Baker University Concurrent Credit Classes are college classes taken by qualified high school students that concurrently count toward high school graduation and college degree courses. Partner high schools work with Baker University to seek approval for particular instructors and courses within their school. Baker University and the high school both transcript the students’ grades. Students from a partner high school district who are in an approved Concurrent Credit Class and have a cumulative high school GPA of 3.0 or higher are eligible to earn Baker University credit. Eligible students must be recommended by their high school counselor.

ENROLLMENT PROCEDURES

Enrollment Deadlines:

- Fall 2015 enrollment and Full Year 2015/16 enrollment deadline: September 11, 2015
- Spring 2016 enrollment deadline: January 29, 2016

Enrollment Process:

1. Complete Page 3, Registration and Enrollment Information
2. Read, sign, and complete Page 4, Concurrent Credit Program Student & Parent/Legal Guardian Consent Form
3. Obtain Counselor Authorization, Page 5
4. Read and complete Page 6, Method of Payment Information
5. Return forms (Pages 3, 4, 5, and 6) to your counselor. The counselor will submit the forms to Baker University:
   Baker University School of Education
   Concurrent Credit Enrollment
   7301 College Blvd., Ste. 120
   Overland Park, KS 66210
   FAX #: 913-696-1997
6. Review Page 6, Baker University Refund Schedule and Drop/Withdrawal Process Information
7. Review Page 7, How to Create a Student Portal
8. Make and Retain copies of pages 2 and 3 for your records
# Concurrent Credit Program

## 2015-2016 Academic Year

You are enrolling as a non-degree seeking concurrent credit student. If you later decide to pursue a Baker degree, a formal Application for Admission must be completed with the Baker University Office of Admission.

## Student Information

<table>
<thead>
<tr>
<th>Student Name: (First, Middle Initial, Last Name)</th>
<th>SSN: <em>(REQUIRED)</em></th>
<th>Date of Birth: <em>(REQUIRED)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td>City, State, Zip:</td>
<td>County:</td>
</tr>
<tr>
<td>Phone #: <em>(home)</em></td>
<td><em>(Cell)</em></td>
<td>Email: <em>(REQUIRED) to establish a student portal account</em></td>
</tr>
<tr>
<td>Do you consider yourself Hispanic/Latino/Latina?</td>
<td>□ Yes □ No <em>(check one)</em></td>
<td>Gender: □ Male □ Female</td>
</tr>
<tr>
<td>Ethnicity: <em>(check all that apply)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ American Indian or Alaska Native □ Asian □ Black or African American □ Native Hawaiian or Pacific Islander □ White</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you a U.S. Citizen?</th>
<th>If you are not a U.S. citizen, you must provide documentation for immigration status.</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes □ No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you completed previous college course work?</th>
<th>If yes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes □ No</td>
<td># of previous credit hours at Baker _____</td>
</tr>
<tr>
<td></td>
<td># of previous credit hours at another college(s) ______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High School Name: <strong>Shawnee Mission East</strong></th>
<th>Year of H.S. Graduation</th>
<th>Class:</th>
<th>Interested in attending Baker after graduation?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ Yes □ Maybe □ No</td>
</tr>
</tbody>
</table>

## Enrollment Information

<table>
<thead>
<tr>
<th>Student Initials</th>
<th>Term &amp; Year</th>
<th>High School</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Course Credits/Cost</th>
<th>Instructor</th>
<th>Enrolled <em>(For Office Use Only)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 2015</td>
<td>Shawnee Mission East</td>
<td>PY111</td>
<td>General Psychology (AP Psychology)</td>
<td>3 credits $300</td>
<td>Paris</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall 2015</td>
<td>Shawnee Mission East</td>
<td>PC125</td>
<td>Intro to Physics (AP Physics 1)</td>
<td>4 credits $400</td>
<td>Martin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall 2015</td>
<td>Shawnee Mission East</td>
<td>PC125</td>
<td>Intro to Physics (AP Physics 1)</td>
<td>4 credits $400</td>
<td>Southwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Full Year 2015-16</td>
<td>Shawnee Mission East</td>
<td>PS115</td>
<td>Intro to American Politics (AP US Govt &amp; Politics)</td>
<td>3 credits $300</td>
<td>Stallard</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring 2016</td>
<td>Shawnee Mission East</td>
<td>EC243</td>
<td>Principles of Economics: Macro (AP Macro Economics)</td>
<td>3 credits $300</td>
<td>Bickers</td>
<td></td>
</tr>
</tbody>
</table>
CONCURRENT CREDIT PROGRAM
STUDENT AND PARENT/LEGAL GUARDIAN CONSENT FORM and COUNSELOR AUTHORIZATION
This form must be completed and returned with the application in order for the student to be enrolled in the course.

Baker University is pleased you/your student will be participating in the Concurrent Credit Program. Baker University’s Concurrent Credit Partnership allows qualifying high school students in partner districts to experience college-level coursework and to earn Baker University credit while still in high school. Qualifying high school students who are in an approved Concurrent Credit Class and have a cumulative GPA of 3.0 or higher are eligible to enroll for Baker University credit. Enrollment in this program increases the student’s level of responsibility. Please read and sign below to demonstrate your understanding and acceptance of this responsibility.

CONSENT

- If approved, I will be enrolled as a non-degree student at Baker University.
- Courses will be more academically challenging than traditional high school courses. The grade(s) received for the concurrent credit course(s) will become a permanent part of my Baker University transcript.
- It is my responsibility to ensure the course(s) taken are transferable to the college/university that I will be attending after high school graduation.
- I am responsible for transcript requests. The Baker University transcript Request Form is available at www.baker.edu/transcript
- There are costs associated with taking concurrent credit courses from Baker University. I am responsible for tuition costs.
- **It is my responsibility to notify the University if I withdraw from the course at any time during the semester. Failure to drop/withdraw from a Baker course following established deadlines, policies and procedures may result in a failing grade for the course.**
- The high school and Baker University may share copies of information regarding official academic records.
- Once enrolled in the program, I will be considered a Baker University student and all Baker University policies affecting students will apply.

By signing below, I certify that I have read and understand this Baker University Concurrent Credit Program Consent Form. By signing this form, I give Baker University permission to enroll me in the course(s) as designated on Page 3 and to charge me the appropriate tuition fee.

Student Signature ___________________________ Date ______________

The parent/legal guardian signature indicates permission for the student to enroll in the program and understanding of responsibility as a parent/legal guardian of a Concurrent Credit Program student. This signature is REQUIRED for all students under the age of 18. NOTE: Signing this form does not give the parent/legal guardian rights to the student’s Baker University educational records as protected under FERPA. For additional FERPA information please see www.Bakeru.edu/records.

Parent/Legal Guardian Signature ___________________________ Date ______________
COUNSELOR AUTHORIZATION

A student’s readiness for Concurrent Credit courses is determined by the quality of the student’s portfolio and by high school staff recommendation. Qualifying high school students who are in an approved Concurrent Credit Class and have a cumulative GPA of 3.0 or higher are eligible to enroll for Baker University credit. In order to be eligible for enrollment in Baker’s Concurrent Credit Program, the student must obtain and submit authorization from their school counselor.

To Be Completed by High School Counselor

Student’s current G.P.A._________ as of (date) ____________________ (Baker requires a minimum cumulative H.S. GPA of 3.00)

The student named in this document is in good standing at his/her district high school, has met all high school and Baker University requirements for concurrent credit enrollment in college-level coursework and has my approval to take this course(s).

Counselor’s Signature:_________________________________ School: ___________________________Date: ___________
METHOD OF PAYMENT INFORMATION

**PAYMENT IS DUE AT THE TIME OF REGISTRATION.** Online credit card payment is preferred. We are pleased to provide you with the highest rate of security in processing your credit/debit card tuition payment! All tuition credit card payments can be made online through a payment gateway on the following link:


For security reasons, credit card payments cannot be accepted over the phone or on the registration form. When using the online payment link, you will need to turn off your pop-up blocker in order to access the PayNow site. For the Student ID #, use a 10 digit number, no dashes. *(We recommend your home phone number.)* Once you complete the online payment, **record the dollar ($) Amount and Receipt Number** in the **Method of Payment** box below.

If unable to make an online payment, please contact Baker University at (913) 344-6038 to make arrangements to pay by check or money order. Please be advised that online payment is the preferred method as it enables the University to expedite the enrollment process. **Enrollment is not effective until tuition payments are processed.**

**PLEASE NOTE:**
- 2015-16 Tuition Fee is $100 per Baker credit hour (i.e. 3 Baker credit hours x $100 = $300)
- Tuition payment must be submitted prior to the published deadlines.

If you have any questions, please do not hesitate to contact the Continuing Education Department. We are here to help make your experience at Baker a positive one.

Sincerely,

Lucy Haines Dechairo
Director of Continuing Education/Concurrent Credit
785-594-4527
lhainesdechairo@bakeru.edu

Tami Zillig
Continuing Education Coordinator
913-344-6038
tzillig@bakeru.edu

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**Method of Payment:** $100 per Baker University credit hour (i.e. 3 Baker credit hours x $100 = $300)

□ Credit Card: I am using my credit card to pay tuition. Amount $______________ Receipt Number________________

[https://bakeru.afford.com/PayNow?StoreId=318](https://bakeru.afford.com/PayNow?StoreId=318)

□ Check enclosed: Check #__________ Amount $__________ Make check/money order payable to Baker University

(Office Use Only) Enrollment Process By:_________________________________________ Date:____________________________

Payment Processed By:_________________________________________ Date:____________________________
BAKER UNIVERSITY REFUND SCHEDULE AND DROP/WITHDRAWAL PROCESS

If a student withdraws from Baker University or decreases hours after classes begin, applicable credits for tuition will be computed according to the following schedule based upon the “last date of attendance” as determined by the Office of the Registrar.

**Refund Schedule** - The following percentages apply based on the Baker University 2014-2015 academic calendar:

Tuition for Fall and Spring:

- Prior to and including the first day of class: 100% refund
- After first day of class up to and including the 10th day of class: 90% refund
- After the 10th day of class up to and including the 20th day of class: 75% refund
- After the 20th day of class up to and including the 30th day of class: 50% refund
- After the 30th day of class up to and including the 40th day of class: 25% refund
- After 40th day of class: NO REFUND

**Applicable Dates for the 2015-2016 Academic Calendar:**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Fall 2015 and 2015-2016 Full Year Courses</th>
<th>Spring 2016 Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of Baker term:</td>
<td>August 26, 2015</td>
<td>January 27, 2016</td>
</tr>
<tr>
<td>10th class day of the term:</td>
<td>September 9, 2015</td>
<td>February 9, 2016</td>
</tr>
<tr>
<td>20th class day of the term:</td>
<td>September 23, 2015</td>
<td>February 23, 2016</td>
</tr>
<tr>
<td>30th class day of the term:</td>
<td>October 7, 2015</td>
<td>March 8, 2016</td>
</tr>
<tr>
<td>40th class day of the term:</td>
<td>October 23, 2015</td>
<td>March 31, 2016</td>
</tr>
</tbody>
</table>

**Drop/Withdraw Deadlines**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to drop (no record on transcript)</td>
<td>October 2, 2015</td>
</tr>
<tr>
<td>Last day to withdraw (will have “W” on transcript)</td>
<td>November 11, 2015</td>
</tr>
<tr>
<td>Last day to withdraw (will have “W” on transcript)</td>
<td>March 4, 2016</td>
</tr>
<tr>
<td>Last day to withdraw (will have “W” on transcript)</td>
<td>April 22, 2016</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTICE:** Students must submit a request to drop/withdraw or reduce their course load in writing. This can be accomplished using the Baker University Concurrent Credit Change of Enrollment Form. This form has been made available to your high school counselor. **The signature of the student’s high school counselor is required.** Please mail or fax the completed form to:

Office of the Registrar  
Baker University  
P.O. Box 65  
Baldwin City, KS 66006  
OR fax it to 785-594-4521.

Determination of the student’s “last date of attendance” will be set by the Office of Registrar.

**How to request an official transcript:**

[www.bakeru.edu/transcript](http://www.bakeru.edu/transcript)

Transcript fee is $10 for each transcript requested.
HOW TO CREATE A BAKER STUDENT PORTAL ACCOUNT

- As a non-degree seeking Baker student, you have the option to create a Baker student portal account.
- Through the student portal account you will have access to your grades and to your unofficial transcript.
- In order to create a portal account you must have an email address attached to your Baker student record. For non-degree seeking concurrent credit students, this email address can be your personal email account. There is a place under Student Information on page 1 of this Enrollment and Authorization document to give us your personal email address. So if you want to establish a Baker Student Portal Account, be sure to give us your email address.
- Please allow 7-14 days after your initial concurrent credit enrollment has been submitted to Baker before attempting to set up your portal account. This will allow us the time necessary to create your student record, which includes recording your personal email address.

Ready to set up your Baker Student Portal Account? Great! Just follow the below steps.

1. Go to http://www.bakeru.edu
2. At the bottom of the homepage, click on Portal
3. Select Baldwin City Campus (please read Portal instructions before making this selection)
4. Select Student Portal Homepage
5. Click on Create a New Account
6. *Just follow the directions as listed
7. The system will show your personal email address as the valid address. Click “yes” to validate that this is the correct address

*When you create a username, you must use your email username.

Questions or issues with creating and using your Baker portal account can be directed to helpdesk@bakeru.edu