



**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](mailto:cap@usi.edu) to explain why.**

**Step 1:** Visit [www.usi.edu/cap/apply](http://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 prerequisites. Follow the steps below to get enrolled!

- All Students - Research How Courses Will Help You In College! +
- New CAP Students! +
- Returning CAP Students! +
- Student Permission Form Help - No Parent/Guardian Email, Emancipated, etc. +

**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.

Returning CAP Students! -

**1. Submit Intent to Reenroll** ←

*Only submit the Intent to Reenroll one time. If you need to request more courses after you have submitted the Intent to Reenroll form, move to step 2 and click the Request Your CAP Course(s) button.*

**2. Request Your CAP Course(s)**

*Ideally, you will submit the Online Course Request one time, with all requested courses for your home high school and any half-day program you attend. A second submission is permitted if necessary.*

**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

- 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.

\*Parent/Guardian First

Adeline

\*Parent/Guardian Last

Eagle

\*Relationship Type

Mother

\*Parent/Guardian Email

mrs.eagle@gmail.com

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

**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 (Spring 25)

This form is for students who are currently enrolled in a CAP cour

\* Indicates a required field.

\*Legal First Name

\*Legal Last Name

\*Primary Email

\*Birthdate

If you are a ward of the court OR an emancipated minor, or if your p

\*Parent/Guardian First

\*Parent/Guardian Last

\*Relationship Type

\*Parent/Guardian Email

All students, regardless of age need to have an email address for th

\*Home High School

\*High School Graduation Year



**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](mailto: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](mailto:cap@usi.edu) with your name, your parent/guardian’s name, and your parent/guardian’s email. The CAP Office will assist you.