



# Capital University Enrollment Task Tracker



## **Access Student Portal & Student Email Account**

After submitting your enrollment deposit, you will receive an email from Capital's Help Desk within a couple days with instructions to set up your Capital email address. You can still access your accepted student status page (where all your other next steps will be) with your applicant login information here: <https://apply.capital.edu/status>

**Student Email:** \_\_\_\_\_ **Password:** \_\_\_\_\_

**Help Desk:** 614-236-6508 or [helpdesk@capital.edu](mailto:helpdesk@capital.edu)

## **View Financial Aid Award Letter**

When your financial aid offer is ready, you will receive an email to log into your accepted student status page to view the offer letter here: <https://apply.capital.edu/status>

**Financial Aid Website:** <https://www.capital.edu/admission/tuition-and-financial-aid/financial-aid/>

**Financial Aid Office:** 614-236-6101 or [finaid@capital.edu](mailto:finaid@capital.edu)

## **Pay Enrollment Deposit(s)**

An Enrollment Deposit is required to officially reserve your place in Capital's incoming class. For 2023-24 applicants, the enrollment deposit is \$200 and can be paid online through the accepted student status page: <https://apply.capital.edu/status>

**Enrollment Deposit Website:** <https://www.capital.edu/deposits/>

## **Apply for Housing**

The Housing Intent Form (Release Form for commuters) is available after a student submits their enrollment deposit on their status page: <https://apply.capital.edu/status>

**Housing Website:** <https://www.capital.edu/housing-process/>

## **Register for Orientation**

After sending your deposit and joining our class, you will sign up for your Summer Orientation Day!

Before attending your summer orientation date, you will need to complete all the tasks in Pre-Orientation Checklist. The Pre-Orientation Checklist opens annually for deposited students in March.

**Orientation Website:** <https://www.capital.edu/admission-aid/first-year-and-transfer-students/orientation/>

**Admissions Office:** 614-236-6101 or [admission@capital.edu](mailto:admission@capital.edu)

## **Placement Testing**

All students will use Math and Foreign Language placement tools to help assess the best courses for you to enroll in for fall semester. Math, English, and Foreign Language placement assessments can be accessed through the status page: <https://apply.capital.edu/status>

**Math Placement Testing Guidelines & Instructions:** <https://www.capital.edu/mathplacement/>

**Foreign Language Requirement Information:** <https://www.capital.edu/language-requirement/>

## **Verification**

Verification is the process of reviewing the information reported on the FAFSA for accuracy. Students who are selected for financial aid verification receive a letter in the mail and emails from the Financial Aid Office with instructions. The requested documents can be submitted by mail, fax, or uploaded through your status page: <https://apply.capital.edu/status>

**Capital University Verification Website:** <https://www.capital.edu/verification/>

**IRS Tax Transcript Request:** <https://www.irs.gov/individuals/get-transcript>

**Financial Aid Office:** 614-236-6511 or [finaid@capital.edu](mailto:finaid@capital.edu)

## **Apply for a Federal Work Study Job**

The Federal Work-Study Program is a federally funded, campus-based aid program designed to provide part-time jobs for eligible students with financial need. All students, regardless of financial need, are eligible to seek a campus job, but students are only able to be hired under the Federal Work-Study Program if identified in your financial aid package.

**Work Study/Student Employment Website:** <https://www.capital.edu/admission/tuition-and-financial-aid/student-employment>

## **Transportation & Parking**

Parking passes are available for purchase on a first-come, first-serve basis for resident and commuter students on July 1st. Students can purchase them online at the website listed below.

**Parking Permit Website:** <https://capital.shopsite.com/public-safety/index.html>

**Parking Services Phone Number:** 614-236-6505

## **Student Health Insurance & Proof of Immunization**

Students must submit the required health and immunization forms found on their status page prior to the start of the semester: <https://apply.capital.edu/status>

Center for Health & Wellness Website: <https://www.capital.edu/health/>

Center for Health & Wellness Contact: 614-236-6114

