

How to Apply to CAP as a New Student

Step 1: Make sure you have all of the information you need to apply to CAP: your personal email address, your Social Security Number (SSN), and your parent/guardian's email address.

Step 2: Go to www.usi.edu/cap/apply and click on the "1. Submit Online CAP Application" button. You will be taken to the Application management screen.

Apply To CAP

Acceptance to CAP requires that a student meet program and course [prerequisites](#). Follow the steps below to get enrolled!

The CAP application & registration window is open as of TBD, 2025. The fall deadline is Friday, September 5.

New Students Only - Steps 1 and 2

1. Submit Online CAP Application

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 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	archie.eagle@gmail.com		
First Name	Archibald		
Last Name	Eagle		
Birthdate	May	4	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: Open 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 switch		
Account	Eagle, Archibald		
Temporary PIN			
Birthdate	May	4	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)

.....

Set Password

✓ At least one letter

✓ At least one capital letter

✓ At least one number

✓ Be at least 12 characters

✓ New passwords must match

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

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

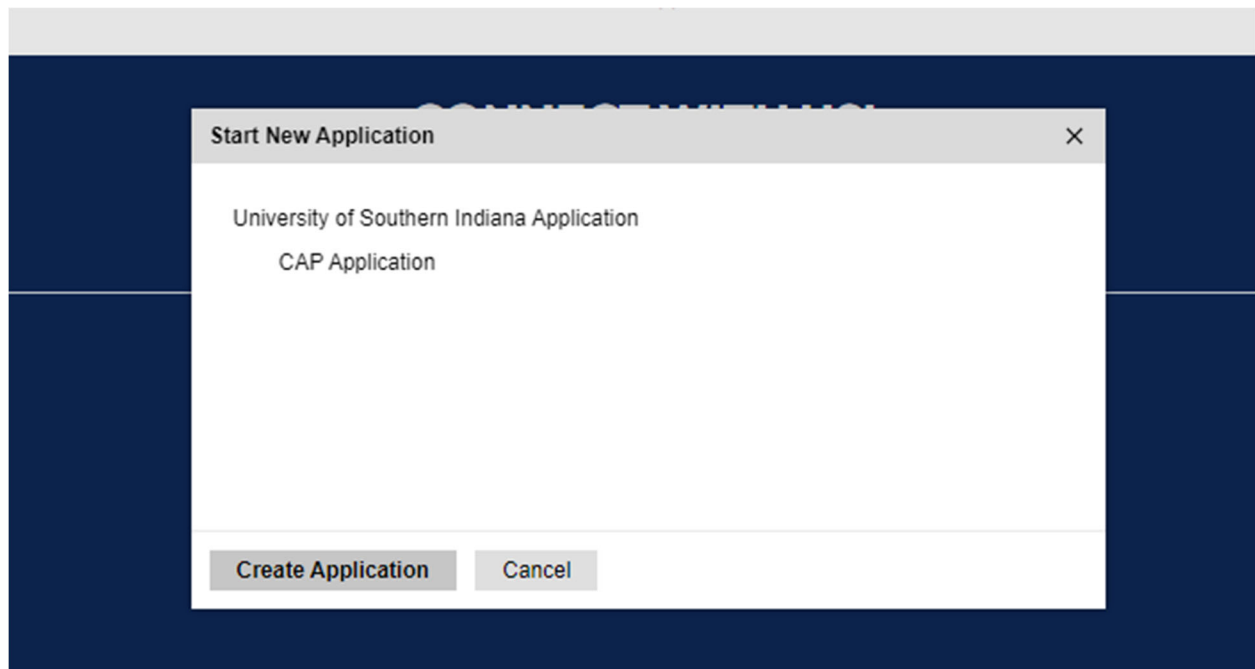
Start New Application

CONNECT WITH US!

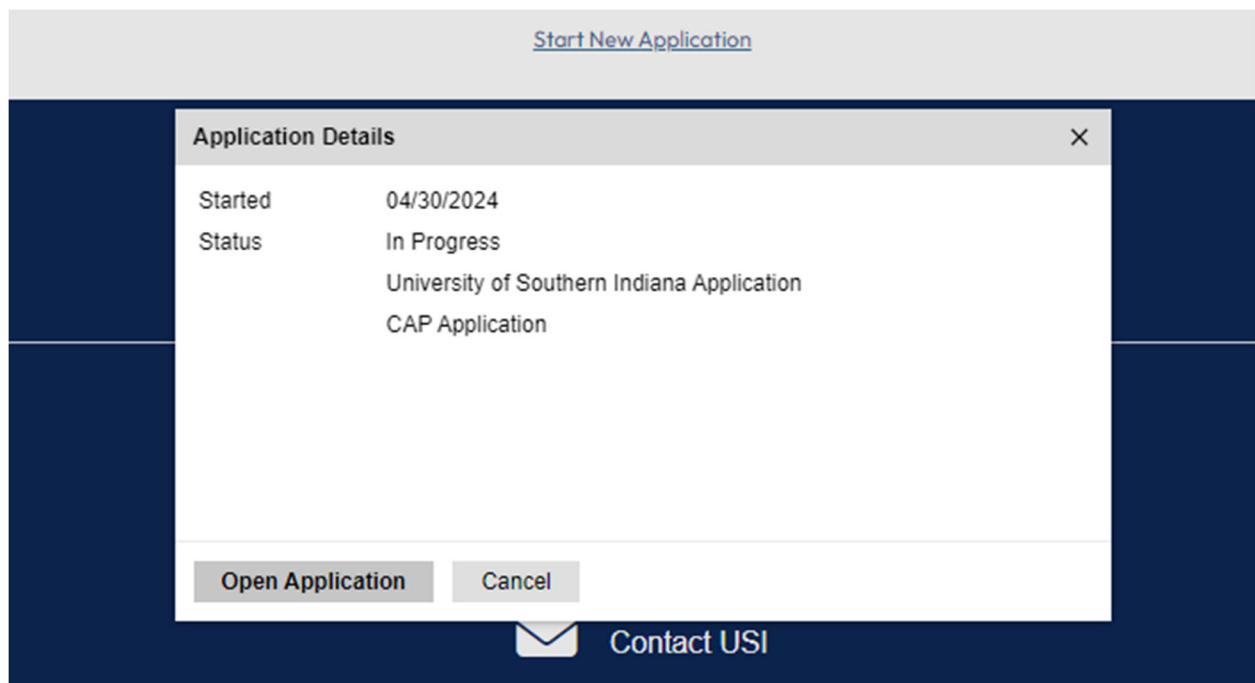
#ScreaglePride



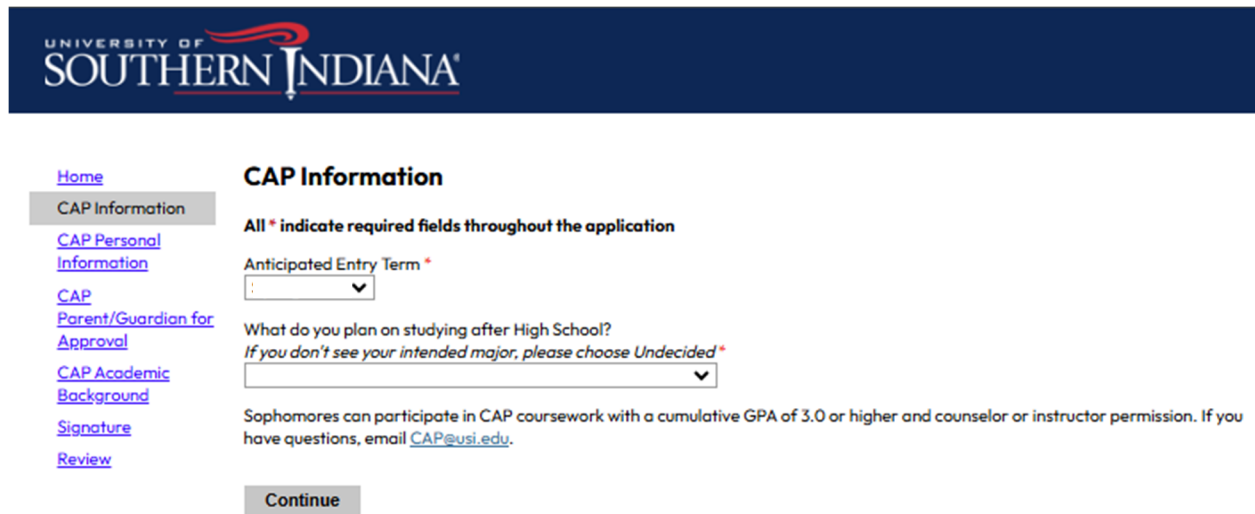
Step 8: On the white box that pops up, it will already say you are creating a CAP Application. Click “Create Application.”



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 the current semester and year you are applying to CAP. Select what you are planning on studying after you leave high school. Click Continue.



The screenshot shows the 'CAP Information' page of the University of Southern Indiana's application. On the left is a navigation menu with links: Home, CAP Information (highlighted), CAP Personal Information, CAP Parent/Guardian for Approval, CAP Academic Background, Signature, and Review. The main content area is titled 'CAP Information' and includes a note: 'All * indicate required fields throughout the application'. It features a dropdown for 'Anticipated Entry Term *', a question 'What do you plan on studying after High School?' with a dropdown menu, and a note for sophomores about GPA requirements and a contact email 'CAP@usi.edu'. A 'Continue' button is at the bottom.

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.
- 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. Make sure to include your house number in the street address, not just the street name. If you have a PO box as your mailing address, enter that information here.
- Your personal email address will already be entered. You may provide your high school email address.
- You need to provide your phone number or your parent/guardian's phone number and say 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 list is in alphabetical order, so United States is low on the list, but can be found quickly by typing 'U.'
- Your Social Security Number is required. If you do not know your SSN, continue filling out the application and then save it for submission at a later date.
- The Race/Ethnicity section is not required, but you may provide that information.
- Click Continue.

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CAP Personal Information

Name

Legal First Name *

Middle

Legal Last Name *

Suffix

Biographical Information

Legal Sex *

Birthdate *

Addresses

Provide your full mailing address (house or apartment # and street name or PO 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? *

Citizenship Information

Primary Citizenship

Do not use dashes when providing social security number.

Social Security Number * [Privacy Protection Policy](#)

Race/Ethnicity

Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions. [View Definitions](#)

Are you Hispanic or Latino?

- ☐ Yes
☐ No

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:

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

[Continue](#)

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

The screenshot shows the University of Southern Indiana logo at the top. Below it is a navigation menu with links: Home, CAP Information, CAP Personal Information, CAP Parent/Guardian for Approval (highlighted), CAP Academic Background, Signature, and Review. The main heading is "CAP Parent/Guardian Approval". Below this, it states "A Parent/Guardian is needed for submission of this application". There is a table with two columns: "Name" and "Status". Under "Name", there is a link "Add Parent/Guardian for Approval". Below the table, it says "After Completing the Parent Form, click Continue to proceed with your application." and there is a "Continue" button.

Step 13: Enter your parent/guardian’s first name, last name, and current email address. They will be sent an email asking for their 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.

This screenshot shows the left side of the "Electronic CAP Student Permission Form". It includes a checkbox for "Parent/Guardian" which is checked. Below it, there are text boxes for "Parent/Guardian First Name" (Adeline), "Parent/Guardian Last Name" (Eagle), "Parent/Guardian Phone Number", and "Parent/Guardian Email Address" (mrs.eagle@gmail.com). The student's name is listed as "Archibald Eagle". There is a section titled "CAP COURSES ARE NO COST:" followed by a paragraph explaining that CAP courses are offered by USI at no cost. Below that is a section titled "Parents/Guardians and Students:" followed by a paragraph stating that the parent/guardian grants permission for the University of Southern Indiana to report academic progress to the high school. At the bottom, there is a section titled "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" with a dropdown arrow. At the very bottom are three buttons: "Send to Parent/Guardian", "Save", and "Cancel".

This screenshot shows the right side of the "Electronic CAP Student Permission Form". It includes a section titled "I authorize the College Achievement Program to obtain information pertaining to my academic record at USI. I acknowledge I am starting a college transcript." followed by a section titled "Financial Responsibility:" which states that the parent/guardian and student understand that they will not be billed tuition for CAP courses. Below that is a section titled "Statement on the Americans with Disabilities Act (ADA):" which explains that students with disabilities who meet the eligibility standards are invited and encouraged to enroll in CAP. At the bottom, there is a section titled "In place of your signature, please type your full legal name:" with a text box containing "Archibald Eagle". At the very bottom are two buttons: "Send to Parent/Guardian" and "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.”

UNIVERSITY OF
SOUTHERN INDIANA

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Academic Background – CAP

Institution	Degree or Level of Study	Dates Attended
Add a High School		

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 * United States

City *

State * Select State

Start Date *

End Date *

Level of Study * High School

Graduation Date or Anticipated Graduation Date *

Save Cancel

- Enter the name of your current home high school. You will see suggestions start to appear. For a common school 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. **IMPORTANT:** Select the correct high school in the drop-down list. Do not just type in a school name and submit the form.

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 *
Evansville, IN

City *

Start Date *

End Date *

Level of Study *

Graduation Date or Anticipated Graduation Date *

- 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.

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 *

Step 16: You only need to enter the high school you currently attend. If you have attended multiple high schools or attend a half-day program, you do not need to include them here. Click Continue.



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Academic Background - CAP

Institution	Degree or Level of Study	Dates Attended
Add a High School		
North High School	High School	08/2023 - 05/2027

Continue

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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[CAP Parent/Guardian for Approval](#)
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Signature
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Signature

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

Archibald Eagle

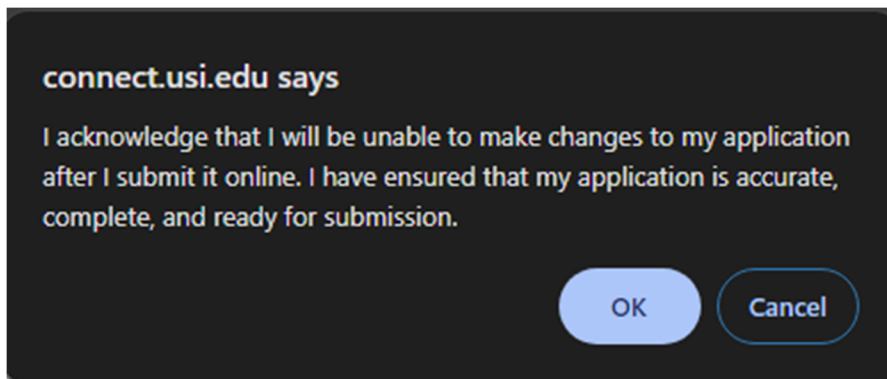
Confirm

Step 18: You are now on the Review screen. This is where it will tell you if you missed any required application steps. Click Submit Application.

- If you have not yet entered your SSN, you will need to click Save for later. Once you know your SSN, come back to your application, enter your SSN, and then you can submit the application.



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.



Step 20: If you see Archie giving you two thumbs up, you're done! Your application has been submitted. 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](#)

Now that your application has been submitted, it is time to request your CAP course(s). ALL students must request CAP course(s) EVERY semester they want to earn CAP credit. The Online Course Request form can be found by clicking the "Course Request Form" button under Archie or at [USI.edu/cap/apply](https://usi.edu/cap/apply).

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 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 with your name, your parent/guardian's name, and your parent/guardian's email. The CAP Office will assist you.