



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. All items with an asterisk are required.

- 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 **CAP Student - 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. Be sure to use your full first name, not a nickname.** 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**.

Login Information

Username:* newcstudent

Password:*

Verify Password:*

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.

CAPTCHA Validation

Retype the code from the picture

5BES

Code:* 5BES

Create an Account Cancel

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

New Student

Change Password Logout

Blue Theme A A A

My Application

Applicant Information

Education

Review and Submit

Application Portal Home

NEXT STEP:
Click on "Applicant Information" link to the left to begin application.

IMPORTANT:
Application must be completed and saved before exiting.

CAP Application Deadlines
Applications for students in the College Advancement Program will be accepted until the dates outlined in the CAP

- 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

Applicant Information

HOME > APPLICANT INFORMATION > EDUCATION > REVIEW AND SUBMIT

Note: Required fields are marked with an asterisk (*)

Applicant Information

Application Status

*Expected Enrollment Type: Part Time

Expected Entrance Term [Expected Entranc

Previously Applied ☐ Yes ☒ No

Where will you be taking your CAP courses? Please Select

Dual Admission SUNY Plattsburgh-CAP Applicants "No" ☐ Yes ☒ No

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

Demographics

* Birth Gender: [Birth Gender] ▼

*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	NORTHERN ADIRONDACK
BEEKMANTOWN CENTRAL	PERU JR-SR HIGH SCHO
Bouquet Valley High School	PLATTSBURGH SENIOR H
CHAZY CENTRAL RURAL	SARANAC CENTRAL SR H
CROWN POINT CENTRAL	SCHROON LAKE CENTRAL
KEENE CENTRAL SCHOOL	SETON CATHOLIC CENTR
MORIAH CENTRAL SCHOO	TICONDEROGA HIGH SCH
NORTHEASTERN CLINTON	WILLSBORO CENTRAL HI

-Enter your **Expected Date of Graduation** in MM/YYYY form (e.g., 06/2025)

Click on **Save and Next**.

The screenshot shows the 'Education' section of a web application. 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 form area is titled 'Education Information'. It 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 the label '(MM/YYYY)'. Below these fields is a message: 'No Tests have been specified.' At the bottom of the form are two buttons: 'Previous' and 'Save and Next'. The 'Save and Next' button is circled in red.

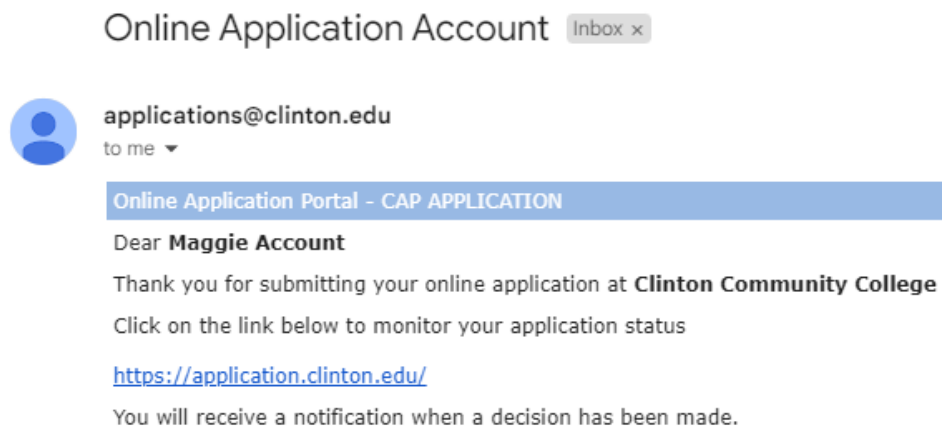
11) Review the information you entered into the application. Edit as necessary.

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

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

The screenshot shows the 'Acknowledge' section of the application. 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 a 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 of the form 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.