

Returning CAP Students Students who previously earned USI CAP Credit

This form should only be filled out one time for each returning CAP student. If you think you should submit the form a second time, contact the CAP Office at cap@usi.edu to explain why.

Step 1: Visit www.usi.edu/cap/apply and click on the "Returning CAP Students!" ribbon.

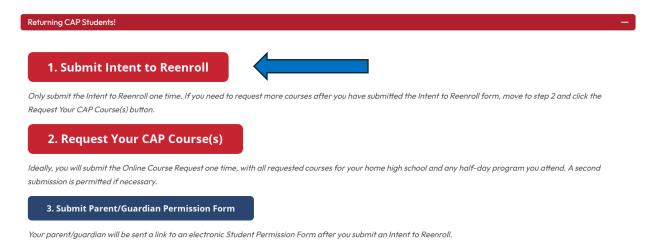
How Do I Apply to CAP?

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

The Parent/Guardian Permission Form is also available through a PDF, linked below if needed.



Step 2: Click on the button that says "1. Submit Intent to Reenroll." You will be taken to the CAP Student Intent to Reenroll screen.



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



- 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.

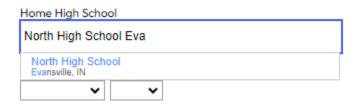
Step 4: Enter your parent/guardian's first name, last name, and email address. Your parent/guardian will be sent an email which they must respond to for you to earn CAP credit. Make sure you have the correct email address! If you do not know your parent's email, wait to submit the form until you do.

If you are a ward of the court OR an emancipated minor, or if your parent/guardian does not have an email, include your guidance counselor's name and email address below in place of parent/guardian contact information.



All students, regardless of age need to have an email address for the CAP Student Permission Form for your parent/guardian to complete, and the complete students of the CAP Student Permission Form for your parent/guardian to complete students.

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.

CAP Student Intent to Reenroll (Spring 25)

This form is for students who are currently enrolled in a CAP cour * Indicates a required field. *Legal First Name Archibald *Legal Last Name Eagle *Primary Email archie.eagle@gmail.com *Birthdate **∨** 4 **∨** 2006 **∨** May If you are a ward of the court OR an emancipated minor, or if your $\mbox{\sc i}$ *Parent/Guardian First Adeline *Parent/Guardian Last Eagle *Relationship Type *Parent/Guardian Email mrs.eagle@gmail.com All students, regardless of age need to have an email address for th *Home High School North High School *High School Graduation Year **∨** 2025 **∨**

Step 8: If you see the screen saying, "Next, click below to request your courses," 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!



FAQ - What if I need to change my parent/guardian's email?

After you have submitted the form and discovered you entered the wrong email for your parent/guardian, email cap@usi.edu with your name, your parent/guardian's name, and the correct email. The CAP Office will fix the email for you.

If you think you submitted the correct parent/guardian email but your parent/guardian tells you they haven't gotten the CAP Electronic Student Permission Form email, email cap@usi.edu with your name, your parent/guardian's email. The CAP Office will assist you.