STEP 1
ADMISSION APPLICATION INSTRUCTIONS

Fall applications are due July 31
Spring applications are due December 20
READ THIS FIRST

• We know that applying for CAPP may be the first interaction you have with a college and the college process.
  – It can be confusing, frustrating, and intimidating, because you just want to do it right and move on!
  – Because of the unique nature of taking UWO classes in high school, things have to be done in a different and sometimes longer way, because we have to follow through all the proper procedures dictated by UWO, UW System, and NACEP (our national accreditor).

• That’s why we have these detailed instructions, and have staff on hand Monday through Friday to answer any and all questions you have.

• This application should take you about 30 minutes to complete. If you find it taking a lot longer than that, please reach out and we can help!

Office hours: 7:45am – 4:30pm M-F
Phone: 920-424-3003
Email: capp@uwosh.edu
GO TO THIS WEBPAGE:

http://apply.wisconsin.edu

If the above link does not work, please copy and paste the address directly into your browser window.

TAKEN CAPP BEFORE?
If you’ve already created account from a previous year, you should skip to slide 8
COMPLETE THE FORM TO CREATE YOUR ACCOUNT

This is how we will contact you with more information. Please make sure to use an active email account specific to you, **not** one of a parent/guardian.

This must be your legal name.
FINISH THE FORM, THEN CLICK CREATE ACCOUNT
VERIFY YOUR EMAIL

We've sent a code to adelsons@uwosh.edu. Please verify that email address by providing that code.

Code

Didn't get a code? We can send you another one, or if there's a problem with adelsons@uwosh.edu, you can change your email.
AFTER VERIFICATION, YOU’LL BE LOGGED IN

EMAIL VERIFIED
Thanks, that’s what we needed! Now, let’s apply to some UW System campuses!

OK, LET’S GO!

Now, skip to Slide 10
SIGN IN AND RESUME (FOR RETURNING CAPP STUDENTS)
Use this link to recover a forgotten username or password
CLICK START APPLICATION
UW System campuses have a variety of application types. We'll start with a few questions so that we can pick the best application for you.
SELECT “NO”
SELECT YOUR CITIZENSHIP STATUS

ARE YOU A U.S. CITIZEN?

Yes

No

MY ACCOUNT

BACK
SELECT “NO”

HAVE YOU GRADUATED FROM HIGH SCHOOL/SECONDARY SCHOOL OR EARNED YOUR GED/HSED?

Yes

No
YOU ARE A HIGH SCHOOL NON-DEGREE APPLICANT

A High School Non-Degree applicant is in high school and plans on taking a college course or two.
SELECT “UW OSHKOSH” FROM THE MENU
THEN, “SAVE AND CONTINUE”
CHOOSE “CAPP”, THEN SAVE AND CONTINUE
Choose the option that matches the start of your CAPP class, either Spring or Fall. Make sure the year is correct as well!

Trimester/Quarter students: Choose the term that contains the first day of your class. For example, if your class starts in November, choose Fall. If it starts in April, choose Spring.
IF YOUR SCREEN MATCHES MINE, CLICK NEXT

REVIEW YOUR CHOICES

You are applying as a High School Non-Degree student at UW-Oshkosh for Fall 2021 (classes start September 2021).
You have selected CAPP - Cooperative Academic Partnership Program as your major/program.

This should match the term (Fall or Spring) that matches when your class starts.
AVOID AUTO-FILL ANSWERS!

Auto-fill answers can lead to inaccurate account information. Please carefully check all information fields before submitting!!

Make sure nothing is missing and nothing is extra!
CHECK FOR TYPoS!

EVERYTHING YOU SUBMIT WILL BE PART OF YOUR OFFICIAL RECORD.

MAKE SURE YOUR NAME (AND EVERYTHING ELSE) IS SPELLED RIGHT (YOU’D BE SURPRISED WHAT WE GET SOMETIMES)
Note about Preferred name:
- This is most often used by trans or non-binary students, or international students who have adopted a different name.
- The preferred name is considered public, shareable knowledge.
- This is an optional field and should only be used if you use a name in your everyday life that is significantly different than your legal name (not just a nickname). Most students will leave this blank.
ENTER YOUR INFORMATION

IMPORTANT: If you have a Social Security number (all US Citizens have one), then you must provide it here.
ANSWER THE QUESTIONS HOW THEY APPLY TO YOU

ADDITIONAL INFORMATION

FAMILY BACKGROUND
Are you, or is a parent or spouse, currently serving in the U.S. Military? Or, are you, or is a parent or spouse, a U.S. Military veteran? If so, please indicate the relationship below.

Check all that apply:

☐ Self  ☐ Parent/Spouse  ☐ Neither

ETHNICITY AND RACE
Are you of Hispanic or Latino/a origin?

☐ Yes  ☐ No

Which of the option(s) below best describe how you identify yourself? (Check all that apply.) (Optional)

☐ African American or Black  ☐ American Indian or Alaska Native  ☐ Other Asian  ☐ Cambodian

☐ Hawaiian or Other Pacific Islander  ☐ Hmong  ☐ Laotian  ☐ Vietnamese  ☐ White or Caucasian
You must provide at least one contact phone number, and indicate which phone number is preferred.
PROVIDE YOUR ADDRESS, THEN CLICK VALIDATE
IF THE ADDRESS THAT POPS UP IS CORRECT, CLICK SAVE AND CONTINUE
YOU MUST ENTER INFORMATION FOR AT LEAST ONE PARENT/GUARDIAN

PARENT/GUARDIAN INFORMATION

The next section will ask you for information about your parent(s) or guardian(s). Here are some key points to know about this section:

- It's optional. You can skip the section using the “Skip Parent Section” button below.
- You only need to enter the number of guardians that you have information for.
- It may be used for emergency contact information.

ADD PARENT/GUARDIAN

BACK   SKIP PARENT SECTION
ENTER THE PARENT/GUARDIAN NAME AND RELATIONSHIP TO YOU
PROVIDE PARENT/GUARDIAN ADDRESS (FOR RESIDENCY)
PARENT/GUARDIAN INFORMATION

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<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>RELATIONSHIP</th>
<th>ADDRESS</th>
<th>ACTIONS</th>
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</thead>
<tbody>
<tr>
<td>Sarah</td>
<td>Office</td>
<td>Legal Guardian/Caretaker</td>
<td></td>
<td>Edit, Delete</td>
</tr>
</tbody>
</table>

+ Add Parent/Guardian
COLLECTING RESIDENCY DATA

• The next part of the application asks questions about your state residency.

• Collecting residency data is required for all UW System Apps.
• Answer accurately and don’t skip questions if you can, because this will delay your application.
• If you aren’t sure how to answer a question, consult a parent, guardian, or teacher.
IF YOU LIVE IN WISCONSIN, SAY YES. IF NOT, SAY NO.

RESIDENCY

The next section will ask questions to determine if you qualify for Wisconsin resident tuition under state law. The information collected in the following sections is only used to determine your tuition rate. Learn more about qualifying for Wisconsin residency.

Failure to accurately and completely answer the following questions may result in an incorrect tuition rate.

Do you believe you may qualify for in-state tuition rate based upon Wisconsin residency?

- Yes  ○ No

Minnesota Reciprocity

If you believe you qualify for Minnesota tuition reciprocity, that is determined through a separate process. Learn more about qualifying for Minnesota Reciprocity.
RESIDENCY

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Do you believe you may qualify for in-state tuition rate based upon Wisconsin residency?

- Yes
- No

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<tr>
<td>Parent Questions</td>
<td>Not Completed</td>
<td>REVIEW PARENT</td>
</tr>
<tr>
<td>Applicant Questions</td>
<td>Not Completed</td>
<td>ADD APPLICANT</td>
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Minnesota Reciprocity

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BACK
SELECT A PARENT, THEN RESPOND TO THE QUESTIONS

PARENT RESIDENCY

Please select the parent/guardian who best qualifies you for the Wisconsin resident tuition rate. If neither parent resides in Wisconsin, please list the parent whose information you are most familiar with. Note: Use the question mark in the lower right to help determine which parent you should select.

Choose your parent to use for residency:
Sarah Office (Legal Guardian/Caretaker)

Is your Legal Guardian/Caretaker a U.S. citizen?
- Yes
- No
- Prefer not to respond at this time

Has your Legal Guardian/Caretaker physically resided full-time in Wisconsin for the past 12 months?
- Yes
- No

Where is your Legal Guardian/Caretaker employed?
- Wisconsin
- Outside of Wisconsin
- Not currently working
CONTINUE WITH THE PARENT RESIDENCY SECTION

Has your Legal Guardian/Caretaker filed a Wisconsin resident income tax return for the most recent tax year?
- Yes
- No, did not file
- No, filed in a different state

Was Wisconsin the last place your Legal Guardian/Caretaker registered to vote or voted?
- Yes
- No

Does your Legal Guardian/Caretaker hold a valid Wisconsin driver’s license?
- Yes
- No
IF YOU LIVE IN WISCONSIN, ADD APPLICANT

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- Yes
- No

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COMPLETE THE QUESTIONS FOR RESIDENCY

APPLICANT RESIDENCY

Have you physically resided full-time in Wisconsin for the past 12 months?
- Yes  - No

Where are you employed?
- Wisconsin  - Outside of Wisconsin  - Not currently working

Have you filed a Wisconsin resident income tax return for the most recent tax year?
- Yes  - No, did not file  - No, filed in a different state

Was Wisconsin the last place you registered to vote or voted?
- Yes  - No

Do you hold a valid Wisconsin driver’s license?
- Yes  - No
RESIDENCY

The next section will ask questions to determine if you qualify for Wisconsin resident tuition under state law. The information collected in the following sections is only used to determine your tuition rate. Learn more about qualifying for Wisconsin residency.

Are you claiming Wisconsin residency to qualify for the Wisconsin resident tuition rate?
- Yes
- No

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</tr>
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CLICK SAVE AND CONTINUE
ACADEMIC BACKGROUND

You will be asked to provide information about your educational background. This typically involves providing information about your high school/secondary school and college/post-secondary career.
CLICK “ADD HIGH SCHOOL”
LOCATE YOUR SCHOOL USING THE SEARCH AND SELECT IT

ACADEMIC BACKGROUND: HIGH SCHOOL/SECONDARY SCHOOL

Search By Name
West Bend East

Search By City/Location (Optional)

Choose School

WEST BEND EAST HIGH SCHOOL
WEST BEND, WI

I did not find my high school

BACK  SAVE HIGH SCHOOL
SELECT “YES”, PROVIDE DATES, THEN SAVE HIGH SCHOOL

Don’t upload a transcript. We don’t need it.
In this next section you will need to supply the following pieces of information about all of your High School/Secondary Schools attended:

- Full name of your high school/secondary school
- High school/secondary school attendance dates
- High school/secondary school graduation date
- Optional: unofficial high school/secondary school transcript

<table>
<thead>
<tr>
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<th>GRADUATION DATE</th>
<th>TRANSCRIPT</th>
<th>ACTIONS</th>
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</thead>
<tbody>
<tr>
<td>WEST BEND EAST HIGH SCHOOL</td>
<td>06/2022</td>
<td>No</td>
<td></td>
</tr>
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</table>

Click Save and Continue.
HOLISTIC BACKGROUND

Your holistic section asks that you write a statement for the campus that you are applying. On the statement page there will be a prompt to respond to along with some guidance for what to include in your statement.
YOU MAY SKIP THE ESSAY. CLICK SAVE, THEN SAVE AND CONTINUE
ALMOST THERE! CLICK CONTINUE

REVIEW APPLICATION

You're almost there! You have successfully completed your written application. All that is left is for your digital signature and payment.

Note: Once you submit your application you cannot make changes to it on this website. You will need to send changes to the admissions office.
PROVIDE YOUR DIGITAL SIGNATURE, THEN CLICK SUBMIT APPLICATION
CONGRATULATIONS! YOU COMPLETED STEP 1, CAPP ADMISSION APPLICATION!

• Remember, this is just Step 1. You must also complete Step 2, course registration, to actually be enrolled for UWO CAPP credit. Course registration opens a few weeks before your class starts.

• If you applied before the deadline (Fall: 7/31, Spring: 12/20), then you will receive more information by email a few weeks before the start of class (early August and early January, respectively).

• If you applied AFTER the deadline, you won’t receive registration instructions until at least a week after you apply. If you haven’t received instructions by email within two weeks, contact the CAPP Office, capp@uwosh.edu.