

Completing the Online Application for Admission

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Go to <u>www.coastalalabama.edu</u>, 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.



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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.

	To Create an Account		
Welcome to Coastal Alabama Community College	Enter your legal name as it appears on your photo ID. Sign up using your personal email address. <u>Do not use</u>		
If you already have an account, login with the email address you provided. If not, click on the Create New User Account link below.	a school of another persons seman adoress as the email will become your unique user [10 to log into the admission application dashboard. • 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		
Log In	email, you're all set to log into your account and start your admission application.		
Personal Email Address	* Student's Legal First Name		
	* Student's Legal Last Name		
Password	Personal Email Address		
SIGN IN	I'm not a robot		
Create New User Account Forgot Password			



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 2022.

New Application	
How do I know which student type I need to choose?	
First-time Freshman: You have never attended any college after graduating from high school or obtaining a GED.	
High School Accelerated Program: You are still in high school, and want to take a course for college credit only.	
High School Dual Enrollment: You are still in high school and want to take a course for both high school and college credit.	
Readmitted/Returning: You have attended classes at our college in the past (1 year ago or more) and would like to return.	
Special/Non-Degree Seeking: You just want to take a class with no plans to transfer to another college.	
Transfer: You attended another college after you graduated high school/received GED and want to start taking classes with us.	,
Transient: You are enrolled at another college and want to take classes with us that will transfer back to your current college.	
High School Dual Enrollment	
Fail 2022	

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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.

Personal Inform	nation			
	*	Rest Name Jasmine		
		Middle Name		
	•	Last Name Philyaw		
		sum. Please select an option	~	
		Maiden Name/Previous Last Name		
		Preferred Name/Nickname		
		Nose indicate your United States clitzenship status (If you are a DACA or international student, please select Nen-Clitzen). Please select an option	~	

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When you are prompted to upload a copy of your photo ID, you can do that here. If you choose not to, you MUST give a copy of your photo ID to your counselor before you will be eligible for the program.

You will also be asked to upload a copy of your transcript. SELECT THE "NO" OPTION. Your high school counselor will submit this.

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".



Review your application. It should 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 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). <u>Save this information and use it to complete your DE Approval Form.</u>

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).

Welcome to the Coastal Alabama family!

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Coastal Alabama Career Coach

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