Tips for Guiding Students through the
Online USI CAP Application   (revised 8/3/21)

Things to Know Before You Present to Students

● **NEW** CAP students must create an account and complete an online CAP application, which will require them to have their Social Security Number and a parent email. They also must obtain a parent/guardian signature and request their courses on the paper Student Permission Form (SPF).

● **RETURNING** CAP students must obtain a parent/guardian signature and request their courses on the paper Student Permission Form (SPF).

●All steps must be complete, and all forms submitted electronically to the CAP Office, by your school's **internal deadline**. Students who do not complete the steps cannot be enrolled for USI credit.

●If your high school has a critical mass of CAP courses, a **building coordinator** has been designated as the person to manage enrollment for your school. If a high school has one or two CAP courses, then the instructors are responsible for managing enrollment.

●Only **one online CAP application** is required during a student's high school tenure, as long as the student enrolls in a course that semester. Students who apply but do not enroll in a course (or dropped it) will need to complete a new online application to enroll in CAP in future semesters. The CAP Office will prescreen high school rosters to let you know who needs to complete all the steps and who needs to turn in only a Student Permission Form.

●Submitting a CAP application is **not the same** as applying to USI for **undergraduate admission**. However, students may complete an application for undergraduate admission in the same portal.

Videos to Help You with Enrollment

1. **For ALL students**: show this video to help them understand how to determine if the USI CAP course will fit into a USI degree program *or* if it will transfer elsewhere (16:11). You can also share the resources found on the CAP Advising page (www.usi.edu/cap/advising) with students and families.
2. **For ALL students**: show this video to help students understand more about the seriousness of taking a dual credit course and other reminders; the last slide, around minute 5:30, shows 2019-20 deadlines, but otherwise the information is accurate (13:08)
3. **To assist NEW students with account creation and the online application:** show this video (22:24).

Common Issues with Account Creation

●Before starting, ask new CAP students if they have their **Social Security Number and parent email**. Both will be **required** during the online application. If the school does not have this information on file,

students can still create an account and complete most of the application today.
They **will have to return** to the application to complete and submit the application: USI.edu/applyUSI

●Ask if any seniors have already applied for admission to USI. If so, they can log into their account and complete a CAP application. **They do not need to create a new account.** (The start term and major should still follow the CAP guidelines, given below, and will not impact their undergraduate information.)

●After students click 'create account,' ask them to scroll down to the four questions immediately above Account Information to complete as a group. (Exact details of how to complete this area are located further in this document.) Once students have completed those questions, they can scroll up to work through the rest of the form at their own pace.

●**IMPORTANT!** This form is case-sensitive. An extra space after the last word in a sequence, unmatching email addresses or an incorrectly formatted date of birth can cause submission errors or sometimes even the cursor to disappear. If a student complains that the cursor his disappeared or that it's impossible to submit the form, be sure to check for these things first. When the cursor disappears, hitting the Tab button can help move through the form to the box where the error is located.

●Advise students to not let the web browser autofill the fields; Chrome is particularly bad about inputting incorrect information on this form.

● When students click '**Add High School,**' they can immediately search by high school OR city name. (They can also search by country, state and city as usual.) Search results automatically appear, below. Students must click on the high school name to load the correct selection. If a student somehow does not complete this step correctly, they may not be able to create their account or may have to select the high school all over again in the online CAP application.

●Students will need to create their own password. No restrictions are mentioned, but students should not use any part of their name. It is always recommended to use special characters, numbers and capital letters as well.

Need Assistance?

Contact the CAP Office from 8 a.m.-4:30 p.m. Central: 812-228-5022, cap@usi.edu or start a chat at www.usi.edu/cap

Steps to Create an Account & Complete an Online CAP Application

1. Visit usi.edu/cap/apply and click the Apply to CAP button. CAP students only need to apply ONE TIME.

      A. If you haven't created an application account, you will need to select **Create Account** at the top of the screen. Provide basic contact information using your personal email. (A school email will be requested further into the online application.)
      Be sure to save your login information as you will use this account if you wish to apply to USI.

      B. If you have created a USI application account, you will need to use the same email address to access the CAP application. Log in and click **Create a New Application;** scroll down to #5, **Start a New CAP Application.**
            •Click **Forgot your password?** to reset your password
            •You cannot create a new account using an email you already used to create another account.

      C. Even if you haven't created a USI account, your email may already be in our system. If you receive an error message to that effect, click **Forgot your password**? to receive an email with a link to reset your password. Then use that account to Start a New CAP Application.

      D. If you receive error messages, try a different browser and clear your cache using the browser settings.

2. Create an account by entering your contact information.

Do not enter a space after your email. Format Date of Birth as shown: 01/01/2005. Use your mailing address as your street address.

Click Add High School

1. Search for your high school in one of two ways:
   a. In School Name or City, type in the name of your high school or the name of the city where it's located. Cities with "Mount" or "Fort" in the name must be spelled out. Double-check that you have the correct school in the correct city and state, as selections from the entire country appear. Click on the correct school name to populate.
   b. Select Country, (United States Is at the top of the list), State (Indiana) and City where your school is located. Click on the name of your school when it appears.
2. If you have searched but are unable to find the name of your high school, click on School Not Found to type the information into a text box. Every CAP partner high school is listed though so check the spelling of the school and city first.
3. If you are homeschooled check the box to enter the name of your school.

High School 1

— Delete High School

High School

School Name or City (full or partial)

Country

☐ Check if home schooled

Answer the following questions:

1. Will you graduate?
2. Graduation Month (May, unless graduating mid-year)
3. Graduation Year

Will you graduate?

Graduation Month

Graduation Year

Do NOT click on Add College.

Select "Yes" to confirm the information on this application is accurate.

By selecting 'Yes', I attest all of the above information is correct *

Select the following:

1. Plan to enter USI in: **2021 Fall 1 - (begins August)**
   [For spring courses, the application opens in December. Select 2022 Spring 1 – (Begins January).]
2. Will enter USI as a: **Non-degree seeking student**
3. Interested in Studying: **CAP (College Achievement Program)**

Plan to enter USI in: *

2021 Fall 1 - (begins August)

Will enter USI as a...

Non-degree

Interested in studying

Academic Programs include Bachelor of Science (B.S.);
Bachelor of Arts (B.A.) - requires a foreign language;
Associate of Science (A.S.) and Associate of Arts (A.A.);
Bachelor of Professional Studies (B.P.S.)

CAP (College Achievement Program)

Once you have created and confirmed a password, click **"Create Account."**

If all the required information was provided and formatted correctly, you will be automatically logged into your USI admission account.

Take a moment and record your account login information somewhere safe. If you plan to apply to USI as an undergraduate, you will need to use the same information.

Account Information

Password *

Confirm Password *

Create Account

3. **My Account**

In the My Applications area, click on **Start an Application (**or **Create a New Application)**

4. Application Listing
Select **Start a new CAP application** below the CAP/Dual Credit Opportunity heading.

Application Listing

Please select the application type from the choices below that best describes your intent:

Undergraduate

Complete the Undergraduate Application if you are a freshman, transfer, or international student planning to earn your undergraduate degree from USI or planning to earn the Computer Information Systems Post-Baccalaureate certificate or the Professional Accountancy Post-Baccalaureate certificate. Also use this application if you plan to complete the Intensive English Program before earning an undergraduate degree.

Start a new Undergraduate Application

RN to BSN

If you are a licensed RN (or in the last semester of an accredited AS degree) who is seeking a BSN degree, complete the RN to BSN Application.

Start a new RN to BSN Application

RRT to BSRT

If you are an NBRC Registered Respiratory Therapist who is seeking a BS degree, complete the RRT to BSRT Degree Completion Application.

Start a new RRT to BSRT Degree Completion Application

Non-Degree Seeking

Complete the Non-Degree Application if you are looking to enroll in courses but do not plan to complete your degree at USI; or if you wish to enroll in certificate programs; or if you want to enroll only in the Intensive English Program (note: during the summer, IEP is offered only in the Second Summer - begins June term).

Start a new Non-Degree Application

CAP/Dual Credit Opportunity

Complete the CAP Application if you plan to take courses for USI credit at your high school.

Start a new CAP Application

5. **Online Application**

You may be directed to confirm the **Entry Term** and **Academic Program**. If so, complete as shown below. (Term may vary depending on fall/yearlong or spring course.) **Continue.**

Online Application

Entry Term *

2021 Fall 1 - (begins August)

Academic Program

CAP (College Achievement Program)

Back   Continue

The USI and Academic Programs as well as Entry Term should pre-populate. Read the following note; then select **Save & Continue.**

"Students who have submitted formal paperwork and qualify for the National School Lunhc Program in the current academic year will not be charged for CAP courses. This information will be provided by the school corporation/district to the CAP Office after the 30 day carryover period. It is the responsibility of the student and family to file the formal free/reduced lunch paperwork each academic year."

2021 Fall 1 - (begins August) - CAP (College Achievement Program)

Review

Print

| USI Plans | Personal Information | Address Information | Demographics | Family Information |

Academic Background   Certification

USI College Achievement Program Application

I am entering USI Program: *

College Achievement Program

Academic Program *

CAP (College Achievement Program)

Entry Term *

2021 Fall 1 - (begins August)

Note: Students who have submitted formal paperwork and qualify for the National School Lunch Program in the current academic year will not be charged for CAP courses. This information will be provided by the school corporation/district to the CAP Office after the 30 day carryover period. It is the responsibility of the student and family to file the formal free/reduced lunch paperwork each academic year.

Save Application   Save & Continue

6. Personal Information
Provide a response in the Gender field. Confirm citizenship status. U.S. citizens will be required to provide a Social Security Number (SSN). It is **very important** to use the correct SSN (without dashes) to

avoid creating a duplicate record for yourself in the USI system. Incorrect SSNs can complicate future registration and/or transfer requests as well as financial aid.

Save & Continue.

| USI Plans | Personal Information | Address Information | Demographics | Family Information | Academic Background |

Certification

Legal First Name *

CAP

Nickname

Middle Name

Legal Last Name *

Office

Suffix

Previous Last Name

Marital Status

Birth Date *

(MM/DD/YYYY)

1/1/2001

Gender *

U.S. Citizenship Status *

Citizen

Social Security Number *

(enter the 9 numbers without dashes)

If Dual Citizenship, enter Non-US Citizenship

Are you a first generation college student (father and mother did not attend college)

◯ Yes   ● No

(Previous Page)   (Save Application)   (Save & Continue)

7. Address Information

Confirm your *mailing* address and phone; add your high school email address if it's possible to receive outside messages at your school account .

Save & Continue.

USI Plans   Personal Information   Address Information   Demographics   Family Information   Academic Background

Certification

Permanent Home Address

Country *

United States

Street Address Line 1 *

8600 University Blvd

Street Address Line 2

City *

Evansville

State/Province *   Zip/Postal Code *

Indiana   47712-3534

Contact Information

Home Phone   Cell Phone

(xxx-xxx-xxxx)   (xxx-xxx-xxxx)

Student's Personal Email *

Student's High School Email

(Previous Page)   (Save Application)   (Save & Continue)

8. **Demographics**
Ethnicity/Race is optional. **Save & Continue**.

USI Plans   Personal Information   Address Information   **Demographics**   Family Information   Academic Background

Certification

Ethnicity/Race

Ethnicity

[⌄]

Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member:

☐ Native American or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

(Previous Page)   (Save Application)   [Save & Continue]

9. Family Information

Provide the relationship (mother/father or guardian), name and contact information for the parent or guardian who is financially responsible for your USI bill. Provide a mailing address for that person if it differs from your own mailing address. **Save & Continue**.

You will not be billed until you register for CAP courses.

USI Plans   Personal Information   Address Information   Demographics   Family Information   Academic Background

Certification

Financially Responsible Parent/Guardian

Relationship *

[Mother   ⌄]

First Name *   Middle Name

[   ]   [   ]

Last Name *   Suffix

[   ]   [⌄]

Email Address *

[   ]

Phone *

(xxx-xxx-xxxx)

[   ]

Financially Responsible Parent/Guardian Address

Is address the same as your permanent home address?

○ Yes   ● No

10. Academic Background

<u>All the information on this form will pre-populate from account creation. If you successfully selected a high school while creating your account, it will appear here.</u>

Otherwise, search for and select your high school (if not already populated). Answer **Yes** to the question "Will You Graduate?" and enter the month and year of your high school graduation.

Save & Continue.

| USI Plans | Personal Information | Address Information | Demographics | Family Information | Academic Background |

Certification

High School Information (Choose your home high school)

High School 1

High School

Benjamin Bosse High School ×

☐ Check if home schooled

Will you graduate?

Yes ⌄

| **Graduation Month *** | **Graduation Year *** |
| May ⌄ | 2021 |

➕ Add High School

(Previous Page) (Save Application) (Save & Continue)

11. **Certification**

Answer the questions and type your full name in the Signature box. The first two questions require a typed "Yes" or "No." The last three question require a selection of "Yes."

Certification

You must answer the following questions before you can submit your application.

Any criminal conviction will be reviewed by USI and the facts and circumstances will be considered in making an admission decision.

Have you ever been convicted 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)?

Enter either 'Yes' or 'No' in the box.

Are any criminal charges currently pending against you? *

Enter either 'Yes' or 'No' in the box.

I certify that all information supplied in this Application is complete and accurate. Should the information I have certified be false, I understand I may be subject to admission revocation, expulsion, or revocation of course credit, grades, and degree.

○ Yes ● No

I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

○ Yes ● No

I understand that an offer of admission is conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based.

○ Yes ● No

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature *

Signature Date *

9/14/2020

[Previous Page] [Save Application] [**Preview Before Submission**] [**Submit Application**]

Preview Before Submission allows you to view and complete any missing items.

Once you believe you have completed the document, select **Submit Application.** Any fields that were missed will be shown. Otherwise, you will see a confirmation message.

12. After you've clicked **Submit Application,** you have finished your online application to the USI College Achievement Program (CAP). **You will receive two emails-one for account creation and one for submission of the application.**