CAPP Student and Family Handbook

Welcome to the University of Wisconsin Oshkosh!

You are now both a high school student, AND a UW Oshkosh student! In your CAPP class(es) you will experience the pace, rigor, and elevated responsibilities that will prepare you for college success.

***All* UW Oshkosh students (including you!) are held to University policies and procedures.** This handbook has various How-Tos and Must-Knows for you to navigate CAPP. If you have questions or concerns, please feel free to discuss them with your teacher, counselor or CAPP staff. We at CAPP are here to support you and we want to see you succeed.

We've worked to make this handbook as reader-friendly as possible, using plain language and including only the most important information we want you to know. Please do try to read the handbook through to the end.

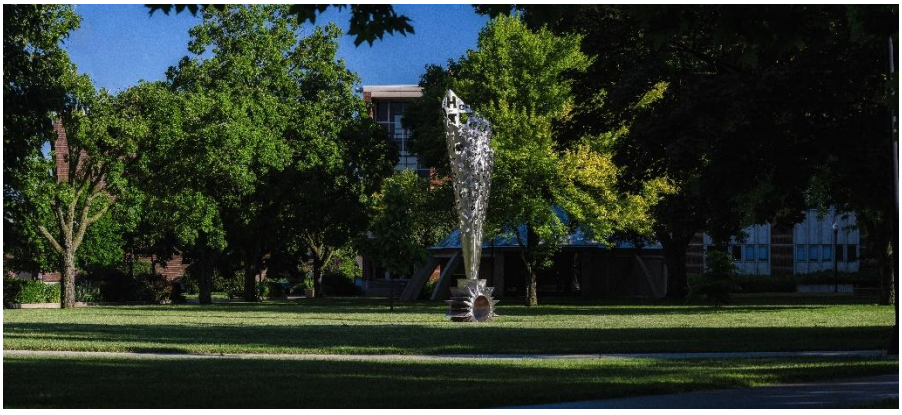
We hope you will find your CAPP experience a positive one!

Sincerely,

Margaret Hostetler, PhD., CAPP Academic Director
and
Sarah Adelson, M.S., CAPP Outreach Specialist

Cooperative Academic Partnership Program

University of Wisconsin Oshkosh
Swart 128 Suite
800 Algoma Blvd.
Oshkosh, WI 54901-8601
www.uwosh.edu/capp
capp@uwosh.edu
Phone: (920) 424-3003
Fax: (920) 424-3125



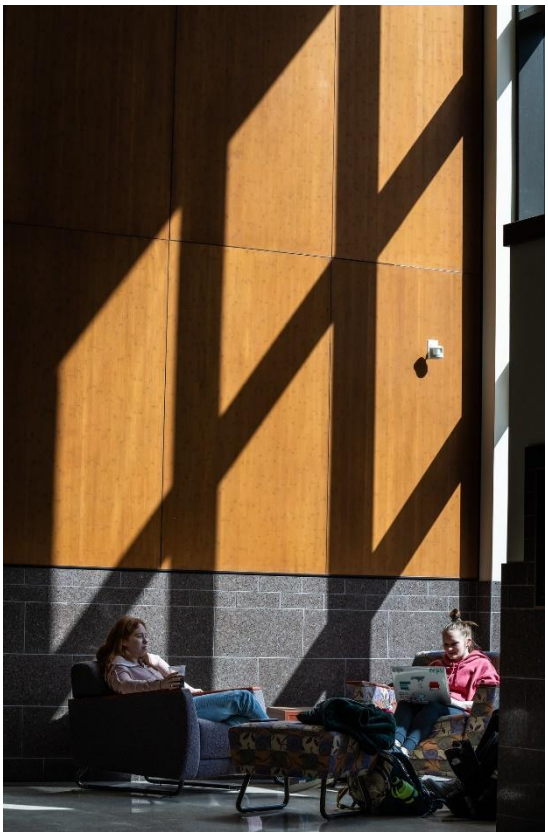
Revised March 2025

What is CAPP?

A. The Program

CAPP stands for Cooperative Academic Partnership Program. CAPP is a concurrent enrollment program, meaning courses are taught during the high school hours, and you receive both high school and college credit for your work.

CAPP is the only concurrent enrollment program in the state of Wisconsin that is nationally accredited by NACEP – a professional organization that advocates for rigorous concurrent enrollment standards. CAPP is proud to have received NACEP accreditation for our third 7-year period in a row. If you'd like to learn more about NACEP, go to this site: https://www.nacep.org/about-nacep/who-we-are/



B. The Instructors

High school instructors who teach CAPP courses are approved by UW Oshkosh academic departments and faculty. Your CAPP instructor collaborates with our on-campus professors to ensure that their CAPP courses let you experience the academic rigor of university course work while remaining with your high school classmates.

C. The Courses

The content, assignments, projects, and exams for CAPP courses are held to the same standards as those taught on the UW Oshkosh campus. As a CAPP student, you will complete the same learning objectives as on-campus students. Students who complete courses through CAPP with a passing grade (above an F) earn UW Oshkosh credit, verified by an official transcript.

As a CAPP student you are a real UWO student taking real UWO courses, with a real UWO student record!

D. What courses can I take through CAPP?

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 typically depend on which teachers at that school meet the qualifications for teaching CAPP. Contact your high school counselor or the CAPP Office to find out which specific courses are offered at your school.

I. Why take CAPP courses?

Former CAPP students have described 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 might see from taking a CAPP course:

- **Save on the cost of college** - CAPP students pay about 1/3 of the UWO regular per-credit tuition rate! We also have unique CAPP Scholarships available for any CAPP students that come to UW Oshkosh to continue their education!
- **Take advanced courses in 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.** 1 in 4 college freshmen do not return for their sophomore year, partially due to lack of preparedness. CAPP courses will help prepare you for college academics and make sure you are not the 1 in 4.
- **Enjoy more flexibility and opportunities once you get to college** – Many CAPP alumni find they can pursue study abroad, add a minor or second major, and/or gain professional experience through internships while still graduating on time, thanks to earning college credits while still in high school.

How is CAPP Different than AP?

Courses taken through CAPP are actual college courses, listed in the official UWO course catalog. Students are assessed throughout the course by exams, papers, lab reports, etc. and receive a final grade, noted on a UW Oshkosh transcript (which you can send to transfer to other colleges and universities).

AP courses require a single, high-stakes test, usually after taking a high school course which is designed exclusively to prepare you for the one exam. With a CAPP course you are actually in a *college course*. For a side-by-side comparison of CAPP and AP with more details, go to this page:
https://www.uwosh.edu/capp/parents/capp-or-ap/

II. Is CAPP a good fit for you?

A. SHOULD you take CAPP?

While any CAPP course will grant you UWO credit, not every course 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, theatre, time with friends and family?
- Which courses might specifically help my future college success?

Reflect on these questions to make an *informed* decision about taking CAPP courses. I know it sounds cheesy, but it really is **your** future. Set yourself up for success!

In the end, if a CAPP course won't fit into your schedule or will put too much on your plate outside of school, we will always advise you NOT to take it.

B. What to Expect

When you walk into your CAPP classroom, you are also walking into a UW Oshkosh classroom. Your teacher may even have a sign outside their classroom showing as much! You can expect a faster pace, higher standards, and a need for greater personal responsibility in your coursework. You will also be held to firmer deadlines than you might have in your regular high school classes.

C. Eligibility, Course Load, and Accommodations

The baseline requirement to take CAPP is a 2.75 GPA. A few courses have additional requirements, see section III-C for placement information. If your GPA is below 2.75, but you excel in the area of that CAPP course, your instructor may be able to waive you into the class.

If you are a student with accommodations through an IEP or 529 plan, your accommodations will also apply to your CAPP class. No additional paperwork is needed.

III. Signing Up for CAPP Courses – Two Steps

A. Step 1: Admission Application Procedures

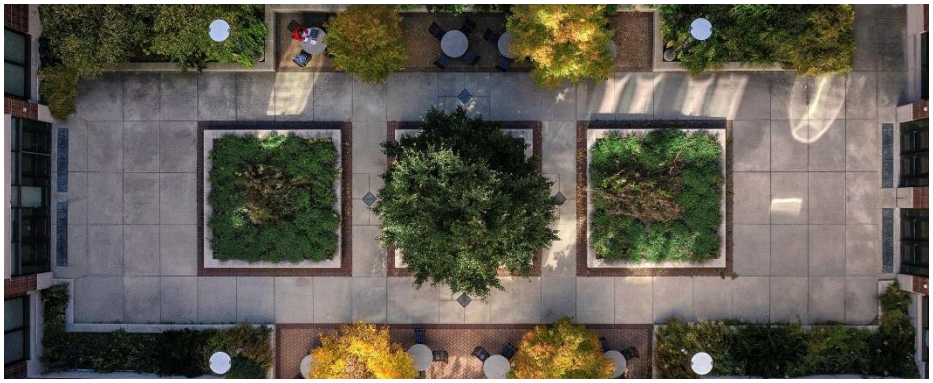
You might have this done already! In case you are reading this and haven't, the first step of the CAPP Sign Up process is to go to the UW System Application site and apply specifically to UW Oshkosh as a CAPP student. Full written and video instructions are linked on this page: https://uwosh.edu/capp/students/apply/

This application process is free, and you aren't required to take a CAPP class just because you apply. After you apply, UW Oshkosh creates your student record and assigns you a UWO Student ID number, which you'll need to complete the remaining sign-up steps.

Your one CAPP application will keep your record active in our system until you graduate high school, so you only need to do this step once (before your first CAPP class).

- ***A Note about Social Security Numbers and Citizenship Status***

The CAPP application requires that you provide your social security number. If you do not have a social security number (because of citizenship/resident status), you can still apply for CAPP. Social Security Numbers and Citizenship status are securely stored and are never shared with others.



B. Step 2: Course Registration

A few weeks before the start of the CAPP class (as long as you applied), the CAPP Office will email you with your student account information and a link to registration instructions. Note that if your application comes in after the priority deadline, you will get your account information 7-10 days after you applied. After receiving the log-in information, students must fill out an online registration form in the beginning days of the class.

It's really important to watch for this email. We will send information to whichever email you used to apply, whether that was a school email, personal email (gmail/yahoo/etc), or even your parent's email (if they did your application instead). It's also a good idea to enter CAPP as one of your contacts, to make it less likely to end up in spam (capp@uwosh.edu).

Once we process your registration form (it can take a while), you'll be officially enrolled in those courses and utilize all the benefits of being a CAPP student.

Make sure to save your username and password (also called your NetID login). You will need it for ALL CAPP courses, probably more than once per class. If you applied a bit late, but don't get your netID information within the following 10 days, contact the CAPP Office right away!

Depending on your CAPP course(s), you may have an additional step, see the next section (III-C) about placement tests.

Registration Deadline: Registration deadlines change slightly each semester (or trimester, or quarter) and are posted on our website, as well as written in our emails to you.

It may seem self-explanatory, but if you don't meet the sign-up deadlines, you will not get UWO credits for the course. Set yourself up for success by setting reminders to get these steps done well ahead of time (bonus points for using multiple reminder methods).

You can also drop a class for any reason, as long as you meet the set Drop Deadline for the term. See Section III-D for Drop information.

C. Prerequisites and Placement Tests

Some courses have prerequisites, which are certain requirements you have to meet, beyond just a 2.75 GPA, to be eligible for a course. Prerequisites might be in the form of minimum scores on a placement test (see below) but are more commonly the completion of certain courses before your current one. For example, you can't take Calc II until after you complete Calc I, meaning Calc I is a prerequisite to Calc II. Prerequisites are listed in each course's description here: https://www.uwosh.edu/capp/about/courses/. If no prerequisites are listed, then that course does not have any. The top of that page also links to a document showing any exceptions to prerequisites that are allowed for CAPP students.

Placement Testing:

If you are taking Writing 101 (College Writing) or are taking your first CAPP Math class (108-PreCalc, 109-Statistics, or 171-Calc I), you need to take a placement test in between applying and registering. You need to complete the placement test **before** the class begins

Both English and Math Placement exams are online and are all multiple choice. For Math Placement, an on-screen calculator is provided, and you can't use your own. Accommodations are available for placement tests, but you must request them ahead of time.

There are minimum scores required for you to take one of these classes for UWO credit. Here are the minimum scores as of Fall 2025:

English placement: Minimum score 350 (score range 150-850)

Math placement: Score minimums vary depending on the level of Math course you plan to take, and you will be scored on three areas (all scores range from 150 to 850):

Course	Math Fundamentals (MFND)	Advanced Algebra (AALG)	Trig & Geometry (TAG)
Math 108: PreCalc	466	150	150
Math 109: Stats	401	461	150
Math 171: Calc I	466	536	566

*If you place into Math 108, you are also eligible for Math 109
*If you score too low for Math 109, you can still take the course if your GPA is at least 3.252

If you don't meet the minimum scores for Math, test retakes are available. For English/Writing, a placement appeal process is available. More placement information at the bottom of this page: https://www.uwosh.edu/capp/students/placement-testing/

Why do we require placement tests for these classes? Two reasons:

1) All students on-campus at UWO also have these placement requirements, and part of CAPP being concurrent enrollment means we need to match what happens on campus.
2) The other reason is actually for your benefit, and we mentioned it earlier. The placement tests are designed to see what knowledge you already possess, and to make sure that you are at a "baseline" level before beginning the class. Using Math as an example, if you score low on the Advanced Algebra section, it might be a sign that you aren't prepared to begin Calculus I material.

D. Dropping a CAPP Course

You can drop a CAPP course for any reason, but only within specific timelines. Deadlines change slightly each year but are kept updated on this page of our website: https://uwosh.edu/capp/students/dropping-courses/ This page also has links to any of the forms you'll need to drop. Your CAPP instructor can help you find any information for the form that you do not have.

Drop vs. Term Withdrawal – what's the difference?

- "Dropping" a course means you are dropping one or more CAPP classes, but you'll stay enrolled in one or more others. Dropping requires you to submit an Add/Drop Card.
- "Term Withdrawal" means you are dropping all of your CAPP courses for that term (even if you are only in one class), so you will have zero CAPP enrollments. For this you must submit a Term Withdrawal Form.

Note: You, as the student, are responsible for dropping your CAPP course. Your teacher, counselor, or parent cannot fill out the form for you. Also, dropping the high school course from your schedule does not automatically drop the CAPP class, you still have to fill out the CAPP forms.

If you run into emergency circumstances after the drop deadline, we may be able to accept a Late Drop/Late Withdrawal. Acceptable reasons for a Late Drop/Withdrawal (in official terms) are:
"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 class."
You'll need to provide documentation to support the reason for the late drop/withdrawal. Instead of a grade, the class on your transcript will be marked as W (withdrawn). Contact the CAPP Office for the Late Drop/Withdrawal form. A W on your transcript will not affect your future college plans.

We do not allow Late Drop/Withdrawals for academic reasons. Examples of an academic reason would be expecting that you'll earn a low grade or learning that a course does not transfer the way you want it to.

E. Tuition

Tuition costs are "per credit", meaning your CAPP tuition costs depend on how many UWO credits you are taking. Courses range from 1 to 5 credits (credits listed by course: https://www.uwosh.edu/capp/about/courses/). All tuition payments are made to your high school, and they will later pay the sum tuition amount to UWO. Each school district keeps its own policies for how or when tuition is due each term. Reduced tuition is available for any students on the federal free/reduced lunch program (NSLP: National School Lunch Program).

Taking CAPP courses have no effect on any future federal student aid. Students are only eligible for federal student aid once they are admitted into a degree-seeking program (which CAPP is not).

IV. 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 can request an official UW Oshkosh photo ID, AKA a TitanCard. A TitanCard identifies you as a UWO student and it stays active for as long as you are a registered student at UW Oshkosh.

- You can submit a request for a TitanCard online. It requires you to upload a valid photo of yourself. Fill out the request on this site: https://uwosh.edu/reeve/titancard/capp/ Make sure to follow all the photo guidelines or we can't print your TitanCard.
- Your first TitanCard is free. If your card is lost, stolen, or damaged, there is a $10 replacement fee.

- With a TitanCard, you have in-person borrowing privileges at UWO's Polk Library, free access to the Oshkosh Public Transit system, and discounts on various campus activities like theatre productions, sporting events, and more!
- Students who come to UW Oshkosh to begin their undergraduate degree should bring their TitanCard to Titan Take Off (Orientation) before their first freshman semester. This lets Titan Central waive the fee that is usually required to get an ID as a new UWO student.

B. UWO Email Address

While we don't require students to use their UWO email address during their CAPP class, you should still know how it works.

Your UW Oshkosh student email account is run through Outlook (NOT Gmail). Your email account doubles as your log in for Office 365, meaning you have access to online versions of Word, PowerPoint, Excel, and other Microsoft Office software.

Need Help?

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

a. NetID

Your email address is also used to log in to other UWO sites, like UWO's Polk Library (see next section). Sometimes just your NetID is required. Your netID username is the portion of your email before the @ sign. If CAPP had a netID, with the email address capp@uwosh.edu, our netID username would be capp.

C. Polk Library Access

Polk Library resources can be accessed anywhere via http://www.uwosh.edu/library/. You can access EBSCO, SIRS, JSTOR and other full-text articles from academic journal. You can also search the catalog of physical items at UW Oshkosh and other University of Wisconsin libraries. You have access to these resources for all of your courses, not just your CAPP courses, for as long as you are enrolled as a CAPP student.

D. 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. Our stance on questions: There are **no stupid questions** if it leads you to an answer!

Phone: 920-424-3003 (open Monday-Friday, 7:45am-4:30pm)
Email: capp@uwosh.edu (only managed during open hours).
We are physically located in the Swart 128 office suite, if you'd to stop by in person!

V. Your UWO Transcript (and what to do with it)

Your transcript is your official record of enrollment at UWO. Transferring your credits to another college or university is not automatic and require you to request your official transcript from UWO. All the information summarized below can be found on this page: https://www.uwosh.edu/capp/students/transferring-credits/

A. Official vs. Unofficial transcripts

The main difference between the official and unofficial versions of your transcript is how they are used. You can access your unofficial transcript through TitanWeb for free. It will show you all the information that will be on the official version. To have your credits recognized by a different school, you must send them your official transcript, which goes through some security measures to prove it hasn't been tampered with.

B. Planning for Transfer

If you plan to attend any UW campus to earn your degree, you can expect guaranteed transfer of your UWO CAPP credits. Outside of UW schools, each college or university has different procedures for how credits are transferred, so there is a lot more variability in credit recognition. **BONUS: If you come to UW Oshkosh after graduating high school, you don't even have to transfer! We already have all your credit history and grades!**

- CAPP credit transfer can come in a few different forms and varies for each school. Here are some of the possibilities:
  - Course is recognized through an equivalent course, and credit is awarded for that course. An example would be Spanish 204 at UWO transfers to Spanish 212 at UW Stevens Point.
  - Course is recognized to fill a general or degree requirement, without an equivalent course. An example of this would be English 231 (Lit and Film) counting towards a Culture requirement, even though a school doesn't have an equivalent course to recognize credits.
  - Course completion is recognized as a prerequisite for a course. For example, completing Chemistry 105 (Chem I) might allow you to take Chem II at your school, without having to retake their version of Chem I.

C. Tips to increase chances of credit recognition

Occasionally, sending a transcript isn't enough and your college or university will need more evidence before recognizing your credits. Here are some tips to plan for that possibility:

- Save your class syllabus, examples of your work, and/or old exams, so that you can show proof of what content was covered in your CAPP course.

- Refer to your credits as UW Oshkosh credits, NOT as CAPP credits. CAPP is specifically a UWO program, and not all schools will recognize the name. You can also use the term "concurrent enrollment" when describing CAPP, which is a more recognizable term.
- Some schools may require you to fill out a form to appeal for credit recognition (if the first evaluation did not recognize everything)
- If you run into any trouble communicating with your college or university about transferring credits, please contact the CAPP office (920) 424-3003 or at capp@uwosh.edu. We can clarify any misunderstandings about the program and help as much as we can.

VI. UW Oshkosh Student Policies (for CAPP students too!)

As a UWO student, you are responsible for knowing and following all policies that affect UW Oshkosh students.

A. CAPP and future college acceptance

While you are treated as a UWO student in many ways, your status as a High School Special Student does not guarantee your future admission to UWO (or other UW campuses) as an undergraduate.

B. Student Policies for all UWO students (even CAPP)

The most relevant policies for CAPP students are Academic Policies and Student Conduct Policies.

- Academic Policies are things like the Medical Withdrawal Policy, Repeat Courses policy, and Student Complaint procedures. This page contains the information for these policies and more: https://uwosh.edu/registrar/academic-policies/
- Student Conduct policies focus on Academic Misconduct (cheating, plagiarizing, etc). Your UWO coursework will be judged by this policy, in addition to any academic misconduct policies at your high school. This page outlines UWO's policy, as well as the policy on non-academic misconduct: https://uwosh.edu/deanofstudents/student-conduct/

Yes, our campus has actually hosted fox kits and peregrine falcon fledglings!

C. 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 points earned by the total number of credits taken.

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 UWO, your CAPP grade will become part of your permanent record. If you have questions about how your UWO grades will transfer, contact the Admissions Office at the college you plan 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")

D. Global Language Retroactive Credit Policy

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. (CAPP students use this route)

B. **AND** earn a grade of B or better in the course where they are placed.

Retroactive credit will be granted as follows:

Spanish & French

Complete 204 = 11 retroactive

110	4 credits
111	4 credits
203	3 credits
TOTAL	**16 credits**

Complete 204 and 312 = 11 retroactive

110	4 credits
111	4 credits
203	3 credits
TOTAL	**21 credits**

Japanese

Complete 211 = 12 retroactive

110	4 credits
111	4 credits
210	4 credits
TOTAL	**17 credits**

Complete 211 and 310 = 12 retroactive

110	4 credits
111	4 credits
210	4 credits
TOTAL	**22 credits**

German

Complete 204 = 9 retroactive

204	**5** credits
110	3 credits
111	3 credits
203	3 credits
TOTAL	**14 credits**

Complete 204 and 312 = 9 retroactive

204	**5** credits
312	**5** credits
110	3 credits
111	3 credits
203	3 credits
TOTAL	**19 credits**

NOTES:

1. If student receives a grade of D- to a B- in the designated placement course, they 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.
4. Most UW schools and many private institutions will accept these retroactive credits. Please check with the college's Admissions and/or Global Language department. Private institutions may grant credit based upon their own criteria.

Thanks for making it to the end!
Here's some cute stuff!

Revised March 2025