

Cooperative Academic Partnership Program

STEP 1 ADMISSION APPLICATION **INSTRUCTIONS**

FALL APPLICATIONS ARE DUE JULY 31 SPRING APPLICATIONS ARE DUE DECEMBER 20

FULL INSTRUCTIONS BEGIN ON NEXT SLIDE

IF YOU'RE OPENING THESE INSTRUCTIONS AFTER ALREADY STARTING THE APPLICATION AND ARE STUCK, CHECK THESE SLIDES TO SEE IF YOUR ISSUE IS ANSWERED:

PERSONAL INFORMATION: <u>SLIDE 29</u> RESIDENCY: <u>SLIDE 41</u> TRANSCRIPT UPLOAD: <u>SLIDE 53</u> ESSAY: <u>SLIDE 56</u>

IF THESE DON'T ADDRESS YOUR ISSUE, PLEASE READ THROUGH THE OTHER SLIDES BEFORE CONTACTING THE CAPP OFFICE

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!
- That's why we have these detailed instructions and have staff on hand Monday through Friday to answer any and all questions you have.
- The application (described in these slides) is only the FIRST step. Additional steps must be completed at the start of your class.
- This application should take you no more than 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*

Email Address

The email you choose to use should be an email you will have access to indefinitely. Please avoid using school or work email addresses.

Enter your email address

Confirm Email Address

Enter your email address

Legal First Name

Enter your legal first name

Last Name/Family Name

Enter your last name/family name

Password (at least 12 characters)

Enter your password

Confirm Password

Confirm your password

This is how we will contact you with your NetID prior to registration. Please make sure to use an active email account, and that it's typed correctly. (should not be a parent's email).

This MUST be your legal name.

*If you've taken a CAPP class before, you don't need a new account. Click Back on your browser and scroll to page 8 of these instructions.

FINISH THE FORM, THEN CLICK CREATE ACCOUNT

Cell Phone



I don't have a cell phone

Occasionally, the University of Wisconsin will send a reminder text or call to confirm information related to your application. Please accept or decline these updates below (standard text and data rates apply.)

O Yes, I give permission to send texts or call.

O No, I do not give permission to send texts or call.



VERIFY WITH EMAIL CODE

VERIFY YOUR EMAIL

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

Code		
Code		
	SUBMIT	
	5051111	

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!





Now, skip to Slide 10

SIGN IN AND RESUME (FOR RETURNING CAPP STUDENTS)



BEGIN YOUR JOURNEY

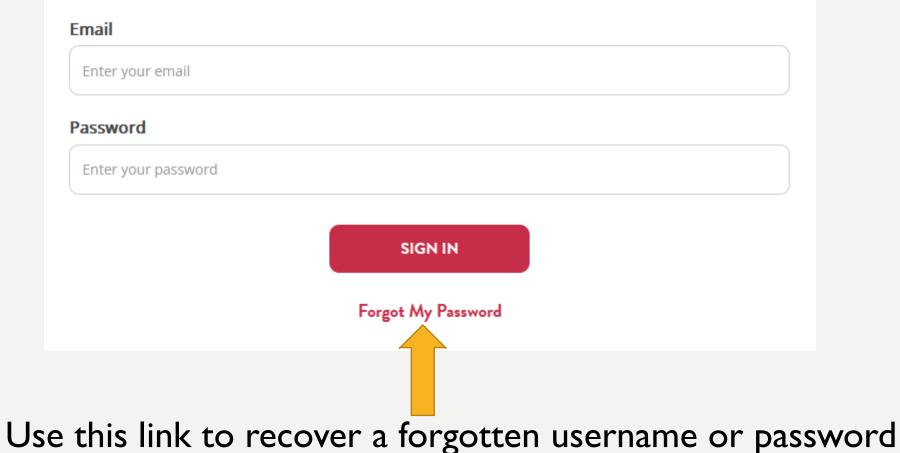
APPLY ONLINE TODAY



SIGN IN AND RESUME

ENTER YOUR INFORMATION

SIGN IN TO YOUR ACCOUNT



IF YOU NEED TO RESET YOUR PASSWORD:

RESET PASSWORD

Enter the email address associated with your UW System account to have the password reset instructions emailed to you.

Email		_
Enter your email or username		
	RESET PASSWORD	

Enter in the email linked with your application account, then check that email address for the reset link.

APPLICATION PASSWORD RESET:

University of Wisconsin System

A request to reset the password for your account has been made. You may now log in by clicking this link or copying and pasting it into your browser: [link will be listed here]

Click the link in the email, and reset your password on the opened page:

RESET YOUR PASSWORD

assword (at least 12 characters)		Confirm Password	
Password		Confirm Password	
	HOMEPAGE	RESET PASSWORD	

ONCE THOSE STEPS ARE DONE, YOU'LL SEE YOUR APPLICATION HOMEPAGE

IN PROGRESS APPLICATIONS
CAMPUS APP TYPE

You have no applications in progress.

STARTED DATE

TERM

SUBMITTED APPLICATIONS

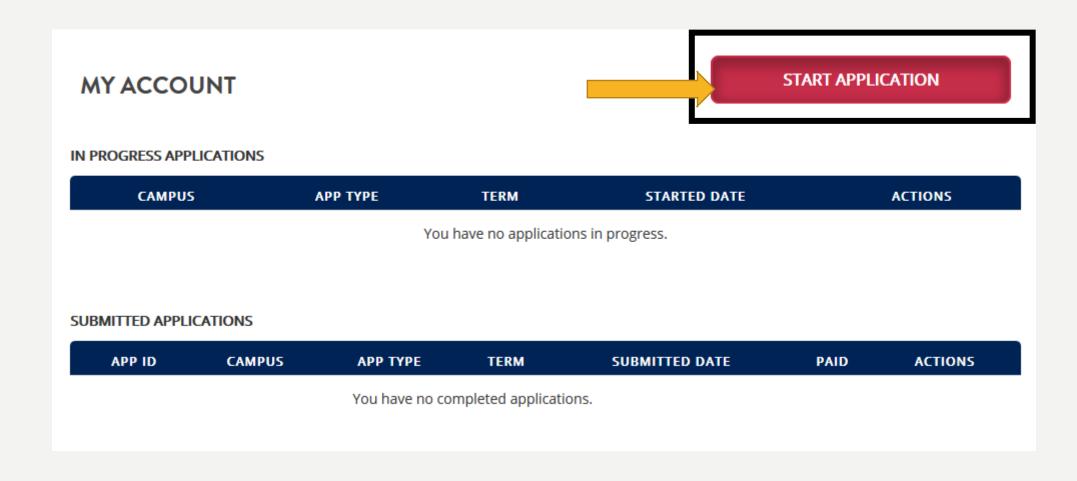
MY ACCOUNT

APP ID	CAMPUS	АРР ТҮРЕ	TERM	SUBMITTED DATE	PAID	ACTIONS
		You have no co	mpleted applicat	ions.		

START APPLICATION

ACTIONS

CLICK START APPLICATION



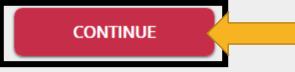
CLICK CONTINUE



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.

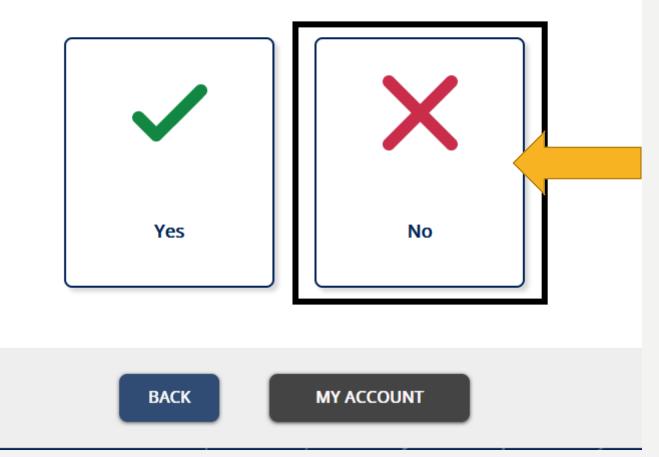




SELECT "NO"

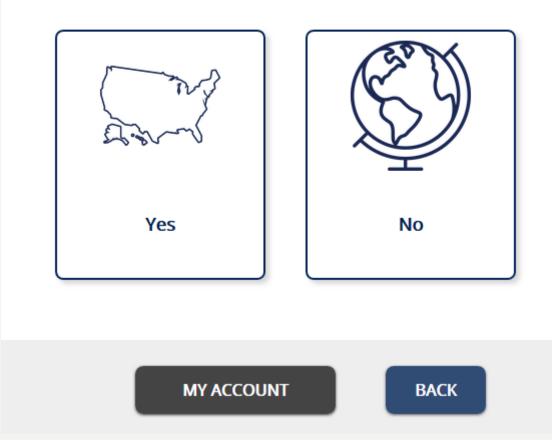
ARE YOU APPLYING AS A DEGREE-SEEKING STUDENT?

A degree-seeking student plans to work towards a degree (e.g., Associates, Bachelors, Masters, etc.) at the campus at which they enroll.



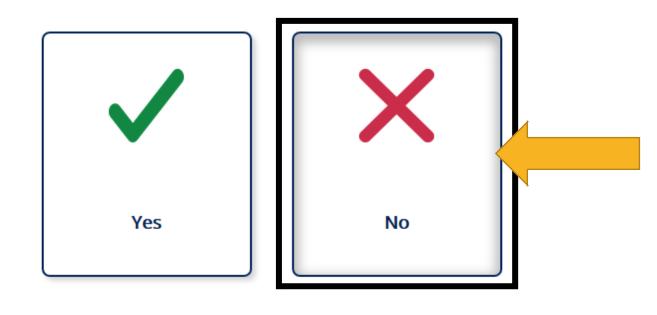
SELECT YOUR CITIZENSHIP STATUSS

ARE YOU A U.S. CITIZEN?



SELECT "NO"

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



MY ACCOUNT



CLICK "CONTINUE"

• If your screen does not show this exact message, go back and double check that your answers match those provided in the earlier slides.

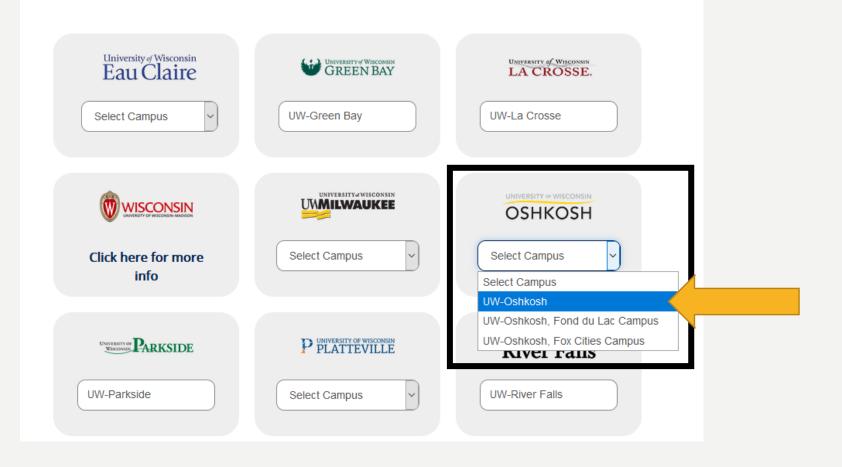
YOU ARE A HIGH SCHOOL NON-DEGREE APPLICANT

A High School Non-Degree applicant is in high school and plans on taking a college course or two.

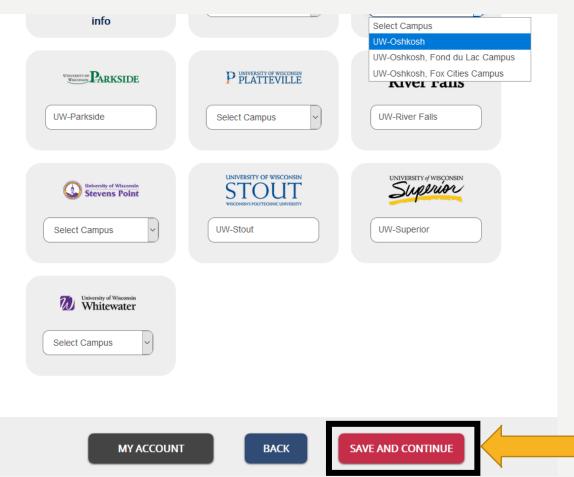


SELECT "UW OSHKOSH" FROM THE MENU

WHERE DO YOU WANT TO GO?



SCROLL DOWN AND CLICK "SAVE AND CONTINUE"



CHOOSE "CAPP", THEN SAVE AND CONTINUE

CHOOSE YOUR MAJOR / PROGRAM

UW-Oshkosh

Please select one major/program using the search below.

What do you want to study...?

CAPP - Cooperative Academic Partnership Program

Early College Credit Program (ECCP)

High School Special Student

SELECTED PROGRAM:

CAPP - Cooperative Academic Partnership Program 🛛 👩 Delete

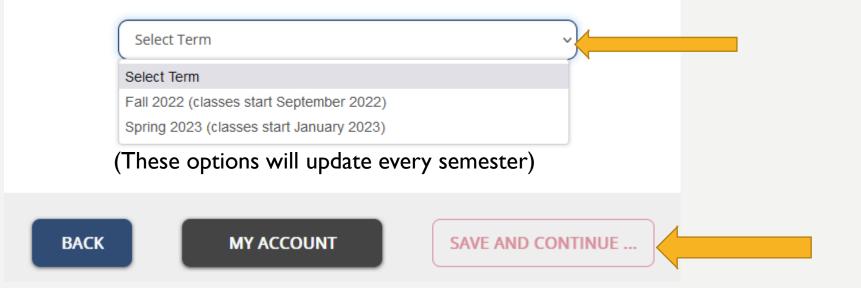
MY ACCOUNT



SAVE AND CONTINUE

CHOOSE YOUR TERM

WHEN WOULD YOU LIKE TO START SCHOOL?



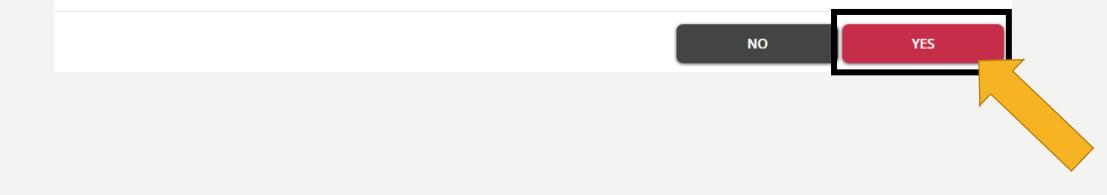
Choosing the Fall term will also keep you active through the end of that academic year (so you won't have to reapply for Spring).

If the term you want does not appear, please contact CAPP before making your selection.

CONFIRM THAT YOU WILL STILL BE IN HIGH SCHOOL (IF PROMPTED)

High School Non-Degree Application

Will you still be attending high school during the Fall 2023 term?



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 2023 (classes start September 2023).

You have selected **CAPP** - **Cooperative Academic Partnership Program** as your major/program.



Yours may be different

IF YOU APPLIED FOR CAPP BEFORE, USE YOUR PREVIOUS INFORMATION TO SAVE TIME!

COPY FROM RECENT

Would you like to copy your information from your most recent application into this new application? If you choose to copy your information please be sure to review the data that has copied over.

NO, I WANT TO START OVER

YES, USE PREVIOUS INFORMATION

AVOID AUTO-FILL ANSWERS!

AUTO-FILL CAN LEAD TO SUBMITTING INACCURATE 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!)

ENTER YOUR INFORMATION

BASIC INFORMATION

Legal First Name 🗊	Last Name/Family Name Office
Middle Name (Optional) Middle Name	Preferred Name/Name in Use (Optional)
Suffix (Jr, Sr, etc) (Optional)	!! Be careful of Auto-Fill here !!
Has your name ever changed? (Ex: Life events	s such as a marriage, adoption, divorce etc)
O Yes	
Legal Sex 🕕	Gender (Optional) 🕕
Select Legal Sex	 ✓ Select Gender ✓
Date of Birth:	
MM/DD/YYYY	

Note about Preferred name:

- Most students will leave this blank.
- 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 optional field should not be used for nicknames.

ENTER YOUR INFORMATION

 US Social Security Number US Tax Identification Number Do Not Have/Do Not Want to Provide 		
US Social Security Number	Confirm US Social Security Number	
Country of Citizenship United States	~	
Country of Birth United States	~	
City of Birth Oshkosh	State of Birth Wisconsin	~
Have either of your parents and/or guardians earne • Yes • O No	d a four-year college/university degree? U	

: AND CONTINUE

IMPORTANT: If you have a Social Security number (all US Citizens have one), then you must provide it here.

If you need to find this information, you can save the application and return later.

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 (Optional)

□ Self □ Parent/Spouse □ Neither

ETHNICITY AND RACE

Are you of Hispanic or Latino/a origin? (Optional)

O Yes O 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

BACK

PROVIDE YOUR CONTACT INFORMATION

CONTACT INFORMATION

Email Address		
capp@uwosh.edu		
Phone Number	Туре	
+1 (920) 424-3003	Select Type	~
Preferred Phone Number		
	~	

You must provide at least one contact phone number, and indicate which phone number is preferred.

PROVIDE YOUR ADDRESS, THEN CLICK VALIDATE

PERMANENT ADDRESS

How will you use my address? 🕕

Address

800 Algoma Blvd

Address Line 2 (Optional)

Apartment, building, or unit #

Country United States	State Visconsin	Wisconsin is at the top of the State list.
City Oshkosh		
Zip / Postal Code 54901	Other State/Province (Optional)	
ВАСК	VALIDATE	

IF THE ADDRESS THAT POPS UP IS CORRECT, CLICK SAVE AND CONTINUE

Formatted Address

800 Algoma Blvd, Oshkosh, WI 54901, USA

Is the formatted address above correct?

O Yes O No

Is the address listed above your mailing address? (If no, you will need to supply a mailing address)

O Yes O No

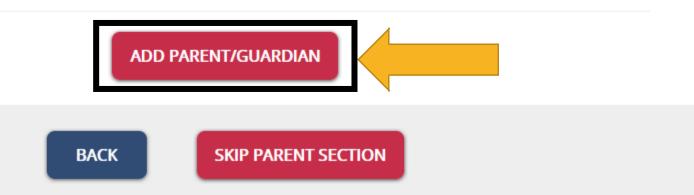


YOU MUST ENTER INFORMATION FOR At least one parent/guardian

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.



ENTER THE PARENT/GUARDIAN NAME AND RELATIONSHIP TO YOU

PARENT/GUARDIAN INFORMATION

First Name	Last Name	
Relationship to Applicant	Phone Number	

IF THE PERSON LIVES WITH YOU, ANSWER YES TO "SAME AS APPLICANT"

Current Address

Same as applicant?

Yes O No

Email Address (Optional)

Email Address



IF THIS PERSON DOESN'T LIVE WITH YOU, SELECT NO AND PROVIDE THEIR ADDRESS

Current Address	
Same as applicant?	
O Yes 💿 No	
Address	
Street name and number	
Address Line 2 (Optional)	
Apartment, building, or unit #	
Country	
Country	
Select Country	~
Ch.	
City	
City	
Zip / Postal Code (Optional)	Other State/Province (Optional)
Zip Code	Other State
Email Address (Optional)	
Email Address	

SAVE PARENT/GUARDIAN

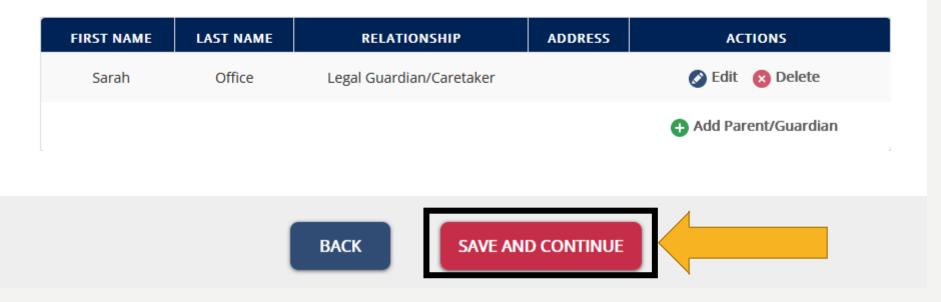
BACK

SAVE AND CONTINUE

PARENT/GUARDIAN INFORMATION

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- 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.



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, because this will <u>delay</u> your application.
- If you aren't sure how to answer a question, consult a parent, guardian, or teacher.

RESIDENCY

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 <u>Wisconsin residency</u>.

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?

O Yes O No

Minnesota Reciprocity

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

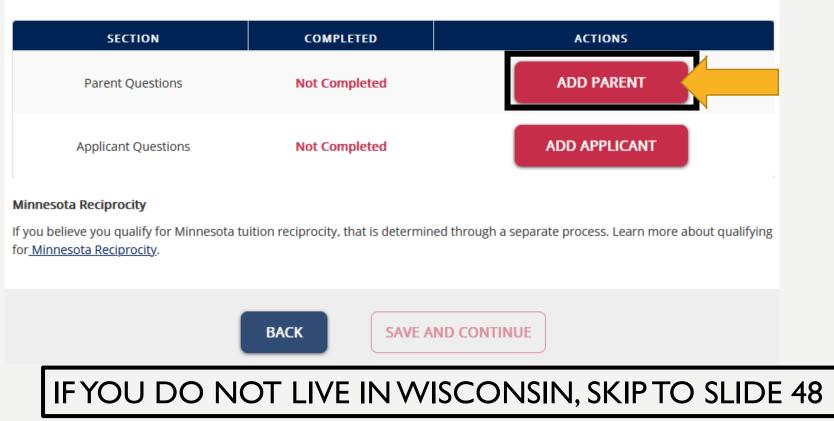
If you live in Wisconsin, say yes. If not, say no and skip to slide 48.

BACK

IF YOU SAID YES, AND YOU LIVE IN WISCONSIN CLICK THE PARENT BOX

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

Yes O No



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?

O Yes O No

Where is your Legal Guardian/Caretaker employed?

O Wisconsin O Outside of Wisconsin O 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?

O Yes O No, did not file O No, filed in a different state

Was Wisconsin the last place your Legal Guardian/Caretaker registered to vote or voted?

O Yes O No

Does your Legal Guardian/Caretaker hold a valid Wisconsin driver's license?

O Yes O No



NOW CLICK ADD APPLICANT

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 <u>Wisconsin residency</u>.

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

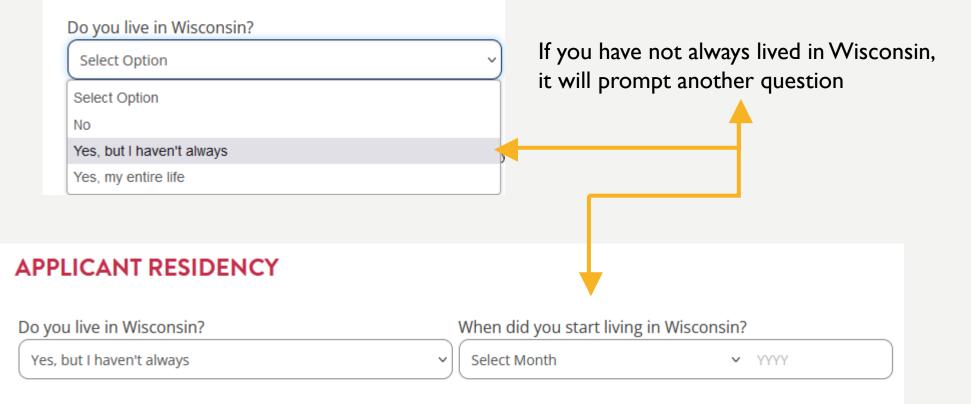
Do you believe you may qualify for in-state tuition rate based upon Wisconsin residency?

Yes O No



DO YOU LIVE IN WISCONSIN?

APPLICANT RESIDENCY



RESPOND TO THE REMAINING QUESTIONS

APPLICANT RESIDENCY

Do you live in Wisconsin?

Yes, my entire life

Where are you employed?

O Wisconsin O Outside of Wisconsin O Not currently working

Have you filed a Wisconsin resident income tax return for the most recent tax year?

O Yes O No, did not file O No, filed in a different state

Was Wisconsin the last place you registered to vote or voted?

O Yes O No

Do you hold a valid Wisconsin driver's license?

O Yes O No

Did your parent(s)/guardian(s) claim you as a dependent for the most recent tax year? O Yes O No

Have you physically resided full-time in Wisconsin for the past 12 months?

O Yes O No



SAVE QUESTIONS

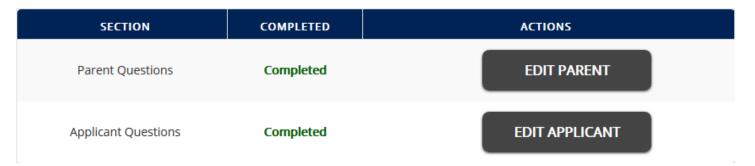
CLICK SAVE AND CONTINUE

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 <u>Wisconsin residency</u>.

Are you claiming Wisconsin residency to qualify for the Wisconsin resident tuition rate?

● 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 <u>Minnesota Reciprocity</u>.



IF YOU DO NOT LIVE IN WISCONSIN, CLICK CONFIRM, THEN SAVE AND CONTINUE.

Residency Status

Based on your selection, you will be classified as a nonresident (out-of-state) student for tuition purposes.

In most cases, nonresident students are charged a higher tuition rate than resident students. In many (but not all) circumstances, students may be eligible for resident (in-state) tuition if they claim resident status and they or their parents reside in Wisconsin.

Students who claim nonresident status will be considered non-residents for tuition purposes, regardless of the state of their home address.

CHANGE MY SELECTION CONFIRM

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

O 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 <u>Minnesota Reciprocity</u>.



CLICK 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.

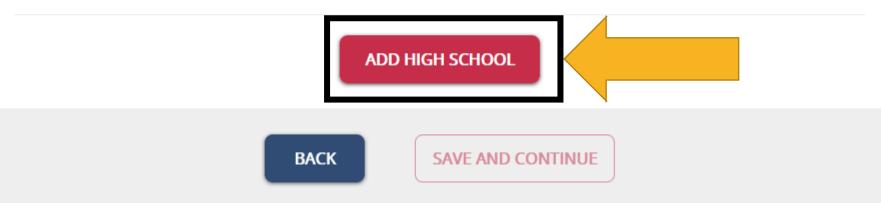


CLICK "ADD HIGH SCHOOL"

ACADEMIC BACKGROUND: HIGH SCHOOL/SECONDARY SCHOOL

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



LOCATE YOUR SCHOOL USING THE SEARCH AND SELECT IT

ACADEMIC BACKGROUND: HIGH SCHOOL/SECONDARY SCHOOL

	Search By Name		Search By City/Location	
Example:	Oshkosh		Search By City/Location)
(search for your actual school)	Choose School			
		OSHKOSH NORT OSHKC	TH HIGH SCHOOL DSH, WI	
			T HIGH SCHOOL DSH, WI	
			r High School DSH, WI	
		I did not find n	ny high school	
		ВА	ск	

SELECT "YES" TO THE ATTENDANCE QUESTION, PROVIDE YOUR FUTURE GRADUATE DATE, THEN SAVE HIGH SCHOOL

ACADEMIC BACKGROUND: HIGH SCHOOL/SECONDARY SCHOOL

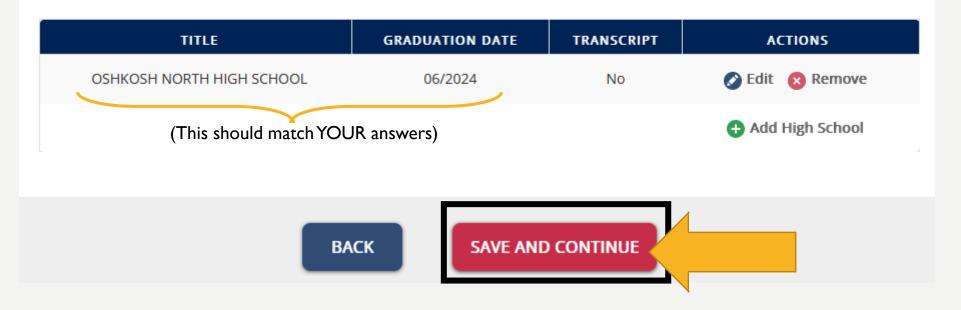
(this should say OSHKOSH NORTH HIGH SCHOOL your actual school) OSHKOSH, WI Do you currently attend this school? Yes O No Attended from Anticipated graduation date? Select Month YYYY Select Month YYYY HIC SCHOOL ANSCRIPT Don't upload a transcript is optional to include in the application. An unofficial transcript may reduce the time sion decision. An official transcript may be required by some campuses. transcript.We script (PDF only, 10MB limit) 🕕 don't need it. Bro se... No file elected. BACK SAVE HIGH SCHOOL

CLICK SAVE AND CONTINUE

ACADEMIC BACKGROUND: HIGH SCHOOL/SECONDARY SCHOOL

In this next section you will need to supply the following pieces of information about all of your High School/Secondary Schools attended:

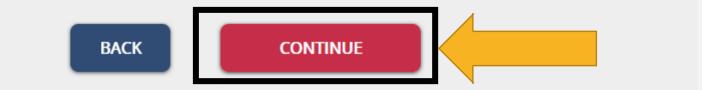
- Full name of your high school/secondary school
- High school/secondary school attendance dates
- High school/secondary school graduation date
- Optional: unofficial high school/secondary school transcript



CLICK 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.

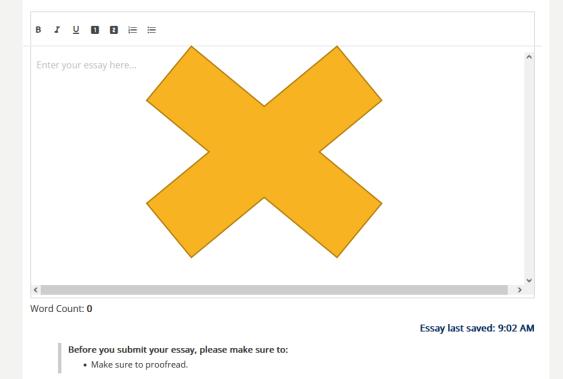


YOU MAY SKIP THE ESSAY. CLICK SAVE, THEN SAVE AND CONTINUE

ESSAY

YOU DO NOT NEED TO WRITE AN ESSAY

Our obligation to report.



*If you are not moved to the next page after clicking Save and Continue, use the left side navigation to progress to the next section



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

SIGN YOUR APPLICATION(S)

Applications to Submit



CONFIRMATION SIGNATURE

You are ready to sign your application. Once you sign and submit your application you are not able to make changes to your submitted application(s).

I acknowledge that by providing an electronic signature, I attest to the accuracy and truthfulness of the application(s) I'm submitting. I also agree to the **conditions** of the UW System.

Do you agree to all of the above?

O I Agree

Signature

Signature

CONGRATULATIONS! YOU COMPLETED STEP 1, CAPP ADMISSION APPLICATION!

- Remember, this is just Step 1. You must also complete Step 2, course registration, to truly 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.