

## How to Apply to CAP as a New Student

**Step 1:** Go to [www.usi.edu/cap/apply](http://www.usi.edu/cap/apply) and click on the “New 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 Online CAP Application.” You will be taken to the Application Management screen.

New CAP Students! —

**1. Submit Online CAP Application**

*First, you will need to create an application account (if you have not applied to USI before).*  
*To complete your Online CAP Application, you must have a parent/guardian email address that is different from your email address.*

**Step 3:** Click the “Create an account” link under “First-time users.”



## Application Management

**Returning users:**  
[Log in](#) to continue an application.

**First-time users:**  
[Create an account](#) to start a new application.

**Step 4:** Enter in your personal email address, your LEGAL first name, LEGAL last name, and birthdate.



## Register

To register for an account, please enter the information requested below.

Email Address	<input type="text" value="archie.eagle@gmail.com"/>
First Name	<input type="text" value="Archibald"/>
Last Name	<input type="text" value="Eagle"/>
Birthdate	<input type="text" value="May"/> <input type="text" value="4"/> <input type="text" value="2006"/>

[Continue](#)

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

**Step 5:** Go to your personal email that you entered on the previous screen. You will have been sent an email with a temporary PIN. Enter the temporary PIN on the login screen and re-enter your birthdate. Click Login.




## Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email	archie.eagle@gmail.com <a href="#">switch</a>
Account	Eagle, Archibald
Temporary PIN	<input type="text"/>
Birthdate	<input type="text" value="May"/> <input type="text" value="4"/> <input type="text" value="2006"/>

[Login](#)

**Step 6:** Enter in a password that meets the criteria. Write that password down and save it, because you will need it again. Click Set Password.



### Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.


New Password

New Password (again)

- ✓ At least one letter
- ✓ At least one capital letter
- ✓ At least one number
- ✓ Be at least 12 characters
- ✓ New passwords must match

**Set Password**

**Step 7:** Once you set your password, you will be taken to the Application Management screen. Click “Start New Application.”



Archibald Eagle [Logout](#)

#### Application Management

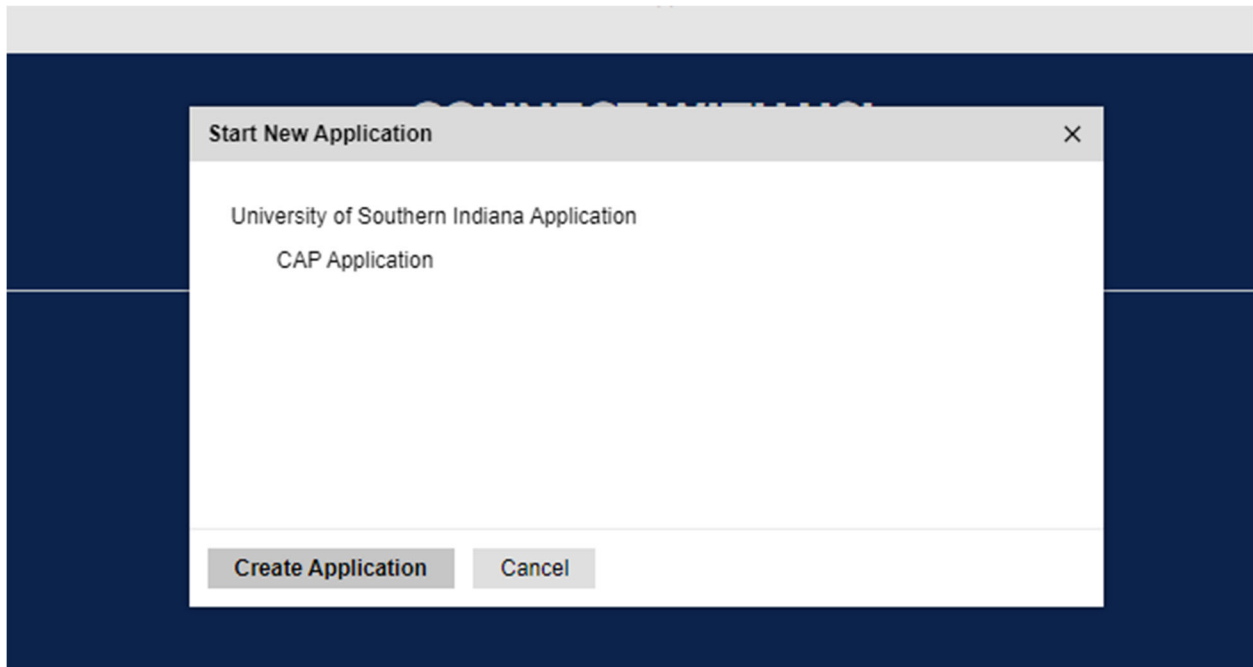
Your Applications	Status	Started	Submitted
Type			
You have not yet started an application using this account.			

[Start New Application](#)

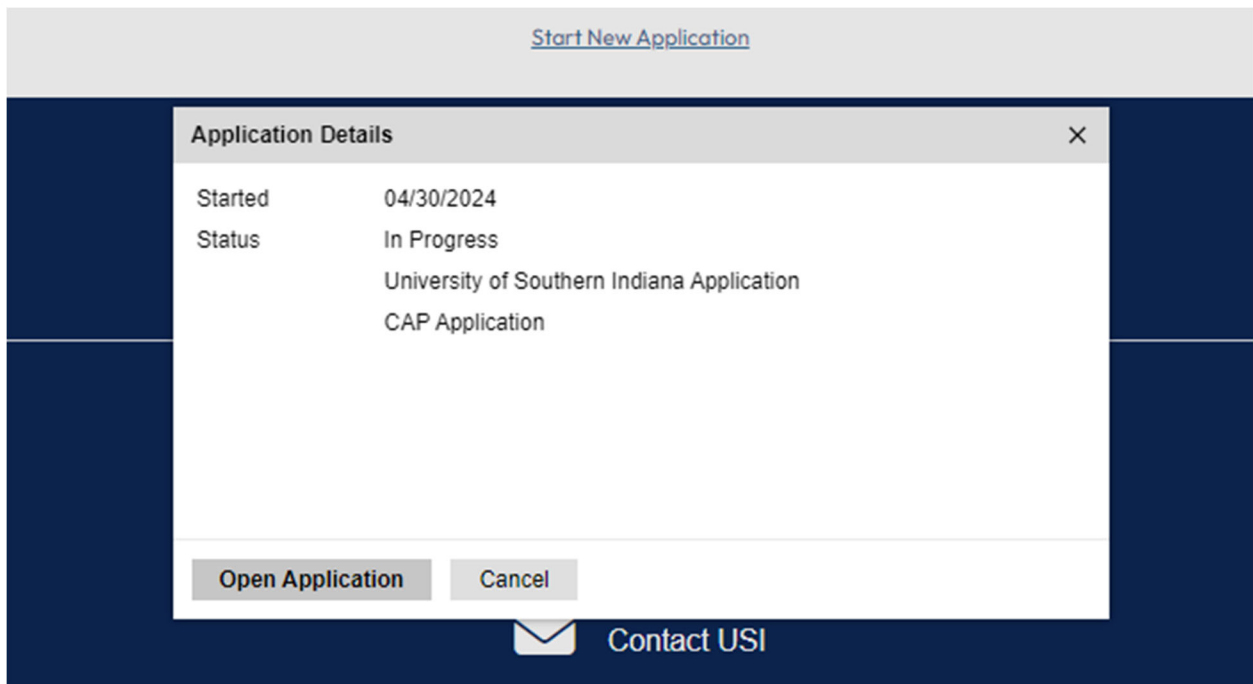
**CONNECT WITH US!**  
#ScreaglePride

[Facebook](#) [Twitter](#) [YouTube](#) [Instagram](#)

**Step 8:** On the white box that pops up, it will already say you are creating a CAP Application. Click “Create Application.”



**Step 9:** Another white box will pop up. Click “Open Application.”



**Step 10:** You are now in the CAP application. The first screen is CAP Information. The Anticipated Entry Term is pre-selected, so you do not need to choose that. Select what you are planning on studying after you leave high school. Click Continue.



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## CAP Information

All \* indicate required fields throughout the application

Anticipated Entry Term \*

Spring 2024 ▼

What do you plan on studying after High School?

*If you don't see your intended major, please choose Undecided \**

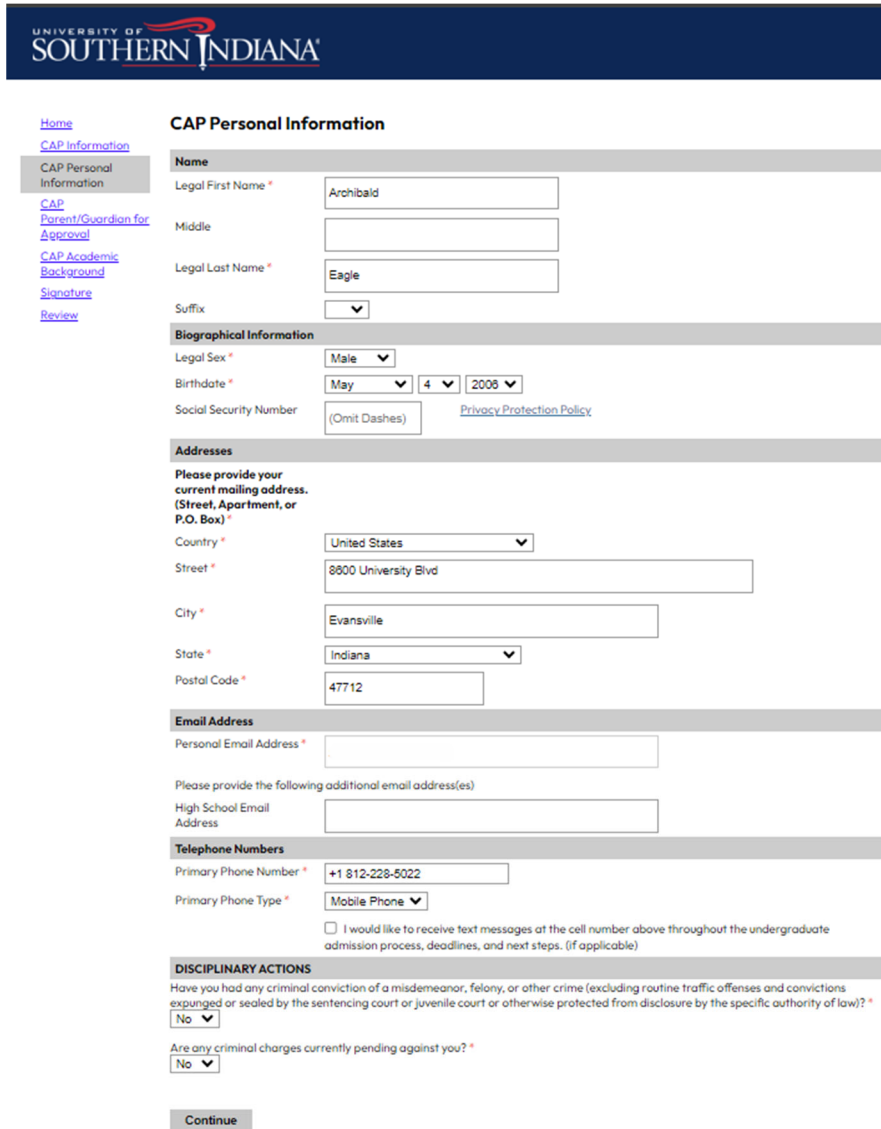
▼

Sophomores can participate in CAP coursework with a cumulative GPA of 3.0 or higher and counselor or instructor permission. If you have questions, email [CAP@usi.edu](mailto:CAP@usi.edu).

[Continue](#)

**Step 11:** You are now on the CAP Personal Information screen.

- Your name and birthdate have already been added to the application.
- Enter your legal sex.
- While not required, it is recommended you enter your Social Security Number if you know it.
- Type in your current mailing address. Different address options will start to pop up, so when you see yours, click it, and it will fill out the rest of the address information. Double check it is all correct.
- Your personal email address will already be entered.
- You need to provide your phone number or your parent/guardian's phone number and if it is a home phone or a mobile phone.
- Carefully read the questions under Disciplinary Actions and enter Yes or No.
- Select the name of the country in which you hold primary citizenship. The United States is listed alphabetically, under U, but can be found quickly by typing 'U.'
- Click Continue.



The screenshot shows the 'CAP Personal Information' form for the University of Southern Indiana. The form is divided into several sections: Name, Biographical Information, Addresses, Email Address, Telephone Numbers, and Disciplinary Actions. The 'Name' section includes fields for Legal First Name (Archibald), Middle, Legal Last Name (Eagle), and Suffix. The 'Biographical Information' section includes Legal Sex (Male), Birthdate (May 4, 2008), and Social Security Number. The 'Addresses' section includes Country (United States), Street (8800 University Blvd), City (Evansville), State (Indiana), and Postal Code (47712). The 'Email Address' section includes Personal Email Address and High School Email Address. The 'Telephone Numbers' section includes Primary Phone Number (+1 812-228-5022) and Primary Phone Type (Mobile Phone). The 'Disciplinary Actions' section includes questions about criminal convictions and pending charges, both answered 'No'.

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### CAP Personal Information

**Name**

Legal First Name \*

Middle

Legal Last Name \*

Suffix

**Biographical Information**

Legal Sex \*

Birthdate \*

Social Security Number  [Privacy Protection Policy](#)

**Addresses**

Please provide your current mailing address. (Street, Apartment, or P.O. Box) \*

Country \*

Street \*

City \*

State \*

Postal Code \*

**Email Address**

Personal Email Address \*

Please provide the following additional email address(es)

High School Email Address

**Telephone Numbers**

Primary Phone Number \*

Primary Phone Type \*

I would like to receive text messages at the cell number above throughout the undergraduate admission process, deadlines, and next steps. (if applicable)

**DISCIPLINARY ACTIONS**

Have you had any criminal conviction of a misdemeanor, felony, or other crime (excluding routine traffic offenses and convictions expunged or sealed by the sentencing court or juvenile court or otherwise protected from disclosure by the specific authority of law)? \*

Are any criminal charges currently pending against you? \*

**Step 12:** You are now on the CAP Parent/Guardian Approval screen. Click on the “Add Parent/Guardian for Approval” link.

**Step 13:** Enter in your parent/guardian’s first name, last name, and email address. They will be sent an email asking for permission for you to earn CAP credit, **so make sure you have the correct email address.** Scroll down and type in your name. Click Send to Parent/Guardian.

Electronic CAP Student Permission Form

Parent/Guardian  
 If you are an emancipated minor, ward of the court, or your parent does not have an email address, then include your counselor's information below

Parent/Guardian First Name \* Adeline  
 Parent/Guardian Last Name \* Eagle  
 Parent/Guardian Phone Number  
 Parent/Guardian Email Address \* mrs.eagle@gmail.com

Student's Name: Archibald Eagle

**CAP COURSES ARE NO COST:**  
 CAP courses are offered by USI at no cost. CAP courses are USI courses taught by the high school teacher in any location or modality. Students must continue to meet program and course prerequisites as outlined at [USI.edu/cap/prereqs](http://USI.edu/cap/prereqs). Full course descriptions are available at [bulletin.USI.edu](http://bulletin.USI.edu).

**Parents/Guardians and Students:**  
 I grant permission for the University of Southern Indiana to report academic progress to the high school and for the high school to release any relevant educational records to USI as may be required to provide services under CAP. This is including, but not limited to, transcripts, IEPs and/or 504 plans. I am aware of the University [Alcohol and Other Drugs \(AOD\) Policies](#), [Annual Security Report](#) and other information published in the current [Schedule of Classes](#). Any violations in University policy may be reported to the University's Dean of Students Office and will be referred to follow up as appropriate.

I authorize the College Achievement Program to obtain information pertaining to academic records at USI. I acknowledge a college transcript is being started. I understand that any courses in which I am registered

Send to Parent/Guardian Save Cancel

Electronic CAP Student Permission Form

[POLICIES AND OTHER INFORMATION](#), [ACADEMIC RECORDS](#), [ANNUAL SECURITY REPORT](#) and other information published in the current [Schedule of Classes](#). Any violations in University policy may be reported to the University's Dean of Students Office and will be referred to follow up as appropriate.

I authorize the College Achievement Program to obtain information pertaining to my academic record at USI. I acknowledge I am starting a college transcript.

**Financial Responsibility:**  
 My parent/guardian and I understand that I will not be billed tuition for CAP courses, which are selected online. Any tuition, fees, and other associated costs incurred in prior semesters must be paid. My parent/guardian and I understand and agree that when I register for any class at the University of Southern Indiana by the scheduled due date, the University of Southern Indiana may place a financial hold on my student account, preventing me from registering for future classes.

**Statement on the Americans with Disabilities Act (ADA):**  
 Students with disabilities who meet the eligibility standards ([USI.edu/cap/prereqs](http://USI.edu/cap/prereqs)) are invited and encouraged to enroll in CAP. Each high school retains the responsibility for providing and coordinating any accommodations or services as described in the student's current IEP, 504 Plan or similar educational plan. However, the legal requirements under the disability laws that apply to colleges and universities are significantly different from those in special education laws that apply to high schools. Due to this, accommodations that students currently receive may not be appropriate for a college-level class. To avoid any potential barriers to a student's ability to earn college credit for participation in CAP, the student must contact the high school's special education service provider, case conference committee or similar entity to review current accommodations and make any necessary modifications to their current educational plan (including any transition plan) before enrolling in CAP. Students in fully online or hybrid courses should be aware that, due to the nature of online courses, some accommodations approved for traditional USI classroom courses may not apply. Please discuss this with your CAP instructor to clarify as needed. To learn more about the differences between high school and college for students receiving disability-related academic accommodations, please take a moment to review the U.S. Department of Education's publication "Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities" at: [ed.gov/about/offices/list/ocr/transition.html](http://ed.gov/about/offices/list/ocr/transition.html)

In place of your signature, please type your full legal name: \* Archibald Eagle

Send to Parent/Guardian Cancel

**Step 14:** Your parent/guardian's name will appear on the screen. Click Continue.

UNIVERSITY OF SOUTHERN INDIANA

Archibald Eagle Impersonation Active: You may be able to see data and make changes that the user might not

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### CAP Parent/Guardian Approval

A Parent/Guardian is needed for submission of this application

Name	Status
Adeline Eagle	Sent to recommender on April 30, 2024

**After Completing the Parent Form, click Continue to proceed with your application.**

[Continue](#)

**Step 15:** You are now on the Academic Background – CAP screen. Click “Add a High School.”

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### Academic Background - CAP

Institution	Degree or Level of Study	Dates Attended
<a href="#">Add a High School</a>		

If you participate in a half-day program away from your home high school, indicate that below:

[Continue](#)

CAP Academic History

If you are completing a Home School curriculum, please enter Home School Clearinghouse below.

Begin typing your high school below. If your high school does not appear as an option in the search box, please type the school name, address, and dates of attendance.

Home High School Name

Country

City

State

Start Date

End Date

Level of Study

Graduation Date or Anticipated Graduation Date

[Save](#) [Cancel](#)



- Enter in 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 the city your high school is in and your high school's name. Then you will be left with your high school and can click on the suggestion.

The screenshot shows a window titled "CAP Academic History" with a close button (X) in the top right corner. Below the title bar, there is a bold instruction: "If you are completing a Home School curriculum, please enter Home School Clearinghouse below." This is followed by a smaller instruction: "Begin typing your high school below. If your high school does not appear as an option in the search box, please type the school name, address, and dates of attendance." The form contains several fields:
 

- Home High School Name \***: A text input field containing "Evansville North". A dropdown menu is open below it, showing suggestions: "North High School" and "Evansville, IN".
- Country \***: A dropdown menu with "United States" selected.
- City \***: A text input field that is currently empty.
- Start Date \***: Two dropdown menus for month and year, both currently empty.
- End Date \***: Two dropdown menus for month and year, both currently empty.
- Level of Study \***: A dropdown menu with "High School" selected.
- Graduation Date or Anticipated Graduation Date \***: Two dropdown menus for month and year, both currently empty.

 At the bottom of the form are two buttons: "Save" and "Cancel".


- Enter the month (most likely August) and year you started at that high school.
- Enter the month (most likely May) and year you will graduate from high school.
- Enter the same date for your graduation or anticipated graduation date.
- Click Save.

This screenshot shows the same "CAP Academic History" form, but now all fields are filled out:
 

- Home High School Name \***: "North High School"
- Country \***: "United States" (dropdown)
- City \***: "Evansville"
- State \***: "Indiana" (dropdown)
- Start Date \***: "August" (month dropdown) and "2021" (year dropdown)
- End Date \***: "May" (month dropdown) and "2025" (year dropdown)
- Level of Study \***: "High School" (dropdown)
- Graduation Date or Anticipated Graduation Date \***: "May" (month dropdown) and "2025" (year dropdown)

 The "Save" and "Cancel" buttons remain at the bottom.

**Step 16:** If you are in a half-day program at another school, such as the Southern Indiana Career & Technical Center, click on the correct program from the dropdown list. If you do not participate in a half-day program, leave it blank. Click Continue.



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### Academic Background - CAP

Institution	Degree or Level of Study	Dates Attended
<a href="#">Add a High School</a>		
North High School	High School	08/2021 - 05/2025

If you participate in a half-day program away from your home high school, indicate that below:

Academy of Future Educators (F.J. Reitz High School)  
Academy of Science and Medicine (Central High School)  
Central Nine (C9) Career Center (Greenwood)  
Kokomo Area Career Center  
Shepard Academy of Law & Social Justice (Harrison High School)  
Southern Indiana Career and Technical Center (SICTC)

**Step 17:** You are now on the Signature screen. Type in your LEGAL first and last name in the signature box. Click Confirm.



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### Signature

In place of your signature, please type your full legal name:

**Step 18:** You are now on the Review screen. This is where it will tell you if you missed any required application steps. You will see the warning about wanting your Social Security Number (SSN), even though it is not required. You do not have to provide your SSN, but **it is recommended you provide your SSN** to make transcript requests easier in the future. Click Submit Application.

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### Review

To return to this page after fixing missing items, click **Review** on the navigation bar to your left.  
We have detected the following potential problems with your application:

Section	Warning
<a href="#">CAP Personal Information</a>	Though not required, Providing your Social Security Number will assist with Billing, Financial Aid, and other administrative areas of USI.

If you are satisfied with your application and are ready to submit it, click **Submit Application**.

[Review](#) [Submit Application](#) [Save for Later](#)

**Step 19:** A pop-up will appear asking if you are sure that your application is accurate, complete, and ready for submission. If it is not, click Cancel and double-check your application. If you are ready to submit, click OK.

**connect.usi.edu says**

I acknowledge that I will be unable to make changes to my application after I submit it online. I have ensured that my application is accurate, complete, and ready for submission.

[OK](#) [Cancel](#)

**Step 20:** If you see Archie giving you two thumbs up, you're done! Your application has been submitted. You will need to tell your parent/guardian to complete the Electronic CAP Student Permission Form that was sent to their email. Then your application really is complete!



We have received your CAP application!  
Click the button below to pick your CAP courses.

Course Request Form

CAP Checklist

Status	Details	Date
Awaiting	CAP Parent Approval Form	

To re-send notification emails to your Parent/Guardian, re-visit the [Parent/Guardian Approval Form](#), click "Edit", and then click "Send Reminder".

Account Tools: [Change Email Address](#) [Change Password](#) [Logout](#)

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

After you have submitted the application 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.