Instructions for Completing a CAP Student Application

High school students taking a College Advancement Program (CAP) course through Clinton Community College for the *first time* need to complete a CAP Student Application online. When the application is received and processed by the CCC Admissions Office, students are entered into the College's database, which enables them to be registered for CAP courses.
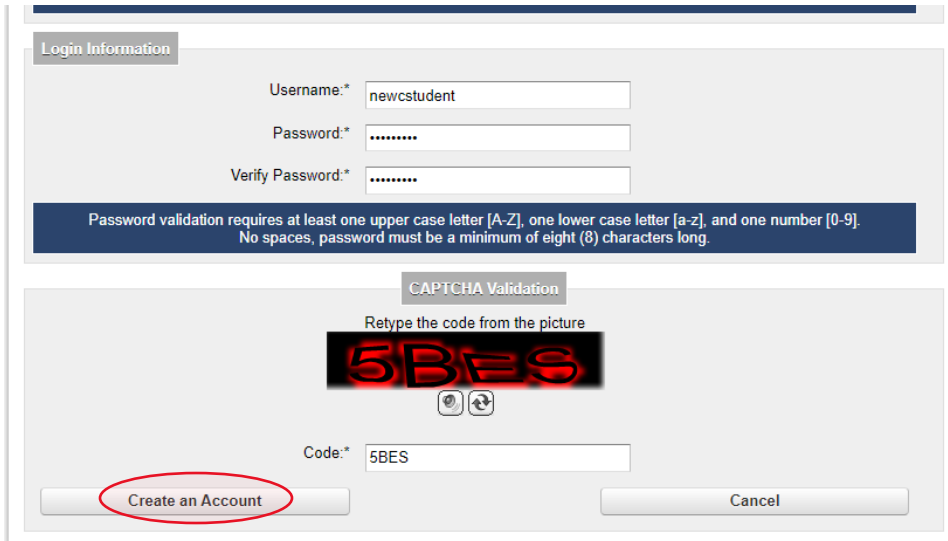
The following are step-by-step instructions for completing the CAP Student Application. Please note that you will be required to enter your **social security number** on this application.

1) Access the online CAP application by following the web link sequence:
   www.clinton.edu >> Degrees & Programs >> College Advancement Program (CAP) >> **New CAP Online Application**

2) Click on **Create An Account**.

3) Under Account Information, enter your name and email address. Please note that you must use your *legal name* on this application. If you would like CCC to enter a preferred name in our system, please submit a Preferred Name Form to the Registrar's Office. (See your CAP site coordinator for a copy of the form.)
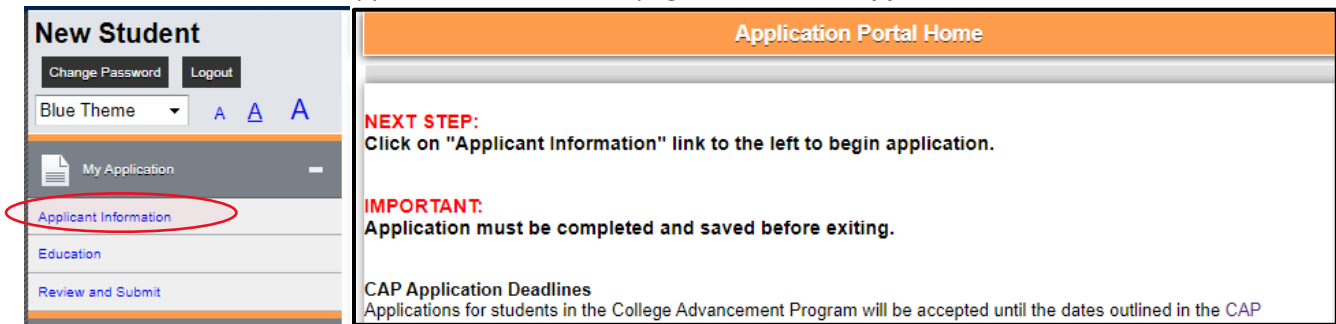
   Select **Yes** to the question, "Are you applying to take College Advancement Program (CAP) courses in your high school?"

4) Create a username and password. These credentials will be used for the Application Portal only. Enter the CAPTCHA Validation code and then click on **Create an Account**.
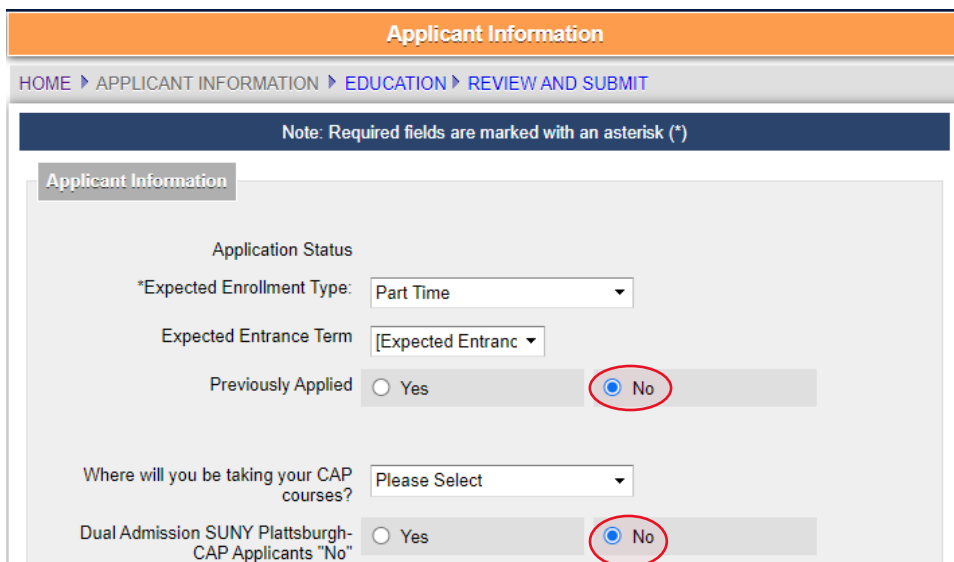

5) You should now be on the Application Portal Home page. Click on the **Application Information** link on the left.

6) -Select **Part Time** for the Expected Enrollment Type.
   -Select your Expected Entrance Term: FA=Fall; SP=Spring
   -Select **NO** for Previously Applied since this application is used for *first time* CAP students only.
   -Select your high school from the dropdown menu
   -Select **No** for Dual Admission SUNY Plattsburgh

7) Complete the **Demographics** section. You will need to enter your **Social Security Number** in this portion.

Demographics

* Birth Gender: [Birth Gende ▼]

*Birth Date: [   ]
(MM/DD/YYYY)

*Birth Country: [United State ▼]

Native Language: [Native Language]   ▼

*Ethnic Group: [Ethnic Group]   ▲
               American Indian or Alaska Nat ▼

Is Hispanic/Latino ○ Yes   ◉ No

*Have you ever been dismissed from
another college for disciplinary   [Please Select   ▼]
reasons?

*Social Security Number
(ex.123-45-6789)   [   ]
**International applicants must email
Admissions@clinton.edu for a number

8) Complete the **Residency** and **Military Status** sections.
   Under Military Service Status, choose either "Child of vet, active duty, Natl Guard, or reserve" or "None of the above" as applicable.

Residency Status

You do not need to fill out the Visa Type, Expiration Date and the Alien Registration Number if you select U.S. Citizen

U.S. Citizen: ◉ U.S. Citizen   ○ U.S. Permanent   ○ Non-U.S. Citizen
                                          Resident

* Resident State: [NY   ▼]

* Resident County: [CLINTON   ▼]
NY residents only

*Country of Citizenship: [United State ▼]

Military Service Status

*Military Service Status: [Military Service Status]   ▼

9) Enter your **mailing address** and cell phone number. If you have a **P.O. Box**, be sure to include that in this section. Click on **Save and Next**.

Home Address

*Address Line 1: [   ]

Home Address 2: [   ]

Home Address 3: [   ]

*Home City: [   ]

*Home State: [NY   ▼]

*Home Zip: [   ]

*Cell Phone (Home Phone if no Cell): [   ]
Format: 123-456-7890

Home Email [newcstudent@gmail.com   ]

(Save and Next)

10) Complete the **Education Information** section.

   -Select your **High School Name** from the dropdown menu

       AUSABLE VALLEY CENTR

       BEEKMANTOWN CENTRAL

       CHAZY CENTRAL RURAL

       NORTHEASTERN CLINTON

       NORTHERN ADIRONDACK

       PERU JR-SR HIGH SCHO

       PLATTSBURGH SENIOR H

       SARANAC CENTRAL SR H

       SETON CATHOLIC CENTR

   -Enter your **Expected Date of Graduation** in MM/YYYY form (e.g., 06/2024)
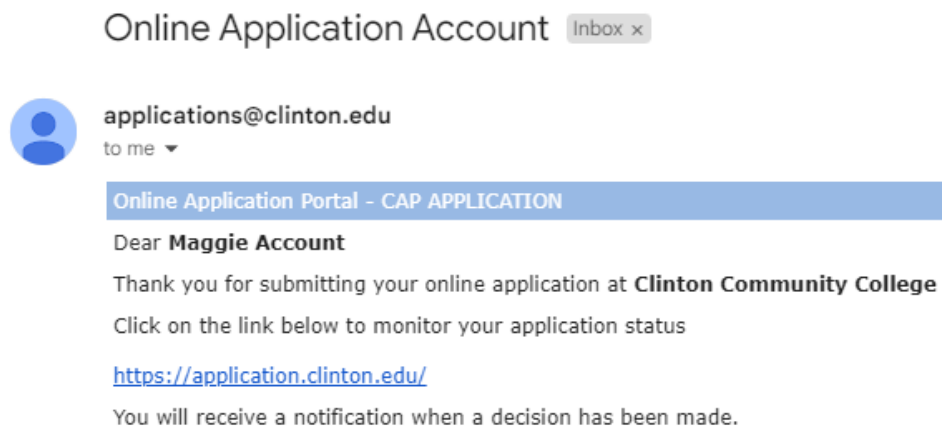
   Click on **Save and Next.**

11) Review the information you entered into the application. Edit as necessary.

12) Read and acknowledge the four statements by checking the box.
   When you are ready, click on **Submit Application**.

13) You will receive an email notifying you that your online application was submitted.

Online Application Account Inbox ×

applications@clinton.edu
to me ▾

Online Application Portal - CAP APPLICATION

Dear **Maggie Account**

Thank you for submitting your online application at **Clinton Community College**

Click on the link below to monitor your application status

https://application.clinton.edu/

You will receive a notification when a decision has been made.

14) After your application has been processed, you will receive an email from Active Directory Maintenance <noReply@clinton.edu> containing information about **setting up your Student Portal account**. Please note that the Student Portal account is different than your Application Portal account.

In the Student Portal, you will have access to a lot of important information. For example, you can access your Clinton student email, review your billing statement and pay your bill online, view your final letter grades in your CAP courses, and print your unofficial transcript.