

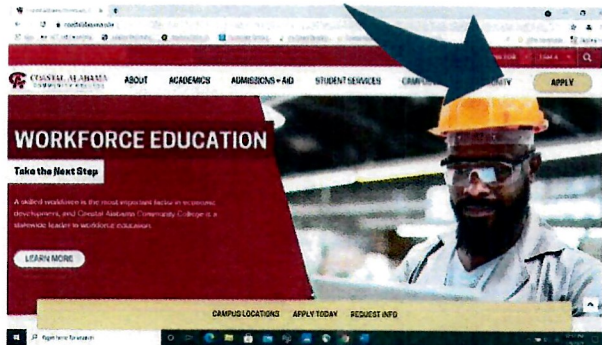


1

BEFORE YOU GET STARTED:

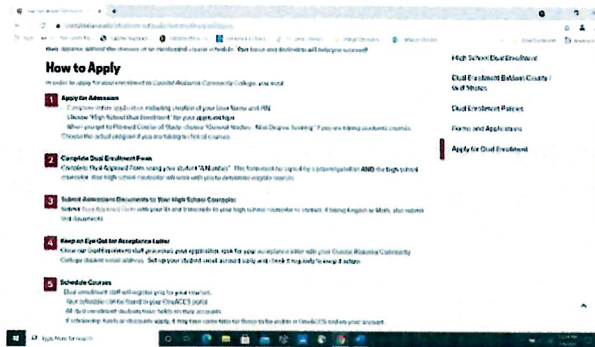
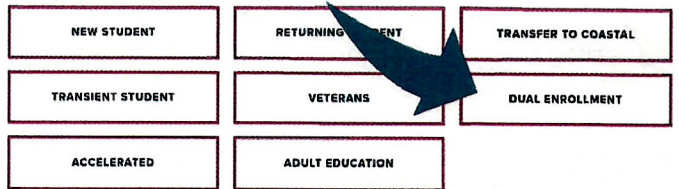
Have access to your personal email account and your Social Security number.

Go to 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.



GET STARTED!

You've decided to take charge of your life and education, and our Admissions Department is ready to help you get on track from the start. We believe in developing the capabilities of each individual, which is why Coastal Alabama Community College maintains an "open door" admissions policy for entering freshmen, transfer students, transient students, adult students, accelerated high school students, as well as any students seeking readmission.



How to Apply
In order to apply for dual enrollment to Coastal Alabama Community College, you must first apply for admission to the college. You will receive an email with a link to create your password to get into the application portal.

1 Apply for Admission

- Complete online application, including your personal information.
- Choose "High School Dual Enrollment" as your intended major.
- When you get to "Intended Major" select "Dual Enrollment" as your intended concentration.
- For intended concentration, choose "Dual Enrollment - Technical" courses.

2

At the Application Portal page, 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

SIGN IN

[Create New User Account](#) | [Forgot Password](#)

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 unique user ID to log into the admission application database.
- 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're all set to log into your account and start your admission application

• Student's Legal First Name

• Student's Legal Last Name

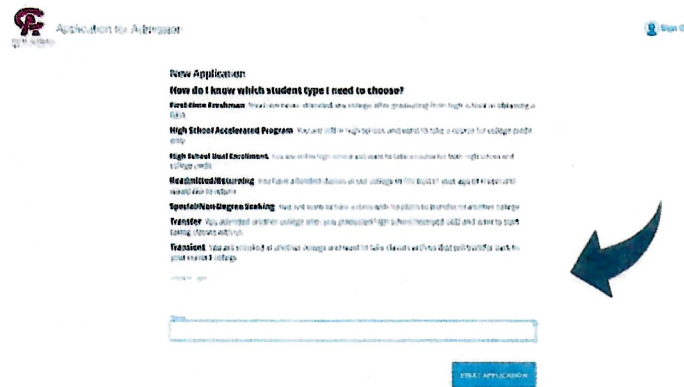
• Personal Email Address

I'm not a robot



3

Once you are logged into the Application Portal, select “Start New Application”. Select “High School Dual Enrollment” as application type and the term of enrollment (the term that you begin your course) which should be Fall 2026 (August - December).



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.



5

When you get to **Planned Course of Study**, select your program. Academic students should choose “General Academic Courses”.

6

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 “I’ll send it in later” OPTION. Your high school counselor will submit your high school transcript. When you get to the portion about your high school, you can begin typing the CITY/TOWN in which your school is located, and then choose the correct school from the drop-down list.



7

Review your application. If it reads “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 of this Application Portal. You should then log out of your portal.

(** You will use this portal for applying again as a first-time freshman, and for signing up to attend events with Coastal, like First time Freshman Orientation or a campus tour, so **SAVE YOUR LOGIN INFO** **)

IMPORTANT: Within 1-3 working days, you will receive an email to your personal email account (the one you used to open the Application portal), 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](#) and [Parent Agreement Form](#), which will go to your high school counselor.

Your Coastal Student email address is very important and should be set up right away. Complete your CA email set up ONLY on a laptop or desktop (do not use your phone).

You will ALSO receive an email from ‘donotreply@rapididentity.com’ and it will have a Claim Code and a link to ‘Claim your A# email address’. Follow the directions for claiming your A# email and making your password. Once you have done this, open a new browser window, go to www.coastalalabama.edu, click “I am a ... Current Student” in the upper right corner to get to the [Coyote Hub](#). Log in with the A# email address and the password you just made. Once in the Hub, log into your Coastal Student Email with your A# email address and password, and follow the ‘NEXT’ for ‘need more information’. You will be led to download the Microsoft Authenticator App on your phone and pair your account. Set up your app with ‘work or school account’ using your A# email address and password. Don’t use the ‘open browser option’ - just click cancel in the upper left corner. Then click on the blue circle in the lower right corner to find the ‘scan QR code’ option and scan the QR code provided on your laptop/desktop. Once you see the green bar completely filled, you are done.

PLEASE take the time to set up Microsoft Authenticator App. This is for your security and ease of getting back into your account should you get locked out.

Welcome to the Coastal Alabama family!

Reach out to me with questions: Leslie Hornady, Coastal Career Coach
Leslie.Hornady@CoastalAlabama.edu 251.575.8241



**Office of
EARLY COLLEGE
PROGRAMS**

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: _____

Program	Participation Year	Location	Effective Terms
Academic Courses	New/ Yr 2 / Yr 3	Delivery Method	Fall / Spring / Summer
	CRN	In Person / Online	Effective Terms
		In Person / Online	Fall / Spring / Summer
		In Person / Online	Fall / Spring / Summer
		In Person / Online	Fall / Spring / Summer
		In Person / Online	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 student signature below authorizes the College to release the information noted in this section:

- 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:

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.

Parent/Legal Guardian name (Please Print) _____

Parent/Legal Guardian Signature _____

Date _____

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.