

CAPP Student Handbook

Welcome to the University of Wisconsin Oshkosh!

Congratulations on your decision to accept the challenge of taking a college course(s) while in high school. This opportunity is not for every student - your academic performance and willingness to 'go above and beyond' has prepared you for this next step in your academic career. You will be experiencing the pace, rigor, and personal responsibility that are crucial to success in college. After completing your CAPP courses, you will be better prepared for full-time college study than your fellow students who did not challenge themselves.

As are *all* University of Wisconsin Oshkosh students, you are responsible for knowing University policies and procedures. This handbook outlines this information and directs you to other important resources. If you have questions or concerns, please feel free to discuss them with your teacher, guidance counselor or CAPP staff. We are all here to support you and our desire is to see you succeed.

In this handbook, you will also find:

- Directions for obtaining your University of Wisconsin Oshkosh transcript from the University Registrar's office.
- Tips for successfully transferring your University of Wisconsin Oshkosh credit to another college.

The CAP Program is the premier concurrent enrollment program in the state. I believe you will find your CAPP experience a satisfying and enjoyable one!

Sincerely,

Catherine Bryan, Ph.D.
Interim Director, Cooperative Academic Partnership Program

Cooperative Academic Partnership Program

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I. What is CAPP?

A. The Program

The Cooperative Academic Partnership Program (CAPP) is an initiative of the University of Wisconsin Oshkosh and participating high schools to provide academically capable students an opportunity to earn college credit while still in high school. CAPP is a concurrent enrollment program, meaning courses are taught for the most part during the regular school day by certified high school teachers who hold adjunct lecturer status with the University. You receive both high school and college credit for your work, thereby decreasing the time needed to earn a college degree. CAPP is the only concurrent enrollment program in the state of Wisconsin that is nationally accredited by NACEP – a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. Read more in the next section.

B. The Instructors

High school faculty who teach CAPP courses are reviewed, selected, and supported by UW Oshkosh academic departments and faculty. These adjunct faculty work with UW Oshkosh department faculty liaisons to ensure that their CAPP courses give you a chance to experiment with the academic rigor of university course work while remaining with high school peers. As you walk into your CAPP class, remember that your teacher has been appointed as affiliated faculty at UW Oshkosh. CAPP instructors have taken on the considerable load of teaching a college course and will expect the same hard work from you.

C. The Courses

The content, assignments, projects, and assessments for courses are held to the same standards as those taught on the UW Oshkosh campus. As a CAPP student, you will work toward the same outcomes as on-campus students. Students who successfully complete courses offered through CAPP earn UW Oshkosh credit, verified by an official transcript.

As a CAPP student you are a real UW Oshkosh student taking real UW Oshkosh courses right in your own high school.

D. What courses does CAPP offer?

For a complete list of courses and course descriptions please go to <http://www.uwosh.edu/capp/students/students/courses>.

For a complete list of participating high schools, please go to <http://www.uwosh.edu/capp/high-schools/hs-directory>.

The type and number of courses offered is generally dependent on the master's degrees held by teachers at any given high school. Contact your high school counselor to find out which specific courses are offered. If your high school does not offer a course you would like to take, be sure to talk to your guidance counselor and discuss the possibilities available or contact the CAPP Office to see if your school could offer it or if the course is currently offered online.

II. Benefits of CAPP

Over the years we have heard from many students who refer to their CAPP experience as “getting a jump on college credits” and “experiencing college before I get there with teachers and students I know.” Here are some of the benefits you stand to gain from successful completion of a CAPP course:

- **Gain a competitive edge over other college applicants** - Demonstrating willingness to take challenging courses is what admissions officers look for and CAPP courses are evidence of this. Also, one in four freshmen do not return for their sophomore year. CAPP courses will help make sure you do not become part of this statistic.
- **Save on tuition and room and board** - CAPP students pay less than half the standard per-credit tuition rate with the cost based upon the number of credits assigned to each class. It may also reduce the amount of tuition paid when you get to college because of the courses you can transfer, meaning fewer classes you have to take in college!
- **Rigorous courses while in a familiar environment** - CAPP provides students with a rigorous curriculum for college credit, with the comfort of a familiar environment. Students can stay in high school with their teachers and friends while still being challenged academically.
- **Jump start your college career** -
 - **Register for college courses earlier** - Upon successful completion of CAPP courses, you have the opportunity to register for classes earlier due to credit hours earned. This allows you to not only get the courses you want, but also when you need them, in order to graduate on time.
 - **Lessen your course load** - By completing a CAPP course in high school, many students do not have to take the courses again in college because the credit has already been earned for the course during high school and is recognized by the college the student attends.
 - **Enjoy more flexibility and opportunities in college** – Many CAPP alumni find they are able to pursue second majors, study abroad, and/or gain professional experience through internships while still graduating on time.
- **Learn college skills before your freshman year.**

A. How is CAPP Different than AP?

The courses CAPP provides are a college course, listed in the official University course catalog. Students are assessed throughout the course by exams, papers, lab reports, etc. and receive a UW Oshkosh transcript to transfer the course to most colleges and universities. Advanced Placement (AP) offers a single, high-stakes test often after a high school course solely designed to prepare you for one exam. Acceptance of AP scores vary for accepting exam for credit (generally need 4 or 5). With a CAPP course you are fully participating in a *college course*.

In the state of Wisconsin, the Department of Public Instruction reported that **only 20.6% of AP students** receive a passing score of 3, 4, 5 (college credit not guaranteed). However, between **94-99% of CAPP students receive credit recognition** for UW Oshkosh credits who attempt to transfer their credits (according to student surveys completed each year).

	Cooperative Academic Partnership Program (CAPP)	Advanced Placement (AP)
Student Requirements	<p>Junior or senior students must meet one of the following requirements to be eligible to enroll:</p> <ul style="list-style-type: none"> • Class rank in top 25 percent • GPA of at least 3.25 on a 4.0 scale • ACT of 24 or higher <u>and</u> class rank in top 50 percent <p>Instructors can make recommendations for students exceptional in that area, but not meeting the requirements.</p>	Any student who takes an AP course and/or exam
Type of course	<ul style="list-style-type: none"> • University course listed in official course catalogue, syllabus reviewed by university department faculty • Students held to same standard of achievement as university • Both UW Oshkosh and CAPP are accredited (by North Central Association of Colleges and Schools and National Alliance of Concurrent Enrollment Partnerships respectively) • Offers 56 different courses and growing 	<ul style="list-style-type: none"> • Curriculum suggested, syllabus reviewed by Development Committee • College-level course taught in high school to prepare student for AP national exams • Supported by College Board • Offers 34 different courses and 24 different exams
Credit Earned	<ul style="list-style-type: none"> • Student earns college and high school credit immediately upon successful completion of the course • Credit appears on official UW Oshkosh transcript • Multiple and varied assessments throughout course • Almost all CAPP students, 99%, earn credit for course • Credit recognition by most of the 2,500 colleges in U.S. • Majority of credit recognition is for actual college courses (versus general elective) • Retroactive credits granted for Foreign Language students earning a B or better (earning up to 16 credits with course) 	<ul style="list-style-type: none"> • Earn high school credit and grade based on performance in a high school course • College credit based on summative assessment • Score of 4 or 5 generally needed for exemption or credit at colleges & universities. Occasionally 3 accepted for general elective credit. • According to the College Board, the Wisconsin average score was 3.13 (2012 data). • Wisconsin DPI reported that 20.6% of students taking the AP Exam earn a passing score (3 or higher). • Transferable to some schools that will not take dual credit (Harvard, Notre Dame, Wabash, etc.) • Many private schools beginning to reject AP credit
Parent & Student Support	<ul style="list-style-type: none"> • Assistance with transfer issues, registration, and general questions • Exposure to college: Campus visits, faculty visits, email access, computer learning environment supports, etc. • Access to on campus resources (Polk Library) • Access and borrowing privileges at other UW System libraries 	<ul style="list-style-type: none"> • None
Cost to student	Student fees are \$133.80 per credit (compared to more than \$300 with fees for UW on campus courses)	Approximately \$90 or more per exam and no guarantee of college credit
Teacher Qualifications	<ul style="list-style-type: none"> • High school teachers who have been approved by the university academic department • Qualifications are set by university academic department - must have Master's degree • Discipline-specific professional development with post-secondary faculty required for NACEP accreditation 	<ul style="list-style-type: none"> • High school teachers selected by the high school • No educational or professional background requirements set by AP • Participation in workshops and conferences strongly encouraged but not required
Teacher Support	<ul style="list-style-type: none"> • Training sessions and mentoring from university professor at no expense to teacher required for NACEP accreditation • Annual professional development workshop at no expense to teacher • Teacher appointed Adjunct Lecturer at UWO • Classroom visit from UWO faculty every semester during the time the course is taught • UWO graduate course reimbursement • Professional development funds available each year • University resources and programs available • Cost = none 	<ul style="list-style-type: none"> • Workshop taught by college professor: workshop fee charged due to Educational Testing Service • Participation in workshops and conferences encouraged but not required • Online training, consultants available • Cost = AP workshop fee, unless school pays
School Support	<ul style="list-style-type: none"> • Direct connection to UW Oshkosh • Professional development opportunities to assist teachers finish degree in order to teach CAPP • Clearinghouse for information about university, state level, & national level issues • Guarantee of program quality through national accreditation of National Alliance for Concurrent Enrollment Partnerships (NACEP) 	<ul style="list-style-type: none"> • Student test scores validate student ability; no validation for program as a whole • Cost = None, unless school elects to pay teacher AP workshop fees

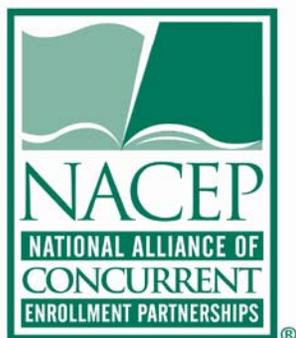
	<ul style="list-style-type: none"> • Cost = One day's substitute pay for teachers attending the annual workshops and transportation for campus visits 	
Benefits to School	<ul style="list-style-type: none"> • Collegial connections and program articulation between high school and college • Save on Youth Options (YO) costs • Provide the most competitive opportunities for your students and make your district more attractive to outside students due to rigor and unique programming 	<ul style="list-style-type: none"> • Provide opportunities for your students

B. NACEP Accredited

The UW Oshkosh CAP Program was the first and still is the only program of its kind nationally accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) in Wisconsin. NACEP standards articulate best practices that hallmark excellent college programs and rigorous college courses.

The National Alliance of Concurrent Enrollment Partnerships (NACEP) is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. Established in 1999, in response to the dramatic increase in concurrent enrollment courses throughout the country, NACEP serves as a national accrediting body and supports all members by providing standards of excellence, research, communication and advocacy.

Website: <http://nacep.org/>



III. The CAPP Decision

A. Academic Advising

The most successful college students contact and remain in contact with knowledgeable academic advisors before registering for courses. Consider the following before you talk to advisors and plan your schedule:

- How much out-of-class work is expected for each course I'm interested in?
- What other commitments do I have during this semester – work, sports, music, drama, time with friends and family?
- How many advanced classes will my schedule allow?

College courses are demanding and time consuming. Gather information by talking to your teachers, your high school guidance counselor, and friends who have taken CAPP courses. Make an *informed* decision – this is your

future! Your teachers, guidance counselors, and parents want you to succeed and good advising and planning will make it happen.

B. What to Expect

When you walk into a CAPP course, you are walking into a UW Oshkosh classroom. You are working with the same content and assessments as on-campus students and are held to those same standards.

Expect:

- A fast pace
- Greater personal responsibility
- High standards

C. Eligibility Requirements

If you are a high school junior or senior and meet at least one of these three requirements at the beginning of the term you wish to enroll, you are eligible to enroll:

- Class rank in the top 25 percent
- GPA of 3.25 or above (on a 4.0 scale)
- ACT score of 24 or higher and one of the following:
 - Rank in top 50 percent of class
 - GPA of 2.75 or above

Eligibility must be certified by your high school principal or guidance counselor at the beginning of the term in which you seek to take the course. Students who do not meet one of these requirements and are may, in special situations, be allowed to enroll. Contact your instructor for additional information.

CAPP students can take no more than 15 credits in a semester per UW Oshkosh policy. Credit Overload Forms must be submitted by the student and approved by the high school guidance counselor and CAPP Director for taking more than 15 credits (apx. 4 courses). Consult with your teachers and/or guidance counselor to make sure you are prepared for this overload. A statement of how you have prepared for and will handle this load is required on the form. Forms can be requested from the CAPP office.

IV. Enrolling in CAPP Courses

A. Step 1: Admission Application Procedures

Since CAPP students are specially admitted University of Wisconsin Oshkosh students, they must meet residency and other requirements for special admission. Students are required to use the UW System Online Admission Application to be admitted: <https://apply.wisconsin.edu/>. Students must apply as “High School Special/Youth Options Program” – “Cooperative Academic Partnership.” Specific directions are available from your teacher, on the CAPP website, or in Appendix A.

When planning your schedule of courses, if you are interested in a UW Oshkosh course taught through CAPP, speak with your guidance counselor or teacher about completing the online CAPP admission form. This process is free and there is no obligation to take a course. Completing the admission process at this time will allow you to register in a timely manner for specific UW Oshkosh courses taught through CAPP later. After receiving your admission application, UW Oshkosh creates a student record and assigns you a campus identification number that will speed your course registration. Your eligibility to take CAPP courses will be determined at the time you actually register for the course.

Your application is good for one academic year. If you wish to take CAPP courses the next year, you must submit a new admission application.

B. Step 2: Course Registration

Eligible students who have completed the online admission process fill out a registration form at the beginning of the term in which the course is offered. Your teacher will provide these forms. These forms are processed and you will be enrolled in the specific courses and be entitled to all of the benefits of being a CAPP student.

Registration deadlines are set for each University semester and are provided to your instructor. Talk to your instructor when the registration sheet is due to your **high school**.

Drop Date: 28th day of UW Oshkosh semester.

These deadlines are strictly enforced by the CAP Program. All registration forms must be submitted by the required dates for registration to occur. Students who fail to complete the registration process in a timely manner will lose the opportunity to earn University credits for the course. Forms for dropping courses can be found on the CAPP website: <http://www.uwosh.edu/capp/students/student-resources>.

If you completed the Admission Application in a timely manner, you should have a label with your information for your registration form. **Make note of your UW Oshkosh ID number** found on the top of the label. You need this for requesting your transcript and corresponding with UW Oshkosh (see more under “What is my official status with UW Oshkosh?”).

Credit Overload: CAPP students follow the same policy as incoming freshman and are only allowed to take up to 15 credits during one semester. If you wish to request and overload, you must complete the Credit Overload Form (found: <http://www.uwosh.edu/capp/adjuncts-teachers/teacher-resources-1/credit-overload-form-instructions>). The student must complete the form, their high school guidance counselor signs as the Academic Advisor and the form is then sent to the CAPP office. The CAPP Director will make the final decision.

C. A Note about Social Security Numbers

All CAPP admission forms request that you provide your social security number as an option. This number is used solely for internal identification purposes and not shared with others. Not supplying your social security number will make later retrieval of your admission and grade history more difficult and time consuming if you do not have your UW Oshkosh ID number.

D. Prerequisites and Placement Tests

Students must meet eligibility requirements (section III, C) and prerequisites for courses, as listed in the course catalog. Some exceptions are made for certain courses. The prerequisites are available with Courses Offered:

<http://www.uwosh.edu/capp/courses-offered>. Instructors may give special consideration if a student is exceptional in that content area, with consultation of UW Oshkosh faculty liaison, to enroll in the course without meeting the prerequisites.

All students enrolling in Math courses must take the Math Placement Exam and earn the appropriate scores to be enrolled in the courses. These are typically done in the previous spring semester for the upcoming school year. Contact your instructor for more information and scheduling information. If you are wishing to retake the exam, you should contact UW Oshkosh Testing Services 920-424-1432. You must wait one week to retake the test and the cost is \$5. You will have to go to Polk Library, room 2 in the lower level, to take the test.

E. Dropping a CAPP Course

Grades for UW Oshkosh courses taught through CAPP become a permanent part of your college transcript and you should carefully weigh whether you are ready for college level work and willing to make the necessary time commitment. Your guidance counselor and course instructor are excellent resources to help you make your decision. If you decide to drop a course you should first discuss the matter with your instructor. You may then drop the course without cause with refund, if you do so within the deadlines set by the University (by the 28th day of UW Oshkosh semester). Contact your instructor to complete the necessary paperwork. Forms are available: <http://www.uwosh.edu/capp/students/student-resources>

Drop vs. Withdrawal

What is the difference?

- Dropping a Course: means you are taking more than 1 course and are subsequently dropping one of your courses. Must submit Add/Drop Card.
- Withdrawal: means you are only taking 1 course and dropping it or taking multiple courses and dropping all of them, thereby severing ties with the University of Wisconsin Oshkosh. Must submit Term Withdrawal Form (available from instructor).

Drops and withdrawals must be submitted by the 28th day of the UW Oshkosh semester in order to receive a refund. Your instructor will have information as to the last date you can drop a course with a tuition refund.

After the drop deadline date, a drop or withdrawal from CAPP courses may be available ***for good cause but without tuition refund to your school, except in unusual circumstances***. Students must submit an **Appeal to Late Drop** form accompanied by documented reason or reasons for the request. Reasons for approving a late drop may include: medical emergency; family emergency; mental health emergency or problem; severe personal problem or situation that has resulted in counseling or other professional help before the request; or other situations that causes significant disruption to a student's semester. **In no event will reasons related solely to academic performance be considered to justify a late drop of the course.** The form for requesting a late drop must be fully completed by you and must be reviewed by your instructor, school counselor (or principal), and submitted to the CAPP Director for final determination.

Instructors may drop students from their class who do not attend the first session of the semester.

Note: Primary responsibility of dropping a class resides with the student.

Students who have already completed a course during the term and wish to leave the University will retain the grade of the completed class (i.e. a seven-week class) and should drop the remaining courses. Total withdrawal from the University automatically assigns "W" grades to all courses, except completed courses for the term.

F. Tuition

Tuition is based upon the number of credit hours for a particular course. Courses may be 1, 2, 3, 4 or 5 credits. The per-credit tuition amount is determined by the University of Wisconsin System and changes annually. CAPP students pay **one half** the regular UW Oshkosh per credit tuition rate. Each school district establishes its own policy regarding student payment of tuition and books. All payments are made directly to the high school or school district, not UW Oshkosh. High schools are notified of the current tuition rate, please contact them regarding payment.

V. Being a UW Oshkosh CAPP Student

A. You are a UW Oshkosh Student!

Students admitted and registered in UW Oshkosh courses taught through CAPP are special students at UW Oshkosh. While you may enjoy many of the benefits of University enrollment (see the section Privileges as a CAPP Student), there are limits on your status. CAPP enrollment status does not guarantee regular admission to the University. While acknowledging your class standing and accomplishments, being a CAPP student does not automatically mean that you will be admitted to any University of Wisconsin campus as a regular student. Neither does CAPP status affect registration under the Youth Options Program (YOP).

You are responsible for:

- Knowing and abiding by all of the policies that affect students at UW Oshkosh
- Abiding by all admission and registration deadlines and using accurate forms.
- Reviewing important policies regarding student conduct visit
 - University Policies: <http://www.uwosh.edu/stuaff/policies-procedures>
 - Repeat Policy: <http://www.uwosh.edu/registrar/policies/the-repeat-policy>
 - FERPA: <http://www.uwosh.edu/registrar/policies/ferpa>
 - More policies and resources available on CAPP Website: <http://www.uwosh.edu/capp/students/student-resources>

B. Course Syllabus – Your Key to Success

The first steps toward success in any college course are to read the syllabus, read the syllabus, and read it again!

Your syllabus contains vital information such as:

- Course expectations
- Instructor office hours
- Key dates
- Class attendance
- Grading

Helpful Hint: Be sure to keep your syllabus, all exams, papers, reports etc. after the course has ended. Having this information may help you secure credit recognition if there is ever a question.

C. Academic Dishonesty

Academic integrity is essential to a positive teaching and learning environment. All students enrolled in UW Oshkosh courses are expected to complete course work with fairness and honesty. Failure to do so will result in disciplinary action. The University of Wisconsin Oshkosh defines dishonesty as:

1. Academic misconduct is an act in which a student:
 - a. Seeks to claim credit for the work or efforts of another without authorization or citation;
 - b. Uses unauthorized materials or fabricated data in any academic exercise;
 - c. Forges or falsifies academic documents or records;
 - d. Intentionally impedes or damages the academic work of others;
 - e. Engages in conduct aimed at making false representation of a student's academic performance; or student's academic performance; or
 - f. Assists other students in any of these acts.

2. Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Penalties for academic dishonesty range from reprimands or course failure to expulsion from the University. Serious violations are likely to be recorded on the student’s academic record and may affect admission to the University of Wisconsin or other institutions. For the complete University of Wisconsin Oshkosh Student Discipline Code, visit: <http://www.uwosh.edu/stuaff/images/student-discipline-code>

D. University of Wisconsin Oshkosh Grading Information

Undergraduate Letter Grade	Undergraduate Grade Points
A	4.0
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00
W	Withdrawal
I	Incomplete

What is my GPA (grade point average)?

The grade point average reflects your overall average college grade. It is calculated by dividing the grade point earned by the “hours to GPA.”

Credit Hours: refer to the number of credits UW Oshkosh assigns for each course or unit of a course.

Will my CAPP grades affect my GPA at the college I eventually attend?

Most institutions do not use grades of courses accepted for transfer credit in their determination of a student’s GPA. However, if you attend Oshkosh, your CAPP grade will become part of your permanent record. If you have questions about how your grades earned in CAPP will transfer, be sure to contact the registrar at the college you wish to attend.

(An incomplete grade must be completed by the end of the following 17 week university semester or it will be automatically converted to an “F”)

CAPP students are held to the same grading standards and assessments as on-campus students. See your course syllabus for your grading scale and course expectations.

VI. What is my official status with UW Oshkosh?

As a CAPP student, you are considered a specially admitted University of Wisconsin Oshkosh student and are eligible to receive many of the same resources enjoyed by on-campus students. These privileges become available to you when your admission and registration is submitted and processed.

A. TitanCard

You are eligible to receive an official UW Oshkosh photo ID known as the TitanCard. The TitanCard identifies you as a student of the UW Oshkosh campus and remains active as long as you are a registered student at UW Oshkosh.

- Your first TitanCard is free. A replacement fee of \$10 will be charged for lost, stolen, or damaged TitanCards.
- Teachers arrange for students to receive TitanCards either through a visit to UW Oshkosh or through the mail by procedures established by UW Oshkosh. Talk to your instructor about receiving TitanCards.
- Take advantage of the numerous benefits:
 - Borrowing privileges at UW Oshkosh Polk Library (card NOT needed for electronic resources)
 - Access and borrowing privileges at other University of Wisconsin libraries
 - Oshkosh Transit System
 - Discounts for campus activities (plays, sporting events, etc. - discounts vary)
- Students who come to UW Oshkosh as degree seeking students should bring their CAPP TitanCard to Odyssey the summer before starting here. Titan Central will waive the fee to get a new ID as a new student.

B. Student ID Number

Your UW Oshkosh Student ID number is a very important number to keep safe. It will appear on the top of your student label when you submit your registration form for CAPP, on your TitanCard, or it will be available from your instructor. It is a 7 digit number and is needed to identify you at UW Oshkosh. You will need that number whenever contacting anyone at UW Oshkosh. You need it to be able to use UW Oshkosh computer labs, accessing electronic library resources, and access to email, TitanWeb, NetID, or D2L.

C. Email (TitanApps)

Students are responsible for all e-mail communications sent to their UW Oshkosh e-mail account and for reading their email in a timely fashion.

1. First Time Logging In:

Username: Use your **full** e-mail address (include @uwosh.edu). Use the Directory to look up your username: <http://www.uwosh.edu/directory/> or it typically follows this setup:

- First 5 letters of your Last Name +
- First letter of First Name +
- Last 2 digits of your Student ID number +
- @uwosh.edu

Whenever logging in, you must always use your full @uwosh.edu address as your username.

Password: 7-digit UW Oshkosh Student ID number

2. Password Change:

You will be prompted to change your password the first time logging in. Enter a new password. Passwords must meet the following requirements:

- At least 8 characters.
- To the right of where you enter your new password is a meter to gauge your password strength. Try to make a **Strong** password.

Enter the requested information and click the Submit button.

3. Need Help?

If you have a question regarding Titan Apps please email or send a chat to go-google@uwosh.edu or call the Academic Computing Help Desk at 920-424-3020.

Visit: <http://www.uwosh.edu/titanapps/> for more help, instruction guides, and tutorial videos on how to use features in TitanApps.

D. Titan Web

- Open Internet Explorer browser.
- Go to <http://www.uwosh.edu/>. On the upper right side of the webpage, click 'Titan Services' tab.
- On the next page, click '**Titan Web**'
- Click the Titan Web Logo in the left side menu. Sign in by entering your
 - **User ID:** 'W' plus your 7-digit student ID number
 - **Password:** (*passwords are case sensitive*); click '**Sign In**'. If you do not remember/know your student ID number and/or your password, contact the Help Desk at (920) 424-3020 to reset it.
- Please see the Help & Guides for Students on the right hand side of the page if you have questions about using TitanWeb on the first TitanWeb page: <http://www.uwosh.edu/registrar/titanweb/>

Initial Login Only: When you log in for the first time, you will use your default password; your default password is: the first two letters of your first name + the first two letters of your last name + the last four digits of your student ID number. The letters must be UPPERCASE, and there are no spaces between the characters. After your initial login, please change your password.

E. NetID

NetID is needed to login to UW Oshkosh campus computers, accessing electronic resources through Polk Library, and using D2L.

- Go to: <http://www.uwosh.edu/acs/services/account-services/netid-account>

- Click under the **If you have not logged in to a campus computer** to change your password.

F. Polk Library Access

As a UW Oshkosh student you enjoy full library privileges. Polk Library can be accessed remotely (at your school or home) via <http://www.uwosh.edu/library/> or by using your TitanCard on campus. You can remotely access Lexis/Nexis and many other full-text articles from academic journals by using your NetID. Students can also search the catalog at UW Oshkosh and other University of Wisconsin libraries. You may use these resources for any of your courses, not just your CAPP courses, as long as you are enrolled as a CAPP student.

Great college students have great library skills. Get started fine-tuning your research skills by taking advantage of your access to Polk Library for ALL your research needs!

G. Other Resources

Visit our website for more information about Student Resources: <http://www.uwosh.edu/capp/students/student-resources>

VII. Your University of Wisconsin Oshkosh Transcript

Courses you take through CAPP will appear on a UW Oshkosh transcript. This is your official record of enrollment at the University and is maintained by the Registrar's Office. **You** must request an official transcript from UW Oshkosh to be sent to the university or college you are attending (unless you are coming to UW Oshkosh, then no transcript is needed) in order to transfer your credits. Contact the university you are attending to find whether the transcript can be sent paper or electronic. The fee for a transcript is \$8.00. There is an additional \$2.25 service fee for online orders and a \$2.00 fee for immediate pickup.

A. Requesting Your Official Transcript

Be sure to view your unofficial transcript before ordering your official transcript to make sure it is complete and error free (directions below).

- 1) Through TitanWeb
 - a. Log on to Titan Web
 - b. Under "Grades, STAR & More" drop down, choose "Transcript Request Official" click "Go"
 - c. Choose "Clearinghouse Secure Site"
 - d. Choose "Order or Track Transcript" and follow directions from there
- 2) In person or through mail – submit Transcript Request Form available from Registrar's website.

For more information, visit the Registrar's website: <http://www.uwosh.edu/registrar/transcripts/> or <http://www.uwosh.edu/capp/students/request-transcript>

B. Viewing or Printing Your Unofficial Transcript

It is highly recommended to check your unofficial transcript for any errors before requesting your official transcripts (especially if you are receiving retroactive credits – see section on retroactive credits). It is also extremely helpful to print this to take to Orientation days. Many times your official transcripts do not make it there or have not been entered by the time you go to register for courses at your university. This helps so you don't sign up for the same courses you have already taken. You must still request an official transcript!

- Log on to Titan Web
- Under “Grades, STAR & More” drop down, choose “View Unofficial Transcript” click “Go”
- Choose UW Oshkosh as your Academic Institution. Select “Unofficial Transcript” for “Report Type” and click “Go.”

If you have problems or questions about requesting your official or unofficial transcript, you can contact the Registrar's Office at 920.424.1199 or records@uwosh.edu.

C. Requesting Recognition of CAPP Credits from Other Colleges & Universities

Because you have taken a UW Oshkosh course, all University of Wisconsin System campuses must accept these credits and many other colleges and universities also accept these credits. However, college policies vary as to how the courses will transfer and what requirements they meet. Each institution has different procedures for how to transfer credits so be sure to contact the school you are attending to know its policies and how your courses will transfer.

- **If you apply to a UW system school** you may use TIS “Transfer Information System” to see and secure how your CAPP credits will transfer. Go to <http://tis.uwsa.edu/index.html>. Be sure to print and save the document from the TIS website. It is a one year guarantee for the transfer of those credits as articulated. Transfer can vary depending on your major in how the course fulfills requirements.
- **If you apply to another college or university**, be aware that the decision whether to grant credit recognition rests entirely with that institution. However, data collected over the years indicates that 99% of students succeed in securing recognition for their University of Wisconsin Oshkosh credit earned through CAPP. Please visit this link for this list of universities or colleges <http://www.uwosh.edu/capp/students/transferring-credits> to view how CAPP credits have been recognized.
- **Recognition of your CAPP credits** can come in several forms and can vary from college/university and departments:
 - **Transfer** of course with credits earned (as elective, general elective course, general education course or degree course).
 - **Exemption** from a required course because a comparable course was successfully completed through CAPP.
 - **Placement** in a higher level course because the introductory level course was successfully completed through CAPP.

D. Tips for Securing Credit Recognition

- Save your class syllabus and all your written work and exams so that you can submit evidence of the level of work your CAPP course required.
- Clearly indicate on college application forms that you have taken course work at another university.
- Send your UW Oshkosh transcript (your high school transcript is not sufficient enough).
- Refer to your credits as from the University of Wisconsin Oshkosh, NOT as CAPP credits or high school credits when dealing with college officials. You might also use the term “concurrent enrollment” program when describing CAPP.
- Should a college have questions about the CAPP course you have taken, present a portfolio of assignments and examinations to the college with the request that the portfolio be evaluated on an individual basis.
- If your credits are not at first accepted, figure out who makes decisions about credit transfer at your college. The Admissions Office or Registrar’s Office typically only interprets transfer policy. Other places to check:
 - Academic Advisor
 - Department Chairperson that the course would fall under
 - College Dean’s Office

When you go to meet any of these people make sure you take the following items with you:

- UW Oshkosh transcript (unofficial may be fine)
 - UW Oshkosh Course Bulletin description of your course from when it was offered:
<http://www.uwosh.edu/registrar/transcripts/undergradbulletins/>
 - Copy of the syllabus
 - Your portfolio of work
- **If your credit is still not accepted or questioned**, please contact the CAPP office (920) 424-003or at capp@uwosh.edu. We can clarify any misunderstandings about the program and help as we can.

E. Placement Exams

Policies vary by college if they require you to still take a placement exam if you are transferring in that course. Please contact the Admissions Office at the college or university you wish to attend to verify its policy. For information on UW school policies, <http://www.uwosh.edu/capp/students/transferring-credits>.

F. Foreign Language Retroactive Credit Policy for CAPP

Retroactive credits may be awarded to students who successfully complete a foreign language course (Spanish, French, German, or Japanese) taught at the University Wisconsin Oshkosh per the Department of Foreign Languages and Literatures Retroactive Credit and Advanced Placement Policies (10/9/91). To earn this credit a student must:

- A.** Be placed in a course above the beginning level on the basis of one of the following:
 1. previous language study (one year high school = one semester university, i.e., student who has completed one year of high school study should enroll in second semester).
 2. Foreign Language Placement Examination results. (Examination is administered by UW Oshkosh Testing Center, Polk 2)
 3. consent of course instructor in consultation with UW Oshkosh faculty liaison.
- B. AND** earn a grade of B or better in the course where he/she is placed.

Retroactive credit will be granted as follows:

French, German, and Spanish

Complete 248 = 11 retroactive

248	5 credits
110	4 credits
111	4 credits
203	3 credits
TOTAL	16 credits

Japanese

Complete 248 = 12 retroactive

248	5 credits
110	4 credits
111	4 credits
210	4 credits
TOTAL	17 credits

Complete 248 and 312 = 11 retroactive

248	5 credits
312	5 credits
110	4 credits
111	4 credits
203	3 credits
TOTAL	21 credits

Complete 248 and 310 = 12 retroactive

248	5 credits
310	5 credits
110	4 credits
111	4 credits
210	4 credits
TOTAL	22 credits

NOTES:

1. If student receives a grade of D- to a B- in the designated placement course, he/she will receive credit for the course taken, but will earn no retroactive credits. The same course may be taken a second time, and retroactive credits will be granted if a grade of B or better is achieved.
2. A student must earn a B or better in 248 in order to take 312 (310 for Japanese). 310 and 312 are worth 5 credits.
3. No grade is given for the retroactive credits on the student's transcript since the UW Oshkosh courses were not taken. Please allow four to five weeks after grades have been posted to request official transcripts to allow the retroactive credits to be applied. Please view your unofficial transcript in TitanWeb first to guarantee they have been applied before requesting your official transcript. An official transcript must be requested and sent to your college in order to transfer credits. <http://www.uwosh.edu/capp/students/request-transcript>
4. Most UW schools and many private institutions will accept these retroactive credits. Please check with the college's Admissions and/or Foreign Language department. Private institutions may grant credit based upon their own criteria.

Appendix A - Admission Application Directions

Information needed for Admission Application

Here is the information you will need in order to apply for admission for a CAPP course, fill in the blanks to have your information in one spot (be sure to destroy this page if you write your Social Security number to prevent identity theft.) You may need your parents help on some of the questions.

1. Name, address, birth date, email address
2. Term (semester) you plan to enter (i.e. Fall, 2011)
3. Brief statement of why you would like to take a CAPP course (you may create your statement in a word processing program and then cut and paste it into the application)
4. Your Social Security Number: _____ - _____ - _____
5. Your birth place (city and country) _____
6. Have your parents served in the US Military? Y or N
7. Are you a legal Wisconsin resident and/or do you claim Wisconsin residence for tuition purposes? Y or N
8. Have you recently moved to Wisconsin? Y or N
9. I have lived continuously in Wisconsin since: _____ (month and year)
10. Have you filed a Wisconsin state income tax return as a resident for the past two years? Y or N
11. Who are you listed as a dependent on U.S. income tax forms of: Father, Mother, Father and Mother, claim my own exemption, or other. (circle one.)
12. Any former addresses for the past three years – for each address list street, city, state, country and dates (month, year.)
13. Any employment for the past two years (employer, job title, city, state, country, dates.)
14. Address(es) for your parents Father: _____
Mother: _____
15. Have your parents filed a Wisconsin state income (not property) tax return as a resident within the past two years? Y or N If yes, what years Father _____ Mother _____
16. Where did your parents last vote or register to vote? Father _____
Mother _____
17. When did your parents last vote or register to vote? Father: _____
Mother: _____
18. What is his/her occupation? Father _____
Mother _____
19. Phone Number: Father: _____
Mother: _____

How to File the Online Admission Application at UW Oshkosh for CAPP

The application process is free and you will have no obligation to take any CAPP course! Completing this portion of the CAPP admission process is required and the first step to taking a CAPP course. It is recommended to be done in late spring or summer before the upcoming school year. Completing the admission application at this time will allow you to register for specific CAPP courses in a timely fashion. Registering for the specific CAPP course will be done at the beginning of the class (see How to Register). Your eligibility to take CAPP courses and the amount you may have to pay for the course will

be determined at the time you actually register for a CAPP course. You must complete a new application for each academic year you take CAPP courses (only one is needed per year).

1. Go to the University of Wisconsin Online Admission Application at <https://apply.wisconsin.edu/>.
2. If you have never registered on this site, you will follow the “register as a new user” path by clicking on the link. If you have registered before, but don’t remember your password or login ID, follow those links to obtain the information. **Write down your log in information to use again when you apply to UW schools or take CAPP again next year.** Multiple applications can be created in one account.
3. Choose “Create a New Application” from the links on the left hand side and then choose UW Oshkosh from the drop down menu. You only need one application if you are taking multiple courses.
4. Continue through the screens selecting the appropriate responses.
5. When you get to the screen titled “Reason for Applying”, choose **“High School Special/Youth Options Program”**.
6. At the next screen, “Applying As”, choose **“Cooperative Academic Partnership.”**
7. Select the term in which you will be taking a class from the menu. Select fall if you will take courses both fall and spring or full year.
8. At the next screen you will review the summary of information you’ve entered so far.
9. Select “Commit” if you wish to continue filling out the application.
10. Continue from section to section. Some information will already be supplied. If you neglect to answer a question that must have an answer, the computer will tell you what information is still needed. **Note:** You will not fill in any specific class information. But do include your High School so we can properly find you.
11. Complete the application all the way to the end. Follow the “Sign and Submit Application” directions. **Print out the “Application Complete Instruction Sheet” and give it to your teacher or guidance counselor.**
12. Your application will be processed by the UW Oshkosh Admissions Office and your information will eventually be forwarded to the CAPP office. You will register for your class through your CAPP teacher.

Problems with the application should be directed to UW Help: 1-800-442-6459 or eapp@learn.uwsa.edu