one time***. You should receive a confirmation of your registration in your email, but there may be a delay. ***Please do not re-submit a form if you are unsure as this results in a second enrollment.*** Call (785) 594-4527 to check your registration, if you are unsure whether the registration processed or not.

**STEP FOUR** When Baker processes your registration, within 1-3 business days of your submission, 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 be a bit longer for those students enrolling this summer for virtual fall courses.

**STEP FIVE** For those students taking virtual concurrent credit class with an instructor not in your building, you will receive an email for TEL Education telling you how to access the online course in August 2021. For students enrolled in a high school or virtual school, the communication from TEL Education will be sent to your school email. For students who are homeschooled, the communication from TEL Education will be sent to your personal email. 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 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: \$10.00 Fee  
Go to [www.bakerU.edu/transcript](http://www.bakerU.edu/transcript)



**DID YOU KNOW?**

**Baker Scholarship Opportunity:**  
Every student successfully completing a Baker concurrent credit course qualifies for a \$50,000 four-year scholarship to Baker University!

**QUESTIONS?** Contact Dr. Lanie Fasulo, Concurrent Credit Coordinator | 913.344.6013 | [Lanie.Fasulo@bakerU.edu](mailto:Lanie.Fasulo@bakerU.edu)