



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

2026-2027

1. Review the CAP Enrollment Steps

- Visit [USI.edu/cap/apply](https://usi.edu/cap/apply)
- Look at the Instructor and Counselor Resource area for helpful materials, including detailed screenshots.
- New CAP students** will apply, which generates the electronic Parent/Guardian Permission Form, and submit an online course request.
- Returning CAP students** will submit an online course request.

2. Review CAP Enrollment Update Emails

- At approximately 9 a.m. every Monday, Wednesday, and Friday during enrollment, **instructors** will receive a **CAP Enrollment Update email** from dedrury@usi.edu on behalf of the College Achievement Program.
- One email per course will be sent, with clear notes and action steps outlined.
- Updates on students' applications, parent permission forms, and course requests will be live.
- Students who have not requested your course will not appear on your enrollment update.
- Building coordinators** or **counselors** will receive **daily** enrollment updates for the full school, which means they will see details for all students, even those who have not submitted an online course request.

3. If Applicable, Bookmark the New OneDrive Spreadsheet

- Most of you will no longer use the cloud-based OneDrive spreadsheets for enrollment updates (see #2). Only those who have been given access can use the spreadsheets.
- OneDrive will be used by building coordinators and counselors to securely collect new CAP students' GPAs to affirm they meet program requirements.
- For courses with prerequisites (Math, English 101, Psychology 201), OneDrive will be used to securely collect students' standardized test scores and to share placement testing information.
- All OneDrive spreadsheet links are new this year.
 - Use [USI.edu/cap/enrollment](https://usi.edu/cap/enrollment) to locate your school's spreadsheet link and replace any prior bookmarks.

4. Notify Parents/Guardians of their Student's Opportunity for USI Credit

- Email your CAP students' parents and guardians the **Letter for Potential CAP Parents/Guardians** posted as a PDF at usi.edu/cap/applyhelp
- Highlight that new CAP students will be **required** to provide a **Social Security Number** in the online application and the provide the date the enrollment presentation will occur.

5. Special Notes for New CAP students.

- 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.

- We prefer students use a **personal email** so they retain access to their USI information after completion of high school. Students can use a **high school email** to create their application account, if needed.
 - Because of the new Indiana wireless communication device policy that went into effect on July 1, 2026, you will need to know whether to encourage students to bring their phones to the enrollment session.
 - The CAP Office has contacted each building leader for guidance, but as you learn more, please share with us how the new state law will be implemented in your building when students are enrolling for college credit.
- b. New students **must** provide their **Social Security Number** in the application. The SSN is optional for non-citizens.

6. Special Notes for All CAP Students

- a. Students should use their **legal name** and a **consistent email** address throughout the CAP enrollment process.
- We prefer students use a personal email, but whether or not we can enforce this depends on the wireless policy in each building.
- b. Students can submit the Online Course Request one time, but more submissions are allowed if needed.
- c. Students taking CAP courses at the Southern Indiana Career & Technical Center (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