



BUFFALO STATE

The State University of New York

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College Access Program

at Buffalo State University

2024-2025 Parent Orientation

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Parent Orientation Agenda

1. CAP Overview
2. Benefits for Students
3. CAP Tuition
4. CAP Application Demo
5. Transferring Credits
6. Registration & Transcripts
7. Questions

What is the College Access Program?

Earn college credit through Buffalo State University **while** completing your high school requirements.

Who can enroll in CAP?

- Juniors and Seniors in good academic standing.
- Sophomore students may be recommended by teacher or guidance counselor.

What is a CAP course?

A course taught in the high school by a high school teacher, that has been determined to meet the same **learning objectives**, course **rigor**, and **expectations** as an equivalent college-level course.

How does CAP work?

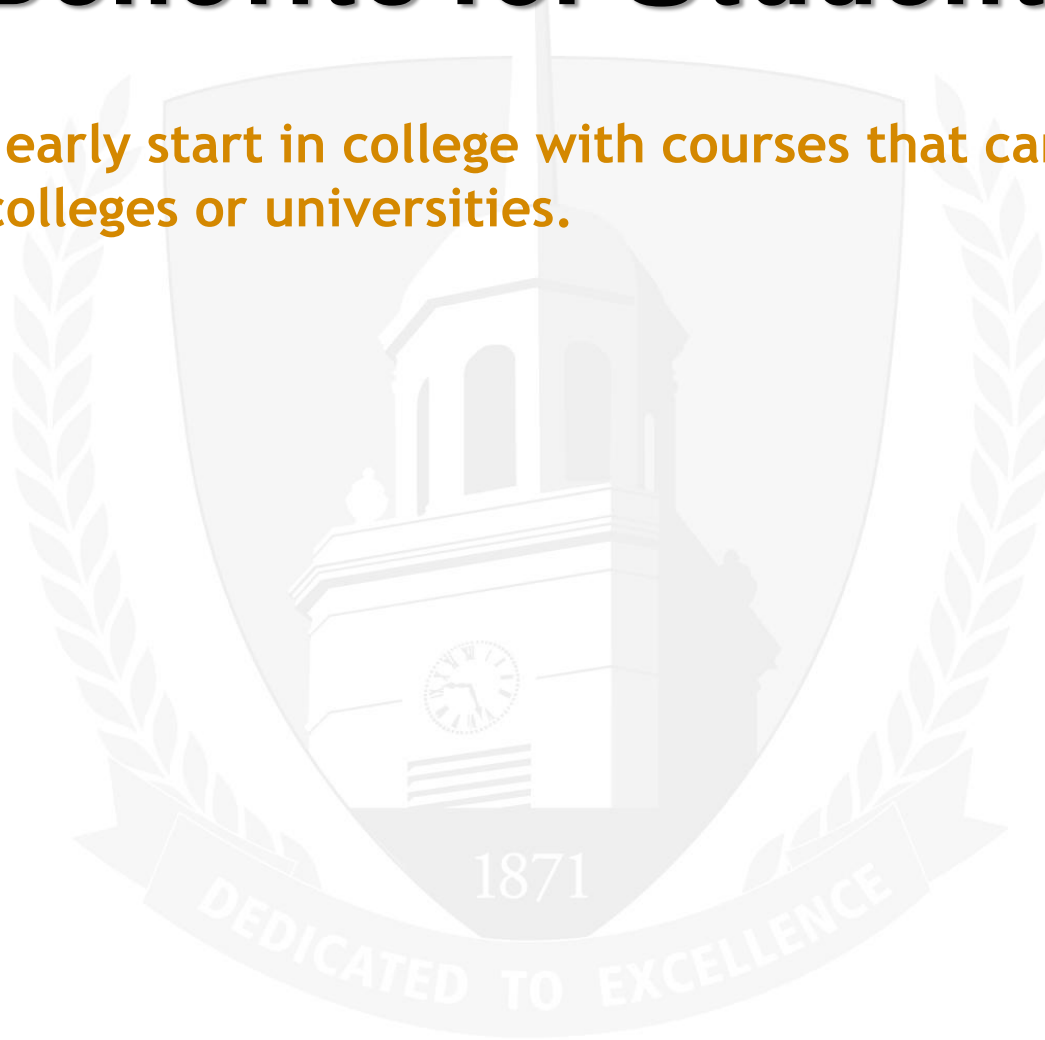
- Students talk with teachers and parents to decide if dual credit is the right option for them.
- If so, fill out an easy, 5-minute application and pay the course fee.
- Continue taking the high school course(s) they are already enrolled in. Nothing changes for the student!
- The cumulative grade for the high school course becomes the grade that will appear on your official college transcript.

Benefits for Students



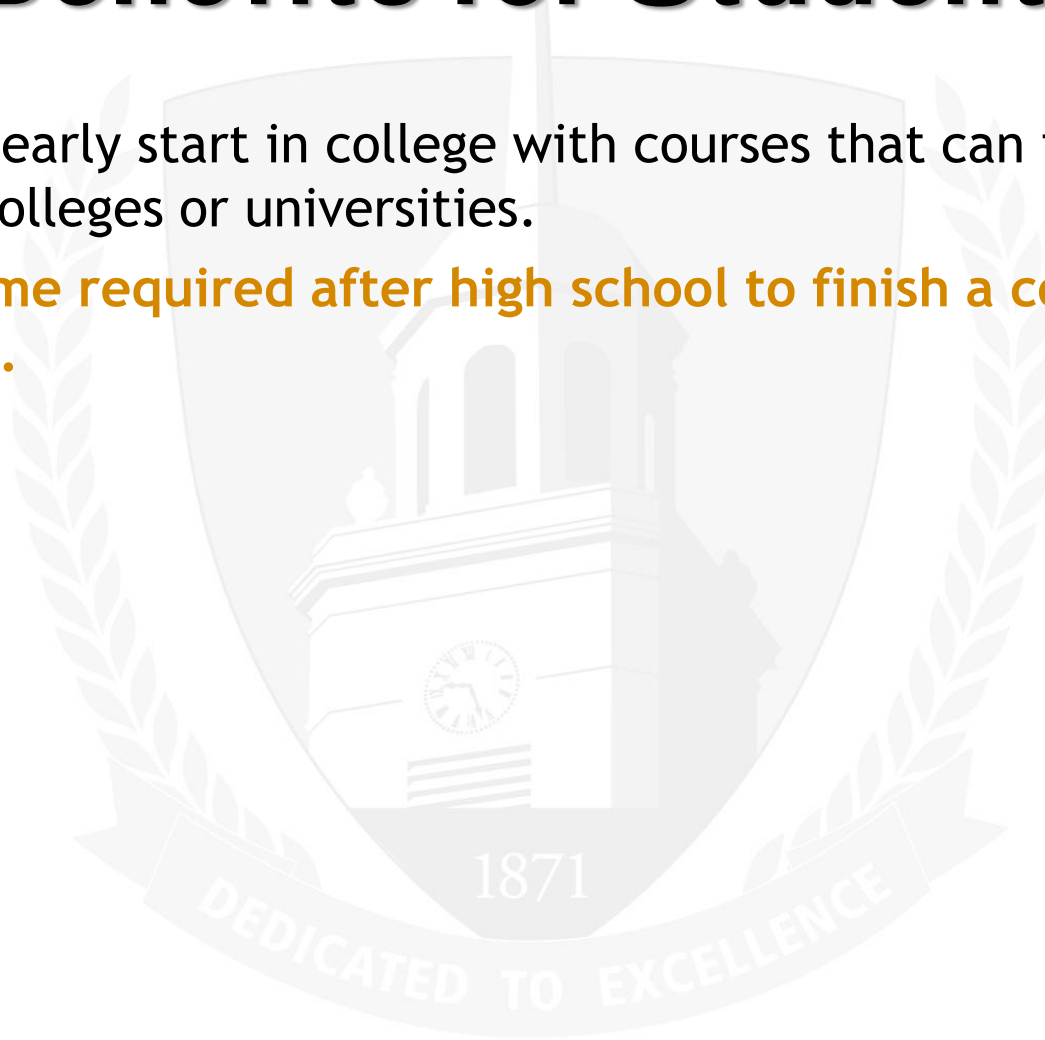
Benefits for Students

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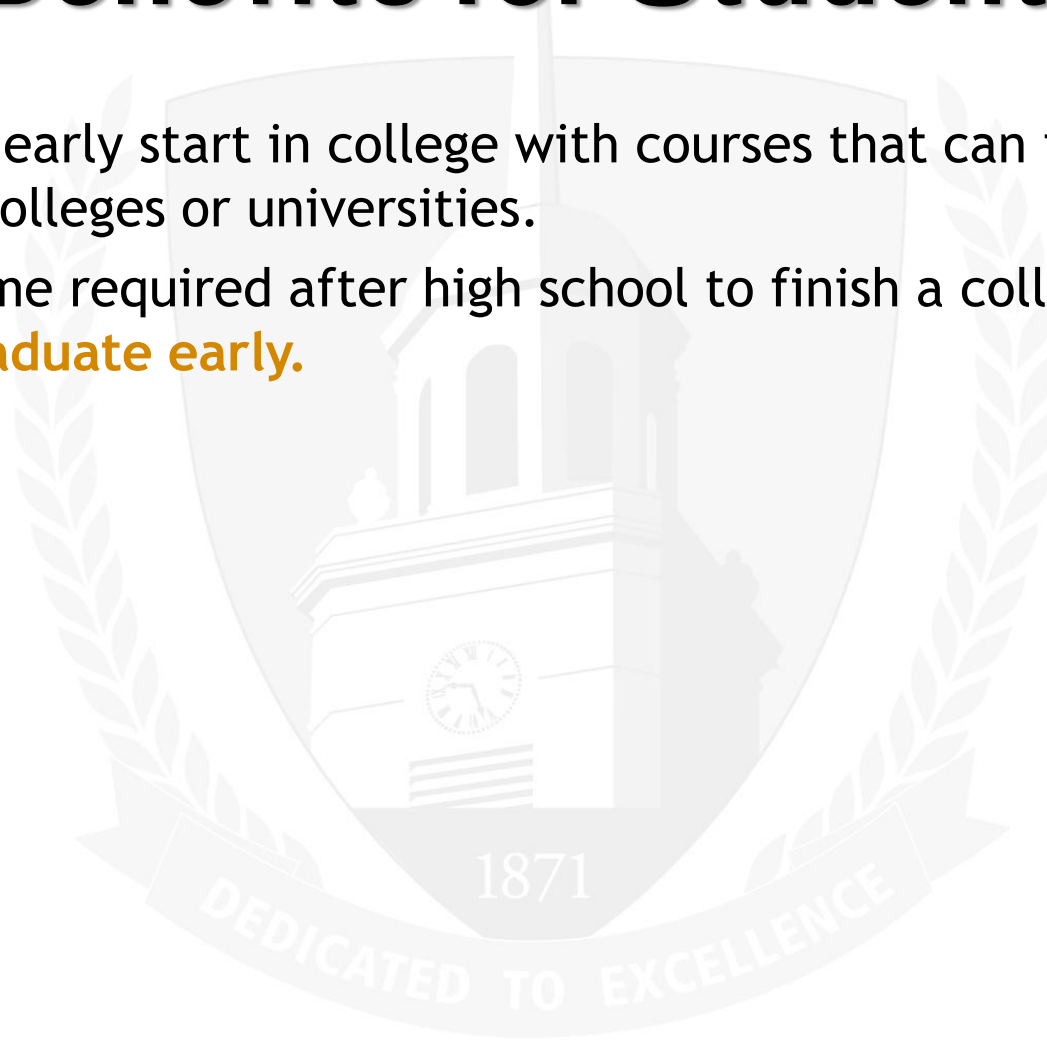
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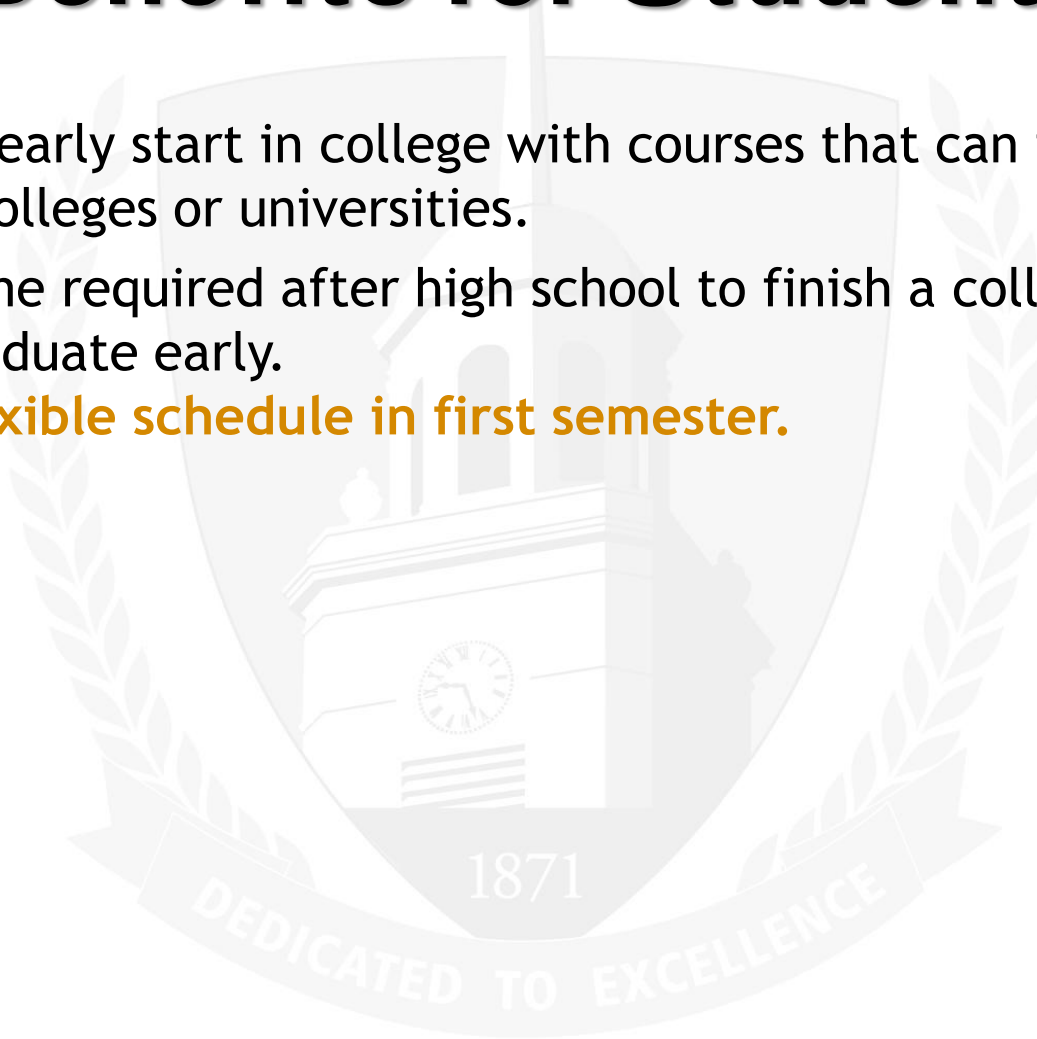
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4. **Exposure to college courses while in high school.**

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4. Exposure to college courses while in high school.
5. Improve skills in time management and handling responsibility.
6. **Increase confidence in ability to handle college.**

CAP Tuition

- \$250.00 per course.
- Families who qualify for Free and Reduced Lunch qualify for a discounted tuition of \$125.00 per course.
 - provide a letter from the school district or guidance counselor on the online application.

\$avings!

Taking courses through
CAP can save families
thousands in tuition
costs!

Number of Courses

1 course
2 courses
3 courses
4 courses

Tuition Savings

\$633.75
\$1,267.50
\$1,901.25
\$2,535.00

CAP Application Process

Apply between December 6, 2024 and January 17, 2025

1. Follow the link provided in the Student Parent Orientation Guide.
2. Create an account through the Student Portal
3. Fill out the online application form and pay the course fee.

We take care of everything else!

CAP Application Demo

<https://connect.buffalostate.edu/portal/cap-application>

College Access Program (CAP)

The College Access Program (CAP) is an opportunity for high school students to earn college credit through SUNY Buffalo State University while completing their high school requirements.

The CAP application will be open from 8:00am on December 6, 2024 - 11:59pm on January 17, 2025. Students must apply during this time period to be eligible for dual credit. Late applications will not be accepted.

Returning CAP students, please **LOG-IN HERE**

New CAP students, please **CREATE AN ACCOUNT HERE**

Please do not submit an application as we are going through the demo

What if I made a mistake on my CAP Application?

- Do not re-submit the application
- Email our office directly at cps@buffalostate.edu
 - In the body of your email, let us know what we need to update on your application
- Examples of common mistakes include
 - Adding courses
 - Updating email addresses
 - Changing schools

Can I add a course?

- Yes!
 - As long as you notify our office before 11:59 PM on January 17.
- Email the name of course to cps@buffalostate.edu
 - Do not fill out a second application
- A payment link will be sent for the tuition
 - Payment must be received within one week of application closing

Transferring Credits

- Courses transfer 1-for-1 within the SUNY system
- General education courses generally transfer for course equivalents in private and out of state schools
- At minimum, students will receive their credits as elective credits

Registration & Transcripts

	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	
Buffalo State Academic Year	Fall Semester				J-Term	Spring Semester				Summer Early				
High School Academic Year	High School Academic Year													
CAP Semester Timeline					CAP Application						Students Registered	Grades Due	Grades Reported; Unofficial Transcripts Available	Official Transcripts Available

- **CAP Course Confirmation Letter** emailed to students **by request**
- **Unofficial Transcripts** can be downloaded after **July 7, 2025**
- **Official Transcripts** can be requested after **August 19, 2025**

OFFICIAL TRANSCRIPT REQUESTS PLACED BEFORE AUGUST 19 WILL NOT BE PROCESSED.

How to Request Transcripts

- Students will need Banner ID
 - Ask your teacher
 - Look on CAP Course Confirmation Letter
- Informational flyer will be sent home from high school teachers



COLLEGE ACCESS PROGRAM

ORDERING YOUR TRANSCRIPTS

CONGRATULATIONS on completing your dual credit course(s)! The next step is ordering your transcripts to be sent to the colleges of your choice. Note that transcripts will be available to order by July 31, 2024. If you try to order your transcript before then, it may not be available.



You will need your Banner ID Number. This is your personal identification number for Buffalo State. It is a 9-digit number that begins with B00XXXXXX. If you do not have your Banner ID number, please ask your teacher, or email the CAP Program Coordinator, at cps@buffalostate.edu.

CAREFULLY FOLLOW THE INSTRUCTIONS BELOW TO ORDER YOUR TRANSCRIPTS.

1. Go to <https://banner.buffalostate.edu/> and click "Log in to Banner."
2. Enter your User ID and PIN:
 - a. Your User ID is your Banner ID Number
 - b. If you are logging into Banner for the first time, your initial Banner PIN will be your date of birth in the MMDDYY format. You will be prompted to change your initial PIN when you log in for the first time.
3. On the Banner homepage, click the Student link, and then Student Records on the next page.
4. Click Order Official Transcript.
5. A pop-up window should open within 5 seconds; if not, click on the link provided. Fill out your information to make an account with Parchment. From here you can fill out the schools you want to send your transcripts to and choose a method of delivery (electronic, mail, pick-up in person).

Instructions for ordering transcripts are also available online at <https://registrar.buffalostate.edu/transcript-ordering>

Questions?



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