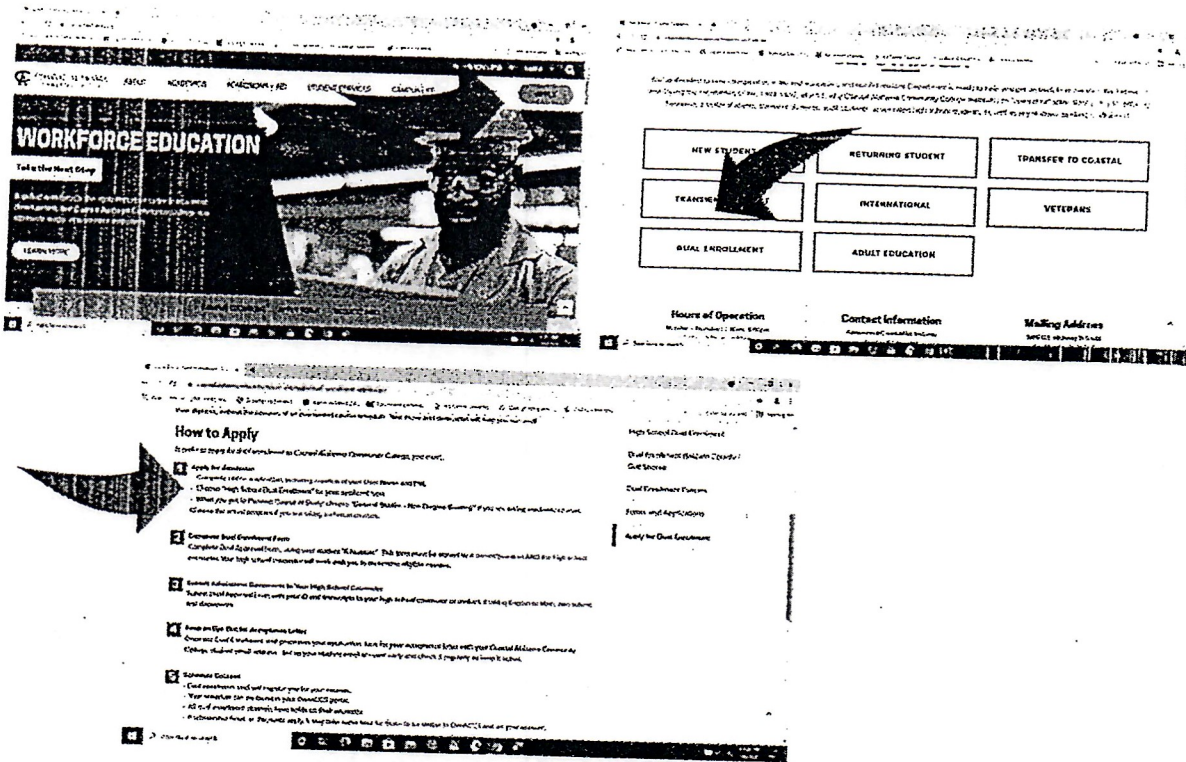


# Completing the Online Application for Admission

**1**

Go to [www.coastalalabama.edu](http://www.coastalalabama.edu), click "APPLY" on the right side of the page. Scroll down to find DUAL ENROLLMENT. Read this page first!! Then find the Online Application link at item #1.



**2**

Click **Create New User Account**: PLEASE USE A PERSONAL EMAIL ADDRESS and READ CAREFULLY. You will receive an email with a link to create your password to get into the application portal.

Welcome to Coastal Alabama Community College

If you already have an account, login with the email address you provided. If not, click on the Create New User Account link below.

Log In

Personal Email Address

Password

**CREATE NEW USER ACCOUNT**

To Create an Account...

- Enter your legal name as it appears on your photo ID
- Sign up using your personal email address. Do not use a school or another person's email address as the email will become your account user ID to log into the admission application portal.
- Once you click submit, a link to set your password will immediately be emailed to you.
- After setting up your password from the link in your email, you'll be set to log into your account and start your admission application.

Student's Legal First Name

Student's Legal Last Name

Personal Email Address

**CREATE ACCOUNT**



3

Once you are logged in, select "Start New Application". Select "High School Dual Enrollment" as application type and the term of enrollment should be ~~Fall 2023~~ ~~Spring 2024~~ Summer 2024 or Fall 2024

New Application

How do I know which student type I need to choose?

First-time freshmen: This is a new student applying after graduating from high school or obtaining a GED.

High School Advanced Program: You are still in high school, and you will take a course for college credit.

High School Dual Enrollment: You are still in high school but want to take a course for both high school and college credit.

Continued Enrollment: You have a pending class at our college in the past 12 years and intend to return.

Special Needs/Return Seeking: This is a student who is returning to college after a break in education.

Transfer: This is a student who is transferring from another college after you have earned college credit and want to start taking classes here.

Transcript: This is a student who is transferring from another college and wants to submit a transcript to our college.

Term of Enrollment

Summer

4

Use the drop-down blocks to fill in information. Most of it is personal information. Have your Social Security number and address/phone numbers available.

First Name

Last Name

Address

City

State

ZIP

Phone Number

SSN

Emergency Contact Name

Emergency Contact Phone

5

You will be prompted to upload a copy of your transcript, and you may do this if you have one. If you do not have one, SELECT THE "NO" OPTION. Your high school counselor will submit this.

6

When you get to **Planned Course of Study**, select your program under "concentration". Welding is listed as "Basic Plate Welding". Academic students should choose "General Studies".



COASTAL ALABAMA  
COMMUNITY COLLEGE

7

Review your application. It may read "99% Complete". You are ready to Submit!!

Click the Submit button, and you will be asked to read the terms and conditions. PLEASE READ THIS! Then you can click the verify button and type your name for your electronic signature.

Click submit AGAIN, and you will receive a "thank you" notice. You can then click on the return home option to get back to the dashboard.

**IMPORTANT:** By the next working day, you will receive an email to your personal email account, containing your Coastal Alabama student information (your student number/A-number and your Coastal Student Email Address). Save this information and use it to complete your DE Approval Form.

Your Coastal email address is very important and should be set up right away. **Your default password will be Coastal with a capital "C" and your date of birth in MMDDYY fashion** (ex.Coastal080604 for someone with Aug 6, 2004 date of birth). You can set this up on a laptop or desktop, by going to "I am a ... Current Student" in the upper right corner of the CA Homepage. Choose "Office 365" and follow the instructions for setting up your CA Student Email account.

**Welcome to the Coastal Alabama family!**

[Leslie.Hornady@CoastalAlabama.edu](mailto:Leslie.Hornady@CoastalAlabama.edu)

**Coastal Alabama Career Coach**

**251.575.8241**





### Statement of Approval for Dual Enrollment for Dual Credit Students

Your application to the Dual Enrollment for Dual Credit program will be official only upon receipt of this form, completed and signed by the counselor of your local school, and a completed Application for Admission for Dual Enrollment for Dual Credit.



Student Legal Name \_\_\_\_\_  
(please print)

Coastal "A Number" \_\_\_\_\_ School Year \_\_\_\_\_

Name of High School \_\_\_\_\_

Student's Grade level at time of participation: 10th  11th  12th

Technical Program		Participation Year	Location	Effective Terms
		New / Yr 2 / Yr 3		Fall / Spring / Summer
Academic Courses	HS Equivalency/Code	NOTES: Delivery Method / CRN		Effective Terms
				Fall / Spring / Summer
				Fall / Spring / Summer
				Fall / Spring / Summer
				Fall / Spring / Summer
				Fall / Spring / Summer

The student meets the requirements for participation as specified by the college and the LEA. I hereby recommend that this student be admitted to the Dual Enrollment program in the Alabama Community College System.

This student has an IEP/504 on file and may require ADA Accommodations for their college course(s)

High School Designee: Signature \_\_\_\_\_ Date \_\_\_\_\_

To comply with the requirements of FERPA, this college shall obtain written consent from students before disclosing any personally identifiable information from his/her educational records. As a participant of the Dual Enrollment for Dual Credit program. My signature below authorizes the College to release the information noted in this section:

#### Student signature acknowledges the following:

- Authorizing release of grade reports and other records to the local high school at the end of each term.
- Acknowledges that, if no courses are listed above, the student accepts counselor recommendation of courses.
- Textbooks and any required materials for the courses are the responsibility of the student.
- A grade of "D" or lower or withdrawal from a course will result in one term of ineligibility, can affect future financial aid status of students and can affect high school credits and GPA.
- I must check my schedule each semester before the start of classes
- High school IEP/504 plans are not honored by postsecondary institutions.
- I am responsible for obtaining any necessary accommodations through the college ADA representative before classes begin each term.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_



## Parent Agreement Form



As the parent/guardian of a dual enrollment student, I understand the following:

- Authorizing release of student records from the local high school to Coastal Alabama Community College.
- I acknowledge and agree to all posted dual enrollment policies.
- Textbooks and any required materials for the courses are the responsibility of the student.
- The rights to private educational information (FERPA) transfer to the student upon enrollment, regardless of age.
- A grade of "D" or lower or withdrawal from a course will result in one term of ineligibility, can affect future financial aid status of students, and can affect high school credits and GPA.
- High school IEP/504 plans are not honored by postsecondary institutions (see below)
- If my student requires any accommodation for courses, *my student* must contact the college ADA representative *before* classes begin each term (see below)
- Parents/Guardians have the right to remove their student from the dual enrollment program at any time.

### ADA – Americans with Disabilities Act

Coastal Alabama Community College complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which prohibit discrimination against individuals with disabilities who are otherwise qualified for ACCS programs and services.

Students that submit documentation of qualifying disabilities to the college and meet the prerequisites of ACCS courses will be provided reasonable accommodations that allow equal access. Colleges are not required to provide equivalent accommodations as the high school. Modification of curriculum is not permitted.

**Acknowledgement of the terms above, the Parent/Guardian Agreement Form is valid throughout the student's high school career for dual enrollment with Coastal Alabama Community College.**

Parent/Legal Guardian name (Please Print) \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Effective School Year \_\_\_\_\_

Student Graduation Year \_\_\_\_\_