ONLINE REGISTRATION FOR USI CAP COURSES

Before registering for a USI CAP course, visit USI.edu/cap/advising to investigate how CAP courses will be used at USI. If attending a different university, visit USI.edu/cap/transfer.
1. Click on the myUSI hyperlink from USI.edu or go directly to https://my.USI.edu.

2. Select Portal Sign In ...
3. Log into myUSI using your personal login and password/PIN.

4. Select the Self-Service icon on the left (blue folders).
5. Click on Student.

6. Click on Registration.
7. Select Add or Drop Classes

8. Select Fall 2015 and SUBMIT
9. Carefully review the Registration Terms and Conditions which include an agreement to be financially responsible for CAP courses; select ACCEPT.

10. For each course, type in the appropriate Course Reference Number(s) or CRN found in your Registration Packet. If you do not know the CRN, ask your instructor or visit USI.edu/cap/crns.

You will not be able to find CAP courses via the ‘Class Search’ button.
11. When finished, SUBMIT CHANGES.

12. If registration was successful, you will see your Current Schedule, with Registered Web, the date, the CRN, Subject, Course and Section. Confirm that the Title of the Course is correct. At the bottom, you will see the total number of credit and billing hours.
13. If you register for the wrong course or decide that you no longer want to earn college credit, you may drop the course in myUSI through the end of the 100% Refund Window (September 25 for fall/year-long courses; February 12 for spring courses). Should you wish to drop a course during that time, follow the same steps (Registration, Add or Drop Classes and the current term). On the Current Schedule screen, select ‘Drop web @ 100%’ and ‘Submit Changes’.

Schedule changes after this will require a drop form from the CAP Office.
14. To print the list of CAP courses for which you registered, click on the top ‘Student’ tab, select ‘Registration’ and select ‘Concise Student Schedule.’ Be sure the instructor name is correct for each course.
If you have course registration questions, contact the CAP Office at 812-228-5022 or cap@usi.edu. If you received your Registration Packet and are having issues with your myUSI login information, contact the myUSI Help Desk at 812-465-1080. Due to federal privacy laws that protect college students, including CAP students, parents are not permitted to call the myUSI Help Desk on their student’s behalf to obtain login information. The Registration Packet is mailed to the CAP student’s home address after completion of the online CAP application and verification by the counselor of the high school GPA.

The CAP Office reserves the right to modify a schedule if a student does not meet the prerequisites of the course. Details available at USI.edu/cap/prereqs.

When finished registering, **BE SURE TO LOG OUT** of the myUSI site.

**REGISTRATION PROBLEMS**

- **HOLDS** – If you have a HOLD that prevents you from registering, make note of the TYPE of HOLD (Bursar, HSAG, etc.) and contact the appropriate department. In most cases, the telephone number will be included in the Hold Description. You may also contact the CAP Office at 812-228-5022.

- **Not Permitted to Register at this Time** – Contact the CAP Office to make sure your CAP application has been processed and is complete.

- **Registration is Not Available** – Check the dates that registration is available for CAP students; this information is found at USI.edu/cap/apply.