



Instructions for completing the Baker College Application for the Running Start Program

1. Go to www.baker.edu
2. Hit "Apply" on the top of the page



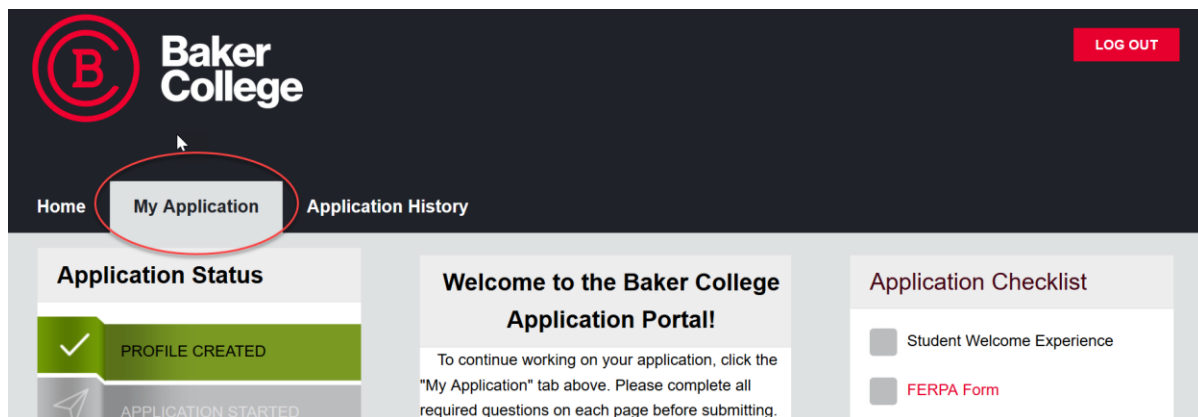
3. Enter your First Name, Last Name and a valid email address. (This email address will be the way that Baker will initially communicate with you, so please make sure you type it correctly).
4. Type of application = Undergraduate
5. Enter and then confirm a Password (you will need to remember your password).

Your password must include numbers, uppercase and lowercase letters, and at least one of these special characters: !@#\$%^&*()_+={}[]\|;:'.?/~><"

6. Hit Register



7. You will be brought to the Baker College Application Portal. Your email address and the password that you enter will be your log in information for the Application Portal moving forward. If you need to get back to complete your application later or to upload application documents, you will hit the "Back To Login" option to get back to your Application Portal.
8. Click on the "My Application" Tab



9. Begin by entering your Personal Data
10. You must enter your Birthdate in the MM/DD/YYYY format (must include the slashes)

11. If your permanent address is different than your mailing address, please chose no on this question and then enter your permanent address (example – if your mailing address is a PO Box, please put that as your mailing address and your home’s street address as your permanent address)

Permanent Address Same as Mailing?

Permanent Address

Country

Address Line 1

Address Line 2

12. If you have added information, but are not finished completing everything on this page, please hit Save or all of your information will be gone when you go back. If you have completed everything, hit Save and Continue.

Save

Save and Continue

13. Please enter the following information

- a. If you are **NOT an EMC student** who will be completing a 13th year of High School at Baker:
 - i. Application Type = Undergraduate
 - ii. Student Type = Running Start
 - iii. Intended Major = Running Start
 - iv. Degree Type = Non Degree (this will automatically fill in)
 - v. Semester = the Baker semester when your classes will start (Fall = Aug. & Spring = Jan.)
 - vi. Campus = HS Dual Enrollment

Enrollment Questions

Application Type

Student Type

What is your intended major?

Degree Type

For which semester are you applying?

- b. If you **ARE an EMC student** who will be completing a 13th year of High School at Baker:
 - i. Application Type = Undergraduate
 - ii. Student Type = Running Start
 - iii. Intended Major = Your Baker College EMC program
 - iv. If your EMC degree is Criminal Justice, you will need to choose either the Criminal Justice Studies or the Law Enforcement Academy concentration
 - v. Degree Type = Early Middle College (this will automatically fill in)
 - vi. Semester = the Baker semester when your classes will start (Fall = Aug. & Spring = Jan.)
 - vii. Campus = HS Dual Enrollment

Enrollment Questions

Application Type	<p>Graduate - Applying to the Master's level or above Undergraduate - Apply for certificate, associates, bachelors level or as a guest student</p> <div style="border: 1px solid #ccc; padding: 5px;">Undergraduate ▼</div>
Student Type	<p>New - No previous college experience or New to Baker College Graduate Studies Transfer - Previous college but not at Baker College Re-Entry - Previous Baker College student Running Start - Current High School student taking Baker College classes prior to HS graduation Guest - Taking courses only or a special program</p> <div style="border: 1px solid #ccc; padding: 5px;">Running Start ▼</div>
What is your intended major?	<div style="border: 1px solid #ccc; padding: 5px;">EMC General Studies - Business Administration ▼</div>
Degree Type	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">Early Middle College ▼</div>
For which semester are you applying?	<div style="border: 1px solid #ccc; padding: 5px;">Fall 2021 ▼</div>
Campus	<div style="border: 1px solid #ccc; padding: 5px;">HS Dual Enrollment ▼</div>

14. Hit either “Save” (so that you can come back later to finish) or “Save and Continue” (to move on).
15. Enter your High School Information by typing in your school name and then choose the correct option when it pops up in the drop down menu. If you are a home school student, please type in Home Educated. If your school is not found, please check the box next to “School Not Found”
16. Your graduation date will be the date (month and year) that you anticipate graduating from high school. Remember to use the MM/YYYY format (including the slash).
17. GPA – not required, so if you aren’t pretty sure what your GPA is, you can leave this part blank.
18. Class Ranking – choose the closest percentage range
19. Test Scores – if you know your SAT/ACT scores, please enter them. If not, please leave blank.
20. Miscellaneous – please answer to the best of your knowledge.
21. Hit either “Save” (so that you can come back later to finish) or “Save and Continue” (to move on).
22. Enter your parent/guardian information. If you want to add information for more than one person, just hit the “Add Another” button.
23. Hit either “Save” (so that you can come back later to finish) or “Save and Continue” (to move on).
24. Read the disclosure and if you agree to all statements, click the box next to “I Certify”

25. Type in your Signature
26. Enter the Date in the format shown
27. Hit the “Submit Application” button
28. Congratulations and Welcome to the Baker College Running Start Program! You have submitted your Baker College Running Start Application and someone will be in contact with you in the following few days regarding your next steps. Please check the email address that you entered at the beginning of the application for important information from Baker. (Sometimes the emails go to your spam/junk folder, so remember to check there as well.)
29. If you do not receive an email with your next steps within two business days of submitting your application or if you have any questions/issues at any time, please reach out to us at runningstart@baker.edu!

RunningStart[®]