

CAPP Student and Family Handbook

Welcome to the University of Wisconsin Oshkosh!

Even though you are still in high school, you are now also an official UW Oshkosh student! You will be experiencing the pace, rigor, and personal responsibility that will prepare you for college success. After completing your CAPP courses, you will be better prepared for full-time college study than your fellow students who did not take this challenge.

All University of Wisconsin Oshkosh students (including 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.
Academic Director, Cooperative Academic Partnership Program

Cooperative Academic Partnership Program

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What is CAPP?

A. The Program

The Cooperative Academic Partnership Program (CAPP) is a concurrent enrollment program, meaning courses are taught for the most part during the regular school day. You receive both high school and college credit for your work, providing you with a “leg up” on your college timeline. 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 about NACEP in the next section.

B. The Instructors

High school instructors who teach CAPP courses are approved 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. 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 <https://uwosh.edu/capp/about/courses/>.

Not every school will offer every class. 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.

I. Why choose 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! We also have unique CAPP Scholarships available!
- **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.
- **Learn college skills before your freshman year on a college campus.**
- **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.

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*.

Data from 2021 shows that, in the state of Wisconsin, **only 66% 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).

The next page shows a side-by-side comparison of information for CAPP and AP.

	Cooperative Academic Partnership Program (CAPP)	Advanced Placement (AP)
Student Requirements	High school students must meet one of the following requirements to be eligible to enroll: <ul style="list-style-type: none"> GPA of at least 2.75 on a 4.0 scale OR Class rank in top 30 percent Instructors can make recommendations for students exceptional in that area, but not meeting the requirements.	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 catalog, 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 140+ 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 37 different courses and 35 different exams
Credit Earned	<ul style="list-style-type: none"> Student earns college and high school credit immediately upon successful completion of the course (any grade above F) Credit appears on official UW Oshkosh transcript Multiple and varied assessments throughout course Almost all CAPP students, 94-99%, 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 one 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, no later updates). Transferable to some schools that will not take dual credit (Harvard, Notre Dame, Wabash, etc.) Many private schools beginning to reject AP credit By some reports, the exam shows disproportionately lower AP scores for non-White students
Parent & Student Support	<ul style="list-style-type: none"> Assistance with transfer, 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	<ul style="list-style-type: none"> Student fees are \$100 per credit for 2023-2024 (compared to more than \$300 per credit plus fees for UW on campus courses) Students eligible for free or reduced lunch receive a cost reduction 	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
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) Cost = One day's substitute pay for teachers attending the annual workshops and transportation for campus visits 	<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
Benefits to School	<ul style="list-style-type: none"> Collegial connections and program articulation between high school and college Save on Early College Credit Program (ECCP) 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 concurrent enrollment program in Wisconsin nationally accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). 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.



II. The CAPP Decision

A. Academic Advising

While any CAPP course will grant you UWO credit, not every class will specifically impact your future degree. 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 these factors allow me to take?

College courses are demanding and time consuming. Luckily, we have a dedicated CAPP Advisor to make sure you are taking courses that will be valuable for your personal educational plans. Make an *informed* decision – this is your future! Your teachers, counselors, parents AND the CAPP Office want you to succeed, and good advising and planning will make it happen.

Please contact Jenny Woelfel, CAPP Advisor, at woelfelj@uwosh.edu with any advising questions. She can also help determine how CAPP courses may transfer outside of UW Oshkosh!

B. What to Expect

When you walk into your CAPP classroom, you are also 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. You can expect a faster pace, higher standards, and a need for greater personal responsibility in your class.

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:

- GPA of 2.75 or above (on a 4.0 scale)
OR
- Class rank in the top 30 percent

Eligibility will be confirmed by your school counselor or CAPP instructor at the beginning of the term in which you seek to take the course. If you do not meet one of these requirements and have a special interest or ability in the content of your desired CAPP course, you may still be allowed to enroll. Contact your instructor for additional information.

CAPP students can take no more than 17 credits in a semester per UW Oshkosh policy. Credit Overload Forms must be submitted by the student and approved by the high school counselor and CAPP Director for taking more than 17 credits (4-5 courses). Consult with your teachers and/or 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.

If you are a student with accommodations through forms like an IEP (Individual Education Program), your accommodations will also apply to your CAPP class. No additional paperwork is needed.

III. 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 specifically to UW Oshkosh as a CAPP student. Full instructions are available on our website: <https://uwosh.edu/capp/students/apply/>

This application process is free and there is no commitment to take a course later. The “priority” deadline for the CAPP application is **July 31st** for classes that start in fall and **December 20th** for classes that start in spring. You may apply after this time, but you will not get as much time to complete later steps. After you apply, UW Oshkosh creates a student record and assigns you a student ID number necessary to complete the remaining sign-up steps.

Your application stays current for one academic year, so you do not have to re-apply for each semester or term. If you wish to take CAPP courses the next school year, you must submit a new admission application for that year.

B. Step 2: Course Registration

Students who have completed the online admission process will receive UWO student account and log-in information by email a few weeks before the start of the class. Note that if your application was late, you will

get your account information 7-10 days after you apply. After receiving the log-in information, students must fill out an online registration form in the beginning days of the class. Once the registration form is processed you will be enrolled in the specific courses and be entitled to all the benefits of being a CAPP student.

Make sure to save your username and password, called your NetID log-in. You will need to use this a few times throughout your class. You can recover your log in if it's forgotten, but it involves additional steps.

Registration Deadline: Registration deadlines are set for each University semester and are provided to your instructor, but are never more than three weeks after the start of your class, usually before that. If you have not received the information to register within 14 days of submitting your application, you need to contact the CAPP Office. All registration forms must be submitted by the set 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 are found on the CAPP website:

<https://uwosh.edu/capp/students/forms-and-policies/>.

See Section E for Drop information.

Credit Overload: CAPP students follow the same policy as incoming freshman and are only allowed to take up to 17 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. 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. If you do not have a social security number because of citizenship status, you can still apply for CAPP.

D. Prerequisites and Placement Tests

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

<https://uwosh.edu/capp/about/courses/>. 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. No special consideration is made for Math courses if students do not meet Math prerequisites.

All students enrolling in Math courses or in Writing 101 must take a 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. Both exams are fully online for the first attempt (Math retakes must be paper/pencil, in person). If you are wishing to retake the Math Placement Exam, you should contact UW Oshkosh Testing Services 920-424-1432. If you wish to retake the English Placement Exam, you must contact CAPP to receive special permission from the UWO English Department to retake the English Placement exam once.

Minimum placement scores for Math:

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 counselor and course instructor are excellent resources to help you make your decision. You may drop the course for any reason with full tuition refund if you do so within the deadlines set by the University (deadlines vary slightly each year, but are usually a month after the registration deadline). Contact your instructor if you need any specific class details for the form. Forms are available: <https://uwosh.edu/capp/students/dropping-courses/>

Drop vs. Withdrawal

What is the difference?

- **Drop a Course:** means you are taking multiple courses and decide to one or some, but will remain in the others. Must submit Add/Drop Card.
- **Withdrawal:** means you are dropping all of your courses for that term (even if it's just one class). Must submit Term Withdrawal Form.

Drops and withdrawals must be submitted by the published deadlines 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 extreme health or other extenuating or emergency circumstances***. Students must submit an **Appeal to Late Drop/Withdrawal (available by emailing the CAPP Office)** 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.** Academic reasons include but are not limited to low anticipated grade and future transfer concerns. The form for requesting a late drop must be fully completed by you and must be reviewed by your instructor and signed by the student before emailing it to the CAPP Director for final determination.

Note: Primary responsibility of dropping a class resides with the student. If you decide to drop from the high school class, you **must also submit paperwork to drop from the college course. This is NOT automatic.**

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 is currently set at \$105. This is about 1/3 the cost of the on campus UWO per credit tuition rate. Each school district establishes its own policy regarding student payment of tuition and books. All payments are made directly to UW Oshkosh through TitanWeb (online portal) or by mailing in a check. Reduced tuition may be available if you meet certain indicators of financial need. Tuition is due by the published deadlines each semester, and late fees may be assessed for any past due balance.

****As of Fall 2023, payment method will change. Fall 2023 and onwards, tuition should be paid to your high school. Your high school will then send the payment to UWO.**

Also of note, Concurrent enrollment through UWO's Cooperative Academic Partnership Program (CAPP) has no adverse effect on any future federal student aid. Students are eligible for federal student aid once they are admitted into a degree-seeking program.

IV. Being a UW Oshkosh CAPP Student

A. You are a UW Oshkosh Student!

As a CAPP student, you have a UWO student record and will have greater access to some college resources than your non-CAPP peers. That said, because you are not a full student on campus, you are considered a "High School Special Student". While you may enjoy many of the benefits of University enrollment (see section V), your status as a High School Special Student has limitations. Being a CAPP student does not guarantee that you will be admitted to any University of Wisconsin campus as a regular undergraduate student (including UW Oshkosh). CAPP status also does not affect registration under the Early College Credit Program (ECCP).

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
 - Academic Policies: <https://uwosh.edu/registrar/academic-policies/>
 - Student Conduct Policies: <https://uwosh.edu/deanofstudents/student-conduct/>

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! The syllabus outlines all the expectations for the class, as well as important policies, such as for attendance or plagiarism. It will also show you how you will be graded, and how to connect with your instructor if you have questions outside of class.

Helpful Hint: Be sure to keep your syllabus after the course has ended. This will be important if your future school needs more information to transfer your credits.

C. Academic Misconduct

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 academic misconduct as:

1. 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.

Examples of academic misconduct include (but are not limited to):

- plagiarism (turning in work of another person and not giving them credit)
- stealing an exam or course materials
- copying another student’s homework, paper, exam
- cheating on an exam (copying from another student, turning in an exam for re-grading after making changes, working on an exam after the designated time allowance)
- falsifying academic documents
- tampering with the laboratory experiment or computer program of another student
- knowingly and intentionally assisting another student in any of the above

Penalties for academic misconduct 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 Academic Misconduct Code, visit: <https://uwosh.edu/deanofstudents/student-conduct/academic-misconduct/>

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 Admissions Office at the college you wish to attend.

(An incomplete grade must be completed by the end of the next 14 week university semester or it will be automatically converted to an “F”)

CAPP students have the same grading standards and assessments as on-campus students. Your course syllabus (see point B in section V) should outline the grading scale, showing which grade percentages earn which letter grade.

V. What UW Oshkosh resources do I have?

As a CAPP student, you are considered a High School Special 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.
- You may submit a request for a TitanCard online. If you do not follow the guidelines for photo submission, your TitanCard may be denied. Request here: <https://uwosh.edu/reeve/titancard/capp/>
- 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 Titan Take Off (Orientation) 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 in your student information email after you apply for CAPP, on your TitanCard, and it will be available from your instructor. It is a 7 digit number (starts with 0) 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 several on campus resources, as well as to send your transcripts.

C. Email

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.

Your UW Oshkosh student email account is run through Outlook (NOT Gmail). Log in will be your NetID (see section E). Through this, you also have access to Office 365, which has online versions of Word, PowerPoint, and other Office software.

Need Help?

If you have a question regarding your UWO email or access to Office 365 online please email or call the Academic Computing Help Desk at 920-424-3020.

D. Titan Web

- Go to <http://www.uwosh.edu/>. On the upper right side of the webpage, hover your cursor over ‘Titan Services’, and click TitanWeb
- Click the yellow button marked “TitanWeb Student Information”
- Log in with your NetID.
TitanWeb shows many things, including your grades, unofficial transcripts, and official transcripts.

E. NetID

NetID is needed to login to UW Oshkosh campus computers, accessing electronic resources through Polk Library, and using Canvas. It is also the log in used for Online Registration at the beginning of each semester.

- Start here for first-time activation instructions: <https://uwosh.edu/capp/students/online-registration/>

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. Additional resources from the CAPP Office

If you have questions on the contents of this handbook, or on anything else, we highly encourage you to contact the CAPP Office. There are no “stupid” questions if you get an answer at the end!

Phone: 920-424-3003 (open Monday-Friday, 7:45am-4:30pm)

Email: capp@uwosh.edu (only managed during open hours).

You can also find our physical location within the College of Letters and Science Dean’s Office Suite, found in Swart 128.

VI. 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 \$10.00. There is an additional \$2.25 service fee for online orders and a \$2.00 fee for immediate pickup.

A. 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).

Your official transcript will be needed to send to other colleges or universities in order to have your credit recognized.

For ordering instructions, see our website: <https://uwosh.edu/capp/students/transferring-credits/request-a-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 at other colleges. Many times your official transcripts do not make it there or are not ready 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!

- See our website for instructions: <https://uwosh.edu/capp/students/transferring-credits/request-a-transcript/>

If you have problems or questions about requesting your official or unofficial transcript, you can contact the Registrar's Office at 920.424.3454.

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.

- Use [Transferology](#) to see how your desired school may recognize your UW Oshkosh credits.
- **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)
- Copy of the syllabus
- Your portfolio of work
- **If your credit is still not accepted or questioned**, please contact the CAPP office (920) 424-3003 or 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.

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 Global Languages and Cultures 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:

Spanish & French		Japanese		German	
Complete 204 = 11 retroactive		Complete 211 = 12 retroactive		Complete 204 = 9 retroactive	
204	5 credits	211	5 credits	204	5 credits
110	4 credits	110	4 credits	110	3 credits
111	4 credits	111	4 credits	111	3 credits
203	3 credits	210	4 credits	203	3 credits
TOTAL	16 credits	TOTAL	17 credits	TOTAL	14 credits
Complete 204 and 312 = 11 retroactive		Complete 211 and 310 = 12 retroactive		Complete 204 and 312 = 9 retroactive	
204	5 credits	211	5 credits	204	5 credits
312	5 credits	310	5 credits	312	5 credits
110	4 credits	110	4 credits	110	3 credits
111	4 credits	111	4 credits	111	3 credits
203	3 credits	210	4 credits	203	3 credits
TOTAL	21 credits	TOTAL	22 credits	TOTAL	19 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 204 (211 for Japanese) 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 – Commonly Needed Resources

- Application instructions (one per academic year):
<https://uwosh.edu/capp/students/apply/>
- Registration instructions (submitted at the beginning of each class):
<https://uwosh.edu/capp/students/online-registration/>
- Access Advising for your CAPP courses:
<https://uwosh.edu/capp/advising/>
- Drop deadlines and forms: <https://uwosh.edu/capp/students/dropping-courses/>
- Tuition and Payment information: <https://uwosh.edu/capp/billing-and-payment/>
 - Remember that this method will end after Summer 2023.
- Access your transcripts:
<https://uwosh.edu/capp/students/transferring-credits/request-a-transcript/>
- Apply for CAPP scholarships (if planning to attend UWO after high school):
<https://uwosh.academicworks.com/opportunities?utf8=%25E2%259C%2593&term=CAPP&commit=Search>

CAPP Office Contact Information:
Open Monday-Friday, 7:45am – 4:30pm
(closed during most major holidays)

Phone: 920-424-3003

Email: capp@uwosh.edu

Located in Swart 128, within the College of Letters and Science Dean's Suite.