

**DIRECTIONS FOR COMPLETING AN ONLINE DUAL ENROLLMENT
APPLICATION FOR ADMISSION TO COASTAL ALABAMA**

1. Go to <https://myca.coastalalabama.edu:444/accws/ISCONLAP.pgm?dualApp=Y> to access the online dual enrollment admissions application
 - a. www.coastalalabama.edu > Programs > High School Programs > Coastal Alabama Community College Admissions Application for Dual Enrollment
2. Click Start Your Application
3. Complete all information with an asterisk and create a user ID and password
 - a. **Make note of your user ID and password**
4. Click Start Your Application
5. Enter your Contact Information (Page 1 of 8) and click Save & Continue
6. Enter your Additional Addresses (Page 2 of 8) and click Save & Continue
 - a. Click Same as Mailing if addresses are the same
7. Enter your Demographic Information (Page 3 of 8) and click Save & Continue
8. Enter your Emergency Contact/Parental Information (Page 4 of 8) and click Save & Continue
9. Enter your Employer Information (Page 5 of 8) and click Save & Continue
10. Enter your High School Information using the dropdown menus (Page 6 of 8) and click Save & Continue
11. Enter your Intended Field of Study (Page 7 of 8) and click Save & Continue
 - a. Your program of study should be General Studies NDS NDS if you are taking academic courses
 - b. Your program of study should reflect your technical program if you are taking technical courses
 - c. For enrollment campus, choose the Coastal campus closest to your high school
12. Review your Admissions Application (Page 8 of 8) and click Submit
 - a. Any fields shaded in pink are incomplete. Click Edit above those areas to go back to the appropriate page and complete the information
 - b. If you leave a required field blank or incomplete, **YOU WILL NOT SEE THE SUBMIT BUTTON**. The Submit Button only appears if the application is complete and ready for submission. **If you DO NOT click on the Submit Button, your application will not be submitted.**

NOTE: If you begin an application, you can log out and complete the application later. You **MUST** have your user ID and password to do this. Once you have successfully submitted your application, take a picture of the final screen to show your counselor. Next, complete the Dual Enrollment Approval Form and take it to your counselor along with your photo identification.

Student Checklist for Dual Enrollment Application



- ___ Online Application for Admission www.coastalalabama.edu
- ___ Completed Approval Form
- ___ Copy of Valid Photo ID (e.g. Driver's License)
- ___ Transportation Agreement Form (if required by high school when classes are not on high school campus)
- ___ Transcript attached to indicate student has met qualifications:
 - a.) 10th, 11th, 12th grade student
 - b.) Minimum 2.5 Un-weighted GPA
- ___ *Copy of ACT if taken and not on transcript (Students registering for English or math must have a subtest score of 18 for English, 20 for math, and 20 for reading on the ACT or equivalent score on other college entrance exam(s).)

Early college students who wish to continue to take college courses through Dual Enrollment for subsequent terms are not automatically re-enrolled; They must submit the documents listed below for each successive term they wish to take college courses. Also, if a student skips a term and does not take college classes, the student must submit an up-dated application as well as the up-dated forms.

Checklist for Returning Dual Enrollment Students

- ___ Completed Approval Form
- ___ Transcript attached to show that student has passed has a minimum 2.5 GPA

Student's First Name _____ Last Name _____ High School _____

Student's Email Address _____ Student's Telephone _____

Cumulative Grade Point Average _____ ACT ENG _____ ACT MTH _____ ACT RDG _____

Grade Level at time of participation (circle one) 10th 11th 12th Enrolling (circle one): Fall Spring Summer 20__

The student whose name appears above has met the enrollment criteria for the Academic or Career Technical Dual Credit program and is hereby granted permission to enroll in the courses listed below. The student's high school transcript and current schedule will be provided.

Coastal AL Course Title, Prefix, & Number	Inow Course Number	Location/Campus of Course
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Principal or Designee _____ Date _____ Signature of Counselor _____ Date _____

Student and Parent Section

The student has requested enrollment in the above named dual enrollment course(s). The student and guardian understand that when participating in dual enrollment, consideration should be given to the student's future goals and the specific requirements for universities, the military, NCAA, etc. It is the student's and guardian's responsibility to check the institution's policies and procedures regarding scholarships, freshman status designation, admission requirements, athletic certification, and other potential questions and issues regarding the approval of coursework and college credits completed while in high school.

The student authorizes Coastal Alabama Community College (Coastal Alabama) to release his/her academic record on a semester basis to the high school. This release shall remain in effect until the student provides written notice to the Records Office to discontinue the release or until he/she earns a high school diploma.

The student further understands that it is his/her responsibility to provide a final high school transcript to Coastal Alabama in order to receive college credits and have the credits transferred to the next college.

If the student wishes to withdraw from the college dual enrollment course(s), he/she must do so before Coastal Alabama's withdrawal deadline. It is the responsibility of the student to be aware of the withdrawal date which is posted on the Coastal Alabama college calendar. If the student withdraws from a dual enrollment course, he/she will not be able to participate in dual enrollment the following semester (not including summer). Be aware that withdrawal from a dual enrollment course does not guarantee a schedule change at the high school.

The dual enrollment scholarship funds the cost of tuition and fees associated with approved dual enrollment course(s). It is the responsibility of the student to purchase the required textbooks and materials for the dual enrollment course(s).

According to the Family Educational Rights and Privacy Act of 1975 (FERPA), all rights of access to the student's educational records transfers from the parent(s) to the student when the student becomes 18 years of age OR is enrolled in an institution of postsecondary education. In order to comply with the requirement of FERPA, Coastal Alabama shall obtain written consent from the student before disclosing any personally identifiable information from his/her educational records. The student understands that his/her information and grades will be shared with his/her legal guardian(s), Coastal Alabama and with the local high school administration and school board.

Student Signature _____ Date _____

Parent Name (printed) _____ Date _____

Parent Signature _____ Date _____

Step 1 - Principal & Counselor

Step 2 - Student & Parent



COASTAL ALABAMA COMMUNITY COLLEGE

ALABAMA RESIDENCY

- Resident
- Nonresident

CITIZENSHIP

- US Resident
- Resident Alien
- Foreign Student VISA
- Exchange Student
- Other VISA - Type: _____

RESIDENCY STATEMENT

Permanent Address: _____

City: _____ State: _____ Zip: _____ County: _____

Please check the statement that applies to you:

I have lived in the State of Alabama for at least the last 12 months. I certify that the address above is my residence, and I intend to remain at this address indefinitely. **Students may not attain resident student status simply by attending school for twelve months in the State of Alabama.**

I may qualify for in-state tuition because I currently live in one of the following counties of Florida or Mississippi that is within the 50 mile radius of the campus that I wish to attend. I certify that my residence is the address and county provided above, and I intend to remain at this address indefinitely.

FL: Santa Rosa County Escambia County Walton County Okaloosa County

MS: Clarke County Wayne County Lauderdale County

I do not currently live in the State of Alabama, and I am considered an out-of-state student. I certify that I do not meet any requirements to be classified as an in-state student. **An out-of-state student may not attain resident student status simply by attending school for twelve months in the State of Alabama.**

I have currently lived in the State of Alabama for less than 12 months. However, I certify that I possess "more substantial connections" with the State of Alabama than any other state at the time of this application. I further certify that the address above is my residence, and I intend to remain at this address indefinitely. **You are required to provide sufficient documentation to the Admissions Office. The Admissions Office must certify all documentation before the in-state tuition rate is official.**

Printed Student Name: _____

Signature of Student: _____ Date: _____