Try Out College While in High School
What is CAP?

The College Achievement Program (CAP) is a form of dual credit that allows qualified students to earn college credit while in high school.
College coursework is offered by an approved and trained high school instructor in the high school.
How is CAP different from Advanced Placement (AP)?

A CAP student completes the required college coursework while in the high school course, earning a transcripted grade based upon that work.
How is CAP different from Advanced Placement (AP)?

A student who chooses the AP option takes an exam at the end of the course. Whether the student earns college credit is based upon the score the student earns and how the receiving institution accepts the score.
Why CAP is a Great Option

CAP can reduce college coursework, allowing room in some instances for an additional major, internship, time to study abroad, or early graduation.
Why CAP is a Great Option

CAP tuition is a fraction of the on-campus rate at $80/credit hour, with certain courses selected by the state offered for $25/credit hour.
Why CAP is a Great Option

Students and families save money on college tuition.

English 101 through CAP costs $75.

English 101 on campus costs $681.
Why CAP is a Great Option

CAP students are given access to Rice Library online databases. Students can begin to utilize journal articles and sources they’ll be expected to use in their college careers.
Why CAP is a Great Option

CAP gives students a bite-sized sample of college and gives them the confidence to continue on. Former CAP students are more likely to graduate on time from USI than non-CAP students.
CAP Considerations

CAP is nationally accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP accreditation is awarded to programs that demonstrate meeting numerous standards to ensure authentic college rigor and faculty oversight.
CAP Considerations

Approved instructors attend annual workshops in their discipline and are observed annually by departmental faculty.

The faculty liaison relationship ensures the course is comparable to the on-campus course and maintains NACEP accreditation standards.
Registration Process

CAP instructors pass out informational postcards prior to registration outlining the process.
Registration Process

1. Apply to CAP online
2. Have your parent/guardian sign the Student Permission Form mailed home upon applying to the CAP Program and return in the provided envelope.
3. Follow the directions in the enrollment packet you received in the mail to register for CAP coursework. Students commit academically and financially to the USI course upon registration.
Registration Process

If you have a past-due balance from previous CAP coursework, you will not be permitted to enroll.
Application Process

Students must enroll during the CAP registration window. Exact dates vary by year but are posted on the enrollment brochure, on the CAP website and conveyed by teachers and counselors.
CAP Requirements

- Junior or senior status
- A GPA of 2.5 or higher

Some CAP courses have prerequisites, just as they do on campus.
CAP Requirements – English 101

To enroll in English 101, students must meet two of the following three criteria:

• Rank at or above the 51st percentile in the high school class

• SAT Critical Reading score of 450 or greater; PSAT Critical Reading (juniors) of 45 or greater. (ACT Reading score of 19 or greater)

• SAT Writing score of 450 or greater; PSAT Writing (juniors) of 45 or greater. (ACT English or Combined English/Writing score of 19 or greater)
CAP Requirements - Math

To enroll in Math 111 or 112, students must take the online Accuplacer placement exam and attain a minimum score.
CAP Requirements – World Languages

French, German, Latin and Spanish students must have a B average in prior study of the language.
CAP Requirements - Various

Biology 133, Chemistry 261, Geology 161, and Social Work 224 have specific prerequisites beyond the 2.5 GPA. Ask your instructor for details.
CAP Considerations

When thinking about CAP enrollment, students and parents should consider the following:
CAP Considerations

College grades are permanent. Dual credit grades will be visible to graduate or professional schools and to future employers.

Poor performance in a dual credit course could affect financial aid, scholarships, or put you at risk for academic probation.
CAP Considerations

Federal financial aid and institutional scholarships limit assistance based on the number of total credit hours earned, regardless of whether or not your degree has been completed.
CAP Considerations

More dual credit isn’t always better. Dual credit is most useful when purposefully applied toward an educational program or degree.
CAP Considerations

If you drop your CAP course or decide you no longer want the USI credit, it is your responsibility to tell your instructor and contact the CAP office to complete the necessary paperwork.

---

**USI CAP Withdrawal & Refund Calendar**
2015-2016 School Year

<table>
<thead>
<tr>
<th>CAP Term Length</th>
<th>100% refund</th>
<th>75% refund</th>
<th>50% refund</th>
<th>25% refund</th>
<th>0% Refund Begins</th>
<th>Last day to drop WITHOUT evaluation*</th>
<th>Last day to drop WITH evaluation**</th>
</tr>
</thead>
</table>

*WITHOUT evaluation means a student will receive a "W" (withdrawal) on their transcript. WITHOUT evaluation means a student will receive a "W" if passing the course at the time of withdrawal. If failing, the student may receive an "F" at the discretion of the CAP instructor.

**If final exams occur at another time, last day to drop with evaluation is the Friday before the week of finals.

---

**USI CAP Billing Calendar**
2015-2016 School Year

<table>
<thead>
<tr>
<th>CAP Term Length</th>
<th>Bill Sent to USI Student Email Account*</th>
<th>Final Payment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (Start of Sem. 1 – Winter Break)</td>
<td>10th of month, starting in August</td>
<td>12/31/15</td>
</tr>
<tr>
<td>Yearling (Start of Sem. 1 – End of Sem. 2)</td>
<td>10th of month, starting in August</td>
<td>12/31/15</td>
</tr>
<tr>
<td>Spring (Start of Sem. 2 – End of Sem. 3)</td>
<td>10th of month, starting in November</td>
<td>3/4/16</td>
</tr>
</tbody>
</table>

*CAP bills will only be emailed, not mailed. Students must access their USI email to view the bill or forward messages to another account. Contact the CAP office with questions 812-228-5622 or cap@usi.edu
CAP Considerations

All CAP students are bound to the Billing, Withdrawal and Refund Calendar (available on CAP website). Failure to contact the CAP office to drop a course could result in a failing grade on your USI transcript.
CAP Considerations

After the 9th week of USI’s semester, students and parents will be responsible for 100% of CAP tuition regardless of transferability or grade earned.
CAP Considerations

Refunds won’t be issued if you learn that your course won’t transfer or if your final grade wasn’t what you expected.
CAP Considerations

Because USI is an accredited 4 year institution, our courses tend to transfer readily. On the CAP website is a list of colleges and universities around the country who have accepted dual credit in the past.
CAP Considerations

Research before signing up. Think about which college/university you might attend and look up:

A. Their general education requirements. USI’s general education curriculum is called Core 39.
B. The school’s required courses for your major.
C. How many (if any) elective hours you’ll need. Elective hours are additional courses that are required to graduate but don’t count toward your major/minor.
CAP Considerations

CAP courses are real USI courses. They will be hard and time-consuming.

Are you able to commit to the coursework?
Transferability

To see how USI courses transfer to institutions within Indiana, visit the Indiana Core Transfer Library (CTL) at transferin.net
Transferability

To use this site, you need to know that the CTL assigns each course a generic name.

For example:

- CTL course name English Composition I = USI’s English 101 = IU Bloomington’s English W131
Transferability

Once at transferin.net
Under high school students, select CTL
Choose view course by CTL name
The CAP website and the back of the student enrollment brochure show the CTL name under the course description. You can also view courses by institution name.
Transferability - Indiana Public & Some Independent/Private Schools

All of the courses shown under a CTL name will transfer among the listed institutions.

For example, under the CTL name American History 1, you can see that USI’s HIST 101 will transfer to Purdue West Lafayette as HIST 15100, American History to 1877.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course</th>
<th>HIST Code</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purdue University West Lafayette</td>
<td>American History 1</td>
<td>HIST 1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15100</td>
<td>3</td>
</tr>
<tr>
<td>University of Indianapolis</td>
<td>American History 1</td>
<td>HIST 217</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15100</td>
<td>3</td>
</tr>
<tr>
<td>University of Southern Indiana</td>
<td>American History 1</td>
<td>HIST 101</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15100</td>
<td>3</td>
</tr>
<tr>
<td>Vincennes University</td>
<td>American History 1</td>
<td>HIST 139</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15100</td>
<td>3</td>
</tr>
</tbody>
</table>
Transferability – Indiana Independent/Private & Out-of-State Schools

On the main CTL page, watch for information regarding transferability to some Indiana independent/private schools.

For out-of-state schools, contact the institution’s registrar’s office to determine transferability and request an email with transfer equivalencies be sent to you.
Transferability

Upon high school graduation, students should request that their USI transcript be sent to their institution (if not USI).

Credits will not be transferred without you requesting to do so!

Academic records are maintained by the Office of the Registrar. A transcript is a complete record of a student's academic work at the University of Southern Indiana. Students can view their semester grades and unofficial transcript online via myUSI. If an official transcript is needed, students should follow the instructions below.

Requesting Your Official Transcript

Requesting that a transcript be sent to another institution does not automatically indicate that the student wishes to be withdrawn from current or any upcoming term(s) for which the student is pre-registered. Any student wishing to withdraw must officially initiate withdrawal procedures.

Students may request an official transcript online through our Transcript Ordering Portal. All requests must be submitted by the student. Requests submitted by parents or any unauthorized parties will not be honored.

Both paper and electronic transcripts can be ordered anytime by current or former students. Refer to the Electronic Transcript page for more information about this option.

Official transcripts are requested through our Transcript Ordering Portal. Please select your access point:

I have access to MyUSI (fastest method)

I do not have access to MyUSI
Transferability

Students should also bring an unofficial transcript from the MyUSI student portal for orientation/class registration at their institution.
2015-2016 Deadlines

Fall Enroll Classes:
Online registration complete by 9/4/15

Spring Enroll Classes:
Online registration complete by 1/29/15

Contact the CAP office at 812-228-5022, cap@usi.edu or via Facebook.