



Steps for a *Smooth* CAP Enrollment: For Instructors & Counselors

2024-2025

Prior to facilitating CAP enrollment with your students, review these important steps:

1. **Review the new CAP enrollment steps at [USI.edu/cap/apply](https://usi.edu/cap/apply) including the screenshots.**
 - a. Those who are **new CAP students** will apply, which generates the electronic Parent/Guardian Permission Form, and submit an online course request.
 - b. Those who are **returning CAP students** will submit an Intent to Reenroll form, which generates the electronic Parent/Guardian Permission Form, and submit an online course request.
2. **Bookmark your high school or career center's OneDrive spreadsheet.**
 - a. This spreadsheet is updated almost daily as students complete the steps to be a CAP student. This will help you know who is moving forward and who is not. We also use the spreadsheet to collect and communicate about course prerequisites and to collect GPAs.
 - b. Each spreadsheet is only accessible to those who have been given access by the CAP Office. Spreadsheet links are available at [USI.edu/cap/enrollment](https://usi.edu/cap/enrollment)
3. **Tell all students they must:**
 - a. Have a personal **email address** that can receive outside messages (this may or may not be the school email) and use this same personal email address throughout the CAP enrollment process.
 - b. Have a **different email address for a parent/guardian** to allow parent/guardian permission to take USI coursework.
 - c. Use their **legal name** throughout the CAP enrollment process.
 - d. **Why?** The new application software matches records based on name, date of birth, and email.
4. **Special Notes for New CAP students.**
 - a. **New CAP students will create a USI CAP Application account.** After providing basic information on the opening screen, students will be required retrieve a temporary activation code from their personal email. This **must** occur before students can complete a CAP application. You will most likely need to give students permission to temporarily have their cell phones in the classroom.
 - b. It's highly recommended that new students provide their **Social Security Number** while applying. While the Social Security Number is technically optional on the CAP application, it will help students more easily access and send their USI transcripts after completing high school.



Questions? 812-228-5022 or cap@usi.edu