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BAKER  
UNIVERSITY

Concurrent Credit  
Enrollment Guide  
Spring 2025

Baker concurrent credit course registration is simple and straight forward! There is no application or preapproval procedure to register for these courses. You must have at least a 3.0 GPA, verified by your counselor, to enroll in concurrent credit courses. If your GPA is lower, 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 Enrollment Dates for In-School Courses

**Online enrollment begins:** December 2, 2024

**Online enrollment ends:** February 7, 2025

**Classes can be accessed:** First day of classes at your school

**GPA appeal deadline:** January 16, 2025

**Courses must be completed by:** Last day of classes for your school

## Important Enrollment Dates for Virtual Courses Through TEL

**Online enrollment begins:** December 2, 2024

**Online enrollment ends:** January 17, 2025

(NO late enrollments or drops accepted)

**Classes can be accessed:** January 21, 2025

**GPA appeal deadline:** January 16, 2025

**Courses must be completed by:** May 23, 2025

## About Appeals

- You are expected to 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 2.5 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 before the appeal deadline to request and submit a GPA appeal to Baker to allow time for processing before the 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 your 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

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 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: [bakerU.edu/concurrent-credit](https://bakerU.edu/concurrent-credit)



**STEP ONE** Scroll down the page to the **Enrollment Process** section. Here you will find the [Enrollment Handbook](#). **It is important to read this before 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. Your registration will be halted if this is 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, and 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 or courses 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, so be patient. **You will receive a registration confirmation in your email from Formstack. This should appear soon after submission. Because of 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** Students taking **virtual concurrent credit** classes through TEL 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 accepted 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.**

### Benefits of Concurrent Credit Courses Through Baker University

- As a concurrent credit student, you may be eligible for a scholarship when you attend Baker full time after your high school graduation. We want you to stay in the Baker family, so we offer a \$64,000 scholarship over a four-year, degree-seeking enrollment period to students who earn a C or better in their concurrent credit courses. The concurrent credit scholarship is not paired with an athletic or first-year/transfer merit award.
- When you pass your concurrent credit classes, you have direct admission to Baker's Baldwin City campus upon receipt of your official transcripts.
- When you complete any of your nursing prerequisite courses through the Baker concurrent credit program you could be given preferential enrollment status into Baker University School of Nursing. Contact your CCP director for more information.

### Questions?

Contact Candi Stewart, Concurrent Credit Director, 913.343.1606, [candi.stewart@bakerU.edu](mailto:candi.stewart@bakerU.edu).

