Steps for a *Smooth* CAP Enrollment:
For Instructors & Counselors
2025-2026

1. **Review the CAP enrollment steps at USI.edu/cap/apply including the screenshots under the resource tab.**
   a. **New CAP students** will apply, which generates the electronic Parent/Guardian Permission Form, and submit an online course request.
   b. **Returning CAP students** will submit an online course request.

2. **Bookmark your high school or career center's secure OneDrive spreadsheet.**
   a. Spreadsheet links are available at **USI.edu/cap/enrollment**
   b. Use the link for your role (instructor vs. counselor/coordinator). Only those who have been given access can use the spreadsheets.
   c. Once schools begin enrollment, the spreadsheet is updated by the CAP Office as often as possible (ideally every other day).
      - This will help you know which steps have been taken by the students.
      - We also use the spreadsheet to collect GPAs, standardized test scores, and communicate about whether course prerequisites have been met.
      - The tab labeled "**Fall 25 StdntsWithOnlineApps**" is a listing of students who are considered returning CAP students, by virtue of completing at least one USI course previously. Refer to this if you are not sure whether a particular student is new or returning.

3. **Notify Parents/Guardians of the CAP Opportunity**
   a. Email your CAP students' parents and guardians the **Dear Parents & Guardians Letter** posted as a PDF at usi.edu/cap/applyhelp
   b. Highlight that new CAP students will be **required** to provide a **Social Security Number** in the online application.

4. **Special Notes for N*ew* CAP students.**
   a. When new CAP students create their application accounts, they must retrieve a temporary activation code from the email they used to create the account. This **must** occur before students can complete a CAP application. Students will **temporarily** need to their **cell phones**.
   b. New students **must** provide their **Social Security Number** in the application. The SSN is optional for non-citizens.

5. **Special Notes for All CAP Students**
   a. Students should use their **legal name** and a **consistent email** address throughout the CAP enrollment process.
   b. Students can submit the Online Course Request one time, but more submissions are allowed if needed.
   c. Students taking CAP courses at SICTC will have the opportunity to submit the form for those courses separately from the submission for their courses at their home high schools.

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