



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.

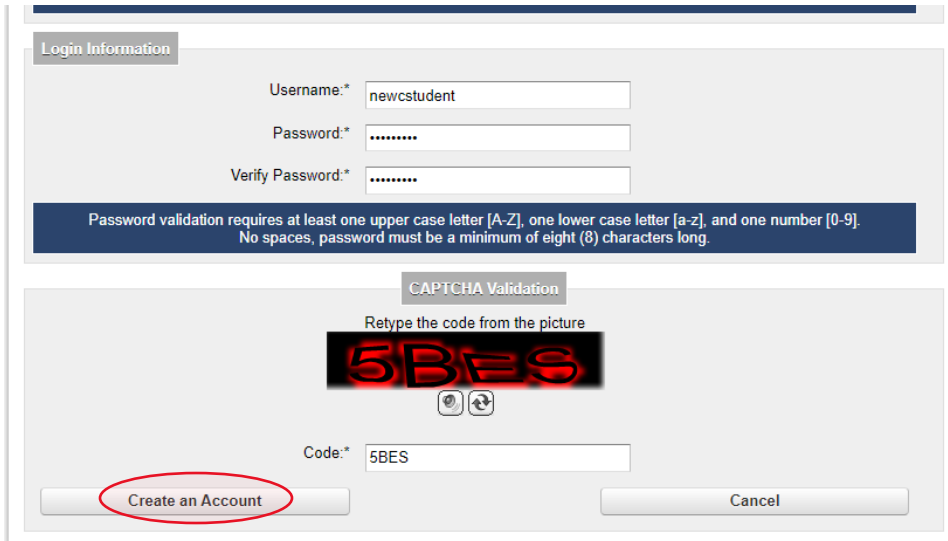
The following are step-by-step instructions for completing the CAP Student Application. Please note that you will be required to enter your **social security number** on this application.

- 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.)

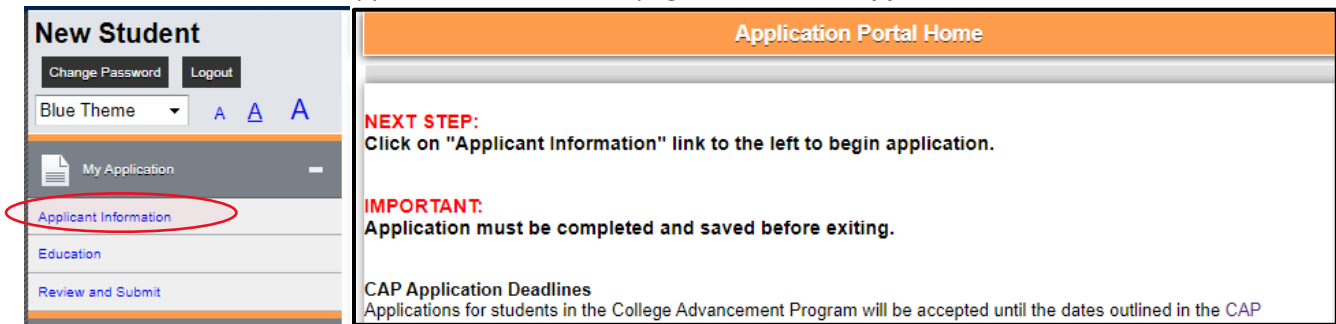
Select **Yes** to the question, "Are you applying to take College Advancement Program (CAP) courses in your high school?"

- 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**.



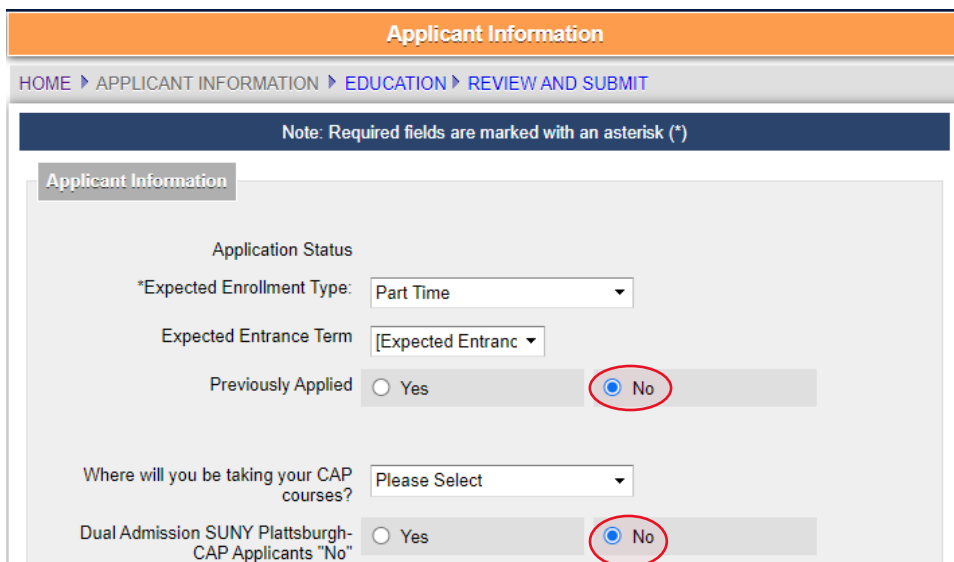
The screenshot shows the 'Login Information' section of a web form. It includes three input fields: 'Username:*' with the value 'newcstudent', 'Password:*' with masked characters, and 'Verify Password:*' with masked characters. Below these fields is a blue box with password requirements: 'Password validation requires at least one upper case letter [A-Z], one lower case letter [a-z], and one number [0-9]. No spaces, password must be a minimum of eight (8) characters long.' The 'CAPTCHA Validation' section shows a picture of the code '5BES' and a text input field 'Code:*' also containing '5BES'. At the bottom, the 'Create an Account' button is circled in red, and a 'Cancel' button is to its right.

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



The screenshot shows the 'Application Portal Home' page. On the left is a sidebar with links: 'New Student', 'Change Password', 'Logout', 'Blue Theme', 'My Application', 'Applicant Information' (circled in red), 'Education', and 'Review and Submit'. The main content area has an orange header 'Application Portal Home'. Below it, a red 'NEXT STEP:' section says 'Click on "Applicant Information" link to the left to begin application.' An 'IMPORTANT:' section states 'Application must be completed and saved before exiting.' At the bottom, 'CAP Application Deadlines' are listed.

- 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



The screenshot shows the 'Applicant Information' page. It has an orange header 'Applicant Information' and a breadcrumb trail: 'HOME > APPLICANT INFORMATION > EDUCATION > REVIEW AND SUBMIT'. A blue box at the top states: 'Note: Required fields are marked with an asterisk (*)'. The 'Applicant Information' section includes: 'Application Status', '*Expected Enrollment Type:' with a dropdown set to 'Part Time', 'Expected Entrance Term' with a dropdown, 'Previously Applied' with radio buttons 'Yes' and 'No' (the 'No' button is circled in red), 'Where will you be taking your CAP courses?' with a dropdown set to 'Please Select', and 'Dual Admission SUNY Plattsburgh- CAP Applicants "No"' with radio buttons 'Yes' and 'No' (the 'No' button is circled in red).

- 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 reasons? Please Select ▼

*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 Resident ☐ Non-U.S. Citizen

* 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**.

The screenshot shows the 'Education' section of an application form. At the top is an orange header with the word 'Education'. Below it is a breadcrumb trail: 'HOME > APPLICANT INFORMATION > EDUCATION > REVIEW AND SUBMIT'. The main content area is titled 'Education Information' and contains two fields: '*High School Name:' with a dropdown menu showing '[Select your High School]' and '*Expected Date of Graduation:' with a text input field and '(MM/YYYY)' below it. Below these fields is a light blue box with the text 'No Tests have been specified.' and a '-->' arrow. At the bottom are two buttons: 'Previous' and 'Save and Next', with the latter circled in red.

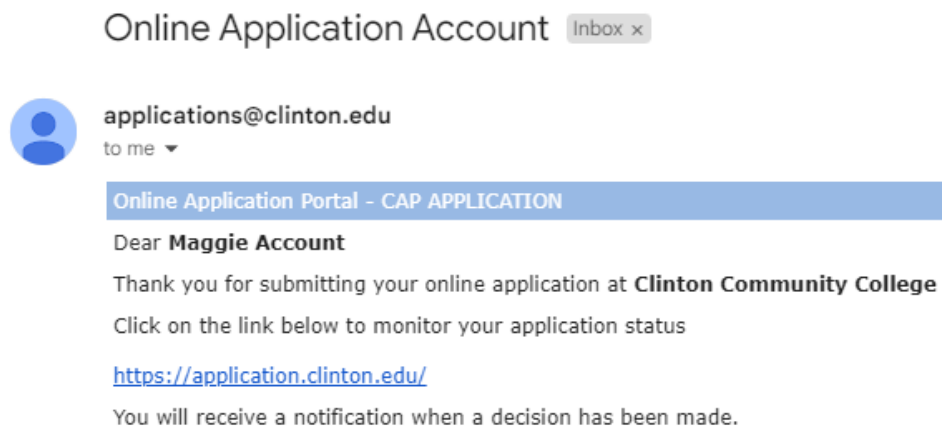
11) Review the information you entered into the application. Edit as necessary.

12) Read and acknowledge the four statements by checking the box.

When you are ready, click on **Submit Application**.

The screenshot shows the acknowledgment section of an application form. At the top is a 'Previous' button. Below it is the instruction: 'Please read and acknowledge the statements below by checking the box next to each:'. There are four statements, each with an unchecked checkbox: 1) 'I acknowledge that I have been provided access to the CAP Calendar and CAP Student Handbook.' 2) 'I have been informed the College cannot release my educational records to other people such as a parent or other third party unless I voluntarily sign and return the FERPA Waiver Form to the Registrar's Office.' 3) 'I acknowledge that after submitting this application I will need to set up my Student Portal which will enable me to verify my student information provided in this application, register for courses, review the tuition bill, and access CCC student resources.' 4) 'I acknowledge that after registering for courses, I will receive a tuition bill in the mail and payment is expected by the due date noted in the CAP Calendar. I also acknowledge that the tuition bill can be accessed electronically in the Student Portal.' At the bottom is a 'Submit Application' button, which is circled in red.

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



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.