

# Returning CAP Students Students who previously earned USI CAP Credit

**Step 1**: Visit <a href="www.usi.edu/cap/apply">www.usi.edu/cap/apply</a> 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?

 $Acceptance \ to \ CAP\ requires\ that\ a\ student\ meet\ program\ and\ course\ \underline{prerequisites}.\ Follow\ the\ steps\ below\ to\ get\ enrolled!$ 



**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.



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.



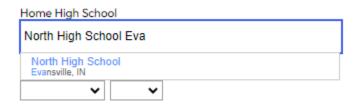
#### CAP Student Intent to Reenroll

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!

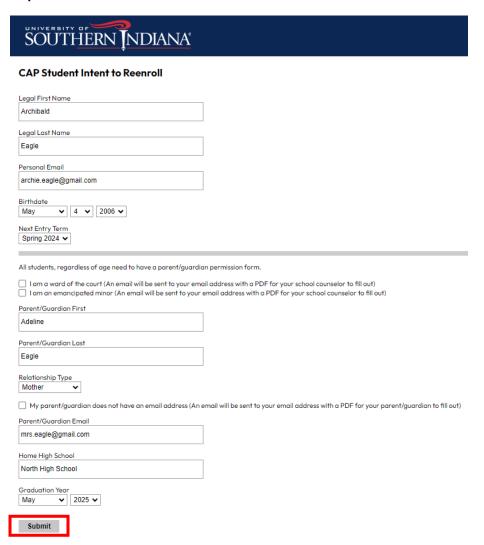
**Step 5**: Enter the name of your home high school. You will see suggestions start to appear. For such a common name, like North High School, type in your high school's name and the city it is in. Then you will more quickly locate and click on the correct high school name.



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



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



**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!

