

Try out College • Get a Head Start • Gain Confidence • SAVE MONEY

Can I Be a CAP Student?

- Am I a junior or senior?
(Sophomores permitted in career/technical education and third year world language courses only)
- Do I have a cumulative GPA of 2.5 or higher?
- Do I meet course prerequisites?
Visit USI.edu/cap/prereqs to check.

If you are willing to make the academic commitment to University coursework, follow the steps below.

STEPS TO ENROLL IN USI'S CAP

1. RESEARCH WHICH COURSES WILL BENEFIT YOU

To learn how courses will fit into your major at USI or another institution, visit USI.edu/cap/advising or look inside for USI advisors.

2. REQUEST YOUR CAP COURSE

Every time!

- At USI.edu/cap/apply, select the "CAP Online Course Request" button.
- Complete the form FOR EACH CAP COURSE you're requesting.
- You'll receive a confirmation email after each submission.

3. APPLY TO CAP

One time only!

If you've ever completed a USI CAP course, you do not need to reapply.

- At USI.edu/cap/apply, select the "Online CAP Application" button.
- Create an account using your personal email and complete a CAP application. You'll get another confirmation email.

4. SIGN AND RETURN THE ENCLOSED STUDENT PERMISSION FORM

- A parent/guardian signature is required.
- Give to your CAP instructor or counselor by the enrollment deadline below:

Fall/Trimester 1: Friday, September 1

Trimester 2: Friday, December 8

Spring: Friday, January 19

Trimester 3: Friday, March 8

5. CELEBRATE ONCE YOU RECEIVE YOUR CAP ACCEPTANCE LETTER

Stay informed by watching for important updates from the CAP Office. Make yourself aware of the deadlines to withdraw from a CAP course; dates are posted at USI.edu/cap/dropcalendar



USI.edu/cap/apply



USI CORE 39 COURSES AVAILABLE TO CAP STUDENTS

Core 39 is USI's general education curriculum, required of all students as part of a four-year USI degree. Learn more on the next page or at USI.edu/core39

FOUNDATION SKILLS

- Composition 1 (3 hours)**
ENG 101
- Communication (3 hours)**
CMST 101
- Mathematics (minimum 3 hours)**
MATH 111, 114
- Physical Activity and Wellness (1 course)**
KIN 192, 281

BACHELOR OF ARTS (BA)

- World Languages (9 hours)**
FREN/GERM/SPAN 203, 204
- Natural Science with lab (4 hours)**
BIOL 105, CHEM 142, 143

BACHELOR OF SCIENCE (BS)

- World Languages and Cultures (3 hours)**
FREN/GERM/SPAN 203, 204
- Social Science (3 hours)**
ECON 175, POLS 102, PSY 201
- Natural Science including 1 lab (7 hours)**
Lab: BIOL 105, CHEM 142, 143
NO LAB: BIOL 251, GEOG 112, PHYS 101

WAYS OF KNOWING — ONE course is required from four of the five categories

- Creative and Aesthetic Expression**
ENG 105
- Scientific and Mathematical Inquiry**
CHEM 143, GEOG 112, PHYS 101
- Historical Inquiry**
HIST 101, 102
- Social Inquiry**
POLS 102, PSY 201
- World Languages and Cultures**
FREN/GERM/SPAN 204

EMBEDDED EXPERIENCE

- Global (1 course)**
BIOL 251, FREN/GERM/SPAN 203, 204

DID YOU KNOW...?

Even though you aren't using federal financial aid to pay for dual credit courses, the college credits you're enrolling in **right now** might **later** impact your access to this important source of college funding? Every dual credit course you complete, or even attempt, as well as college credit hours acquired through successful AP exams, count toward your aid limit (1.5 times the number of hours in the degree program). Work with the CAP Office or a USI advisor so every credit hour is purposeful.

THINKING ABOUT USI AFTER HIGH SCHOOL?

We'd love to have you! As a CAP student, you're already a special member of the USI family, and applying to USI will be easy. To browse all USI degree options, visit [USI.edu/academics](https://usi.edu/academics), and then visit [USI.edu/apply](https://usi.edu/apply) to get started on your undergraduate application.

INDIANA COLLEGE CORE (ICC)

USI is approved to award the Indiana College Core (ICC) certificate through dual credit; the ICC is a block of 30 credit hours based on six competency areas guaranteed to transfer between Indiana's public institutions. Visit mycollegecore.org to see if your school offers the ICC. If you plan to attend USI, work with USI's ICC advisor, [Tim Fitzgibbon](mailto:Tim.Fitzgibbon@usi.edu), to determine if the ICC is right for you. Visit [USI.edu/cap/whyicc](https://usi.edu/cap/whyicc) to learn more.



WHY TALK TO A USI ADVISOR?

You should know that USI students must complete both Core 39 major/program requirements; some USI majors require specific Core 39 courses. Many CAP courses fulfill a portion of Core 39, but those that don't may count as overall hours needed for graduation. Core 39 can be fulfilled by many USI courses, not just those offered through CAP. Visit [USI.edu/core39](https://usi.edu/core39) for full details; to view the CAP courses offered in your school, visit [USI.edu/cap/schools](https://usi.edu/cap/schools).

CAP is not responsible for undergraduate advising. Direct your questions to the advisor in the Center for Exploring Majors or to the advising center in the college of your intended major.

USI ADVISORS:

CENTER FOR EXPLORING MAJORS:

812-465-1606

Mr. Tim Fitzgibbon
Univ_Div@usi.edu

COLLEGE OF LIBERAL ARTS ADVISING CENTER:

812-461-5307

Ms. Renee Rowland
rowland@usi.edu

COLLEGE OF NURSING AND HEALTH PROFESSIONS ADVISING CENTER:

812-228-5042

Ms. Cara Dunn
cnhp.advisor@usi.edu

POTT COLLEGE OF SCIENCE, ENGINEERING, AND EDUCATION ADVISING AND RESOURCE CENTER:

812-228-5191

Mr. Bryan Bowerman
usi1seeadv@usi.edu

ROMAIN COLLEGE OF BUSINESS ADVISING CENTER:

812-465-7028

rcob.advise@usi.edu

KEEP

KEEP

KEEP

IS **CAP** RIGHT FOR ME?

Are you going to college?

YES
or not sure

NO

Some dual credit (three to nine hours) can help you meet Honors Diploma or Graduation Pathway requirements and give you the confidence to pursue a college degree or certificate. Talk to your counselor about your future plans.

Are you considering USI?

NO

Visit USI.edu/cap/advising to learn more about course transfer.

YES

Refer to the CORE 39 Courses on the left to see how CAP fits in USI's general education requirements.

ANOTHER INDIANA INSTITUTION?

Students considering another Indiana institution, whether public or independent, should visit the Indiana Core Transfer Library (CTL) to investigate transfer credit (www.transferin.net/earned-credits/core-transfer-library). Double-check with your institution's Registrar if a course is listed as non-transferable or if the institution does not appear on the CTL at all.

PRIVATE OR OUT-OF-STATE INSTITUTION?

Some universities have their own transfer credit databases to show how courses from different institutions will apply to a degree. If you're not sure where to start, type "transfer credit" in the search box of the university's website.

Do you know what your major will be?

YES

Search your college or university's website for your major's required course list. Note that some majors require specific general education courses. Those who will attend USI can locate their advisor on the page to the left.

NO

No worries. Most college students change their majors. You can take a few courses that are required for all students while you explore potential majors. Search your college's website for advisors who work with undeclared students.



Scan this QR code to connect with a USI advisor.

USI CAP STUDENT PERMISSION FORM

— Use a blue or black ink pen —



| | |
|---|----------------|
| CAP Office Use Only | |
| University ID _____ | |
| Counselors – Provide Here or on Secure Drive | |
| Cumulative GPA _____ | Initials _____ |

| | | | |
|--------------------------|-------------------|--------------------|-------------------------|
| Student Last Name | First Name | Middle Name | Home High School |
|--------------------------|-------------------|--------------------|-------------------------|

SPECIFIC CAP COURSES WILL BE REQUESTED THROUGH THE ONLINE COURSE REQUEST AT [USI.EDU/CAP/APPLY](https://www.usi.edu/cap/apply)

CAP COURSES ARE NO COST:

Effective Summer 2023, CAP courses are offered by USI at no cost. CAP courses are USI courses taught by the high school teacher in any location or modality. Students must continue to meet program and course prerequisites as outlined at [USI.edu/cap/prereqs](https://www.usi.edu/cap/prereqs). Abbreviated course details and prerequisites are included in this brochure; full course descriptions are available at [bulletin.USI.edu](https://www.usi.edu/bulletin).

PARENTS/GUARDIANS AND STUDENTS:

I grant permission for the University of Southern Indiana to report my academic progress to my high school and for my high school to release any relevant educational records to USI as may be required to provide me with services under CAP. This is including, but not limited to, transcripts, IEPs and/or 504 plans. I am aware of the University Alcohol and Other Drug (AOD) Policies, Annual Security Report and other information published in the current Schedule of Classes. Any violations in University policy may be reported to the University's Dean of Students Office and will be referred for follow up as appropriate.

I authorize the College Achievement Program to obtain information pertaining to my academic record at USI. I acknowledge I am starting a college transcript.

FINANCIAL RESPONSIBILITY:

My parent/guardian and I understand that I will not be billed tuition for CAP courses, which are selected online. Any tuition, fees and other associated costs incurred in prior semesters must be paid. My parent/guardian and I understand and agree that when I register for any class at the University of Southern Indiana or receive any service from the University of Southern Indiana, we accept full responsibility to pay all fees and other associated costs assessed as a result of receipt of services. My parent/guardian and I understand and agree that if I fail to pay my student account bill or any monies due and owing the University of Southern Indiana by the scheduled due date, the University of Southern Indiana may place a financial hold on my student account, preventing me from registering for future classes.

STATEMENT ON THE AMERICANS WITH DISABILITIES ACT (ADA):

Students with disabilities who meet the eligibility standards ([USI.edu/cap/prereqs](https://www.usi.edu/cap/prereqs)) are invited and encouraged to enroll in CAP. Each high school retains the responsibility for providing and coordinating any accommodations or services as described in the student's current IEP, 504 Plan or similar educational plan. However, the legal requirements under the disability laws that apply to colleges and universities are significantly different from those in special education laws that apply to high schools. Due to this, accommodations that students currently receive may not be appropriate for a college-level class. To avoid any potential barriers to a student's ability to earn college credit for participation in CAP, the student must contact the high school's special education service provider, case conference committee or similar entity to review current accommodations and make any necessary modifications to their current educational plan (including any transition plan) before enrolling in CAP. Students in fully online or hybrid courses should be aware that, due to the nature of online courses, some accommodations approved for traditional USI classroom courses may not apply. Please discuss this with your CAP instructor to clarify as needed. To learn more about the differences between high school and college for students receiving disability-related academic accommodations, please take a moment to review the U.S. Department of Education's publication "Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities" at: [ed.gov/about/offices/list/ocr/transition.html](https://www.ed.gov/about/offices/list/ocr/transition.html)

DROP/WITHDRAWAL DATES FOR HIGH SCHOOLS/CAREER CENTERS ON TWO-SEMESTER SCHEDULES¹:

| CAP Term Length | Last Day to Initiate Drop Online ² | Last Day to Initiate Drop WITHOUT Evaluation ³ | Last Day to Initiate Drop WITH Evaluation ⁴ |
|------------------------------|---|---|--|
| Fall (Semester 1) | 9/15/23 | 10/21/23 | See Below ² |
| Yearlong (Semesters 1 and 2) | 9/15/23 | 10/21/23 | See Below ² |
| Spring (Semester 2) | 2/2/24 | 3/17/24 | See Below ² |

¹ This calendar, including versions for high schools on trimester schedules, can be found at [USI.edu/cap/dropcalendar](https://www.usi.edu/cap/dropcalendar).

² A student can withdraw online from a CAP course, with no impact on the USI transcript, through the dates indicated in the second column, above. After the online drop deadline has passed, schedule changes require paperwork from the CAP Office. Visit [USI.edu/cap](https://www.usi.edu/cap) and click the 'CAP Course Drop' button.

³ WITHOUT evaluation means a student will receive a 'W' (Withdrawal) on the transcript.

⁴ WITH evaluation means a student will receive a 'W' if passing the course at the time of withdrawal. If failing, the student may receive an 'F,' at the discretion of the CAP Instructor. Last day to drop with evaluation is the Friday the week before the CAP course administers the final exam or in which the final project is due.

Date

Student Signature

Student Name (Print)

Date

Parent/Guardian Signature

Parent/Guardian Name (Print)



USI COURSES OFFERED THROUGH CAP

CAP courses are now offered at no cost!

*USI courses included in the Indiana Core Transfer Library (CTL) denoted with an asterisk (transferin.net/earned-credits/core-transfer-library)
USI courses that fulfill requirements for the Indiana College Core (ICC) are noted with this symbol: ▲ (USI.edu/cap/whyicc or mycollegecore.org)

***▲ Biology (BIOL) 105 – Biology of Human Concern** (4 credit hours)

This course does not count toward major requirements for science, engineering or education majors. This course does not replace a college-level anatomy and physiology course.

USI Core 39: Natural Science with Lab (BA and BS)

CTL Title: Human Biology

▲ Biology (BIOL) 251 – Environmental Conservation (3 credit hours)

USI Core 39: Natural Science (BS); Embedded Experience-Global

***▲ Chemistry (CHEM) 142 – Survey of General Chemistry** (4 credit hours)

Prereq: Completion of Chemistry I and consent of instructor

USI Core 39: Natural Science with Lab (BA and BS)

CTL Title: Chemistry, Elementary General w/ Lab

***▲ Chemistry (CHEM) 143 – Survey of Organic and Biochemistry** (4 credit hours)

Prereq: CHEM 142 or CHEM 261 and consent of instructor

(or completion of HS CHEM II without CAP credit)

USI Core 39: Ways of Knowing-Scientific and Mathematical Inquiry

Natural Science with Lab (BA and BS)

CTL Title: Organic and Biochemistry w/ Lab

***▲ Communication Studies (CMST) 101 – Introduction to Public Speaking** (3 credit hours)

USI Core 39: Foundations-Communication

CTL Title: Public Speaking, Fundamentals of

***▲ Economics (ECON) 175 – Fundamentals of Economics** (3 credit hours)

USI Core 39: Social Science-BS

CTL Title: Economics, Introduction to

***▲ English (ENG) 101 – Rhetoric and Composition I: Literacy and the Self** (3 credit hours)

Prereq: Placement based on SAT/PSAT EBRW (or ACT English) or English Department placement essay. Basic keyboarding skills required.

USI Core 39: Foundations-Rhetoric and Composition I

CTL Title: English Composition I

***▲ English (ENG) 105 – Introduction to Literature** (3 credit hours)

USI Core 39: Ways of Knowing-Creative and Aesthetic Expression

CTL Title: Literature, Appreciation of

***▲ French (FREN) 203 – Intermediate French I** (3 credit hours)

Prereq: Consent of instructor.

USI Core 39: World Languages-BA; World Language and Culture-BS;

Embedded Experience-Global

CTL Title: French Level 3

***▲ French (FREN) 204 – Intermediate French II** (3 credit hours)

Prereq: FREN 203 or consent of instructor.

USI Core 39: Ways of Knowing-World Languages and Culture; World Languages-BA; World Language and Culture-BS; Embedded Experience-Global

CTL Title: French Level 4

***▲ Geography (GEOG) 112 – Earth System Science** (3 credit hours)

USI Core 39: Ways of Knowing-Scientific and Mathematical Inquiry; Natural Science (BS)

CTL Title: Earth Science

***▲ German (GERM) 203 – Intermediate German I** (3 credit hours)

Prereq: Consent of instructor.

USI Core 39: World Languages-BA; World Language and Culture-BS;

Embedded Experience-Global

CTL Title: German Level 3

***▲ German (GERM) 204 – Intermediate German II** (3 credit hours)

Prereq: GERM 203 or consent of instructor.

USI Core 39: Ways of Knowing-World Languages and Culture; World Languages-BA; World Language and Culture-BS; Embedded Experience-Global

CTL Title: German Level 4

***Health Professions (HP) 115 – Medical Terminology For The Health Professions** (2 credit hours)

CTL Title: Medical Terminology

Health Professions (HP) 211 – The Health Care Delivery System and Health Care Policy (3 credit hours)

***▲ History (HIST) 101 – The United States to 1877** (3 credit hours)

USI Core 39: Ways of Knowing-Historical Inquiry

CTL Title: American History 1

***▲ History (HIST) 102 – The United States since 1877** (3 credit hours)

Both 101 and 102 may be taken for credit toward history major or minor.

USI Core 39: Ways of Knowing-Historical Inquiry

CTL Title: American History 2

Journalism (JRN) 180 – Journalism Workshop (1 credit hour)

CAP students may earn up to two hours credit for this course, but may enroll for no more than one credit hour per semester. No more than three credit hours may be applied to a major or minor in Communications.

Kinesiology (KIN) 188 – Introduction to Kinesiology and Sport (2 credit hours)

Kinesiology (KIN) 192 – Concepts in Wellness and Fitness (1 credit hour)

USI Core 39: Foundations-Physical Activity & Wellness

Kinesiology (KIN) 281 – Personal Health Science (3 credit hours)

USI Core 39: Foundations-Physical Activity & Wellness

***Kinesiology (KIN) 282 – CPR and Sports Injury Prevention for the Health Care Provider** (2 credit hours)

CTL Title: First Aid

***▲ Mathematics (MATH) 111 – College Algebra** (4 credit hours)

Prereq: Placement based on SAT/PSAT math (or ACT math) or satisfactory placement score.

USI Core 39: Foundations-Mathematics/Quantitative Reasoning

CTL Title: Algebra, College

***Mathematics (MATH) 112 – Trigonometry** (3 credit hours)

This course does not apply toward the major or minor in mathematics.

Prereq: Placement based on SAT/PSAT math (or ACT math) or satisfactory placement score.

CTL Title: Trigonometric Functions

***▲ Mathematics (MATH) 114 – Quantitative Reasoning** (3 credit hours)

Prereq(s): Placement based on SAT/PSAT math (or ACT math) or satisfactory placement score.

USI Core 39: Foundations-Mathematics/Quantitative Reasoning.

CTL Title: Quantitative Reasoning

Music (MUS) 161 – Music Theory I (3 credit hours)

***▲ Physics (PHYS) 101 – Introduction to the Physical Sciences** (3 credit hours)

USI Core 39: Ways of Knowing-Scientific and Mathematical Inquiry; Natural Science (BA and BS)

CTL Title: Physical Science, Survey of

***Political Science (POLS) 102 – Introduction to American Politics** (3 credit hours)

USI Core 39: Ways of Knowing-Social Inquiry; Social Science-BS

CTL Title: American Government

***▲ Psychology (PSY) 201 - Introduction to Psychology** (3 credit hours)

Prereq: Placement based on SAT/PSAT reading or EBRW (or ACT reading) or a university-level (exempt) reading placement

USI Core 39: Ways of Knowing-Social Inquiry; Social Science-BS

CTL Title: Psychology, Introduction to

Radio/Television (RTV) 150 – Practicum in Broadcasting (3 credit hours)

No more than three credit hours may be applied to a major or minor in Communications.

Prereq: consent of instructor.

Radio/Television (RTV) 151 – Survey of Contemporary Broadcasting (3 credit hours)

Social Work (SOCW) 224 – Introduction to Social Justice (3 credit hours)

Prereq: ENG 101 (may be taken concurrently)

***▲ Spanish (SPAN) 203 – Intermediate Spanish I** (3 credit hours)

Prereq: Consent of instructor.

USI Core 39: World Languages-BA; World Language and Culture-BS;

Embedded Experience-Global

CTL Title: Spanish Level 3

***▲ Spanish (SPAN) 204 – Intermediate Spanish II** (3 credit hours)

Prereq: SPAN 203 or consent of instructor.

USI Core 39: Ways of Knowing-World Languages and Culture;

World Languages-BA; World Language and Culture-BS;

Embedded Experience-Global

CTL Title: Spanish Level 4



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The University of Southern Indiana is committed to principles of equal opportunity and affirmative action.

Visit USI.edu/cap/schools to view the CAP courses offered in your high school. Full course descriptions available at bulletin.USI.edu.