



## Returning CAP Students

*Students who previously earned USI CAP Credit*

**Step 1:** Visit [www.usi.edu/cap/apply](http://www.usi.edu/cap/apply) and click on the “Returning CAP Students – Returning Students Must Request Course(s) and Submit Intent to Reenroll” ribbon.

### How Do I Apply to CAP?

Acceptance to CAP requires that a student meet program and course [prerequisites](#). Follow the steps below to get enrolled!

- All Students - First Research How Courses Will Help You In College! +
- New to CAP - New Students Must Request Course(s) and Apply! +
- Returning CAP Students - Returning Students Must Request Course(s) and Submit Intent to Reenroll +
- Online CAP Application Help - My Parent/Guardian Does Not Have An Email, I Am A Ward of the Court, or I Am Emancipated (Parent/Guardian Form PDF) +

**Step 2:** Click on the button that says “2. Submit Intent to Reenroll.” You will be taken to the CAP Student Intent to Reenroll screen.

Returning CAP Students - Returning Students Must Request Course(s) and Submit Intent to Reenroll —

1. Request Your CAP Course(s)

2. Submit Intent to Reenroll

3. Submit Parent/Guardian Permission Form

*Your parent/guardian will be sent a link to an electronic Student Permission Form after you submit an Intent to Reenroll.  
The Parent/Guardian Permission Form is also available through a PDF, linked below if needed.*

**Step 3:** Enter your LEGAL first name, LEGAL last name, personal email address and birthdate. The Next Entry Term will be pre-selected for you.



### CAP Student Intent to Reenroll

Legal First Name

Archibald

Legal Last Name

Eagle

Personal Email

archie.eagle@gmail.com

Birthdate

May

4

2006

Next Entry Term

Spring 2024

- Notice how Archie typed in his legal name, Archibald, and not his nickname. Make sure to provide your legal first and last name on this form.

**Step 4:** Enter your parent/guardian's first name, last name, and email address. Your parent/guardian will be sent an email which they must respond to for you to earn CAP credit. Make sure you have the correct email address!

All students, regardless of age need to have a parent/guardian permission form.

- I am a ward of the court (An email will be sent to your email address with a PDF for your school counselor to fill out)
- I am an emancipated minor (An email will be sent to your email address with a PDF for your school counselor to fill out)

Parent/Guardian First

Adeline

Parent/Guardian Last

Eagle

Relationship Type

Mother

- My parent/guardian does not have an email address (An email will be sent to your email address with a PDF for your parent/guardian to fill out)

Parent/Guardian Email

mrs.eagle@gmail.com

**Step 5:** Enter the name of your home high school. You will see suggestions start to appear. For such a common name, like North High School, type in your high school's name and the city it is in. Then you will more quickly locate and click on the correct high school name.

Home High School

  
  
  
  

**Step 6:** Enter your anticipated graduation date, most likely May of your senior year.

Graduation Year

  

**Step 7:** Click Submit at the bottom of the screen.



**CAP Student Intent to Reenroll**

Legal First Name

Legal Last Name

Personal Email

Birthdate

Next Entry Term

All students, regardless of age need to have a parent/guardian permission form.

- I am a ward of the court (An email will be sent to your email address with a PDF for your school counselor to fill out)
- I am an emancipated minor (An email will be sent to your email address with a PDF for your school counselor to fill out)

Parent/Guardian First

Parent/Guardian Last

Relationship Type

- My parent/guardian does not have an email address (An email will be sent to your email address with a PDF for your parent/guardian to fill out)

Parent/Guardian Email

Home High School

Graduation Year

**Submit**

**Step 8:** If you see the screen saying, “Your responses have been submitted,” you’re done with this step! Your CAP Student Intent to Reenroll form has been submitted.



### **CAP Student Intent to Reenroll**

Next, click below to request your courses.

**Request Your CAP Course**

**Step 9:** Tell your parent/guardian to complete the Electronic CAP Student Permission Form sent to their email. Then your reenrollment process really is complete!

