



## How do I get started with Dual Enrollment?

Basic steps:

1. Student should [apply for admission](#) to the college (PLEASE READ all the directions carefully). (see attached "Completing the Online Application"; We JUST updated our format so it looks different than the attachment, but the info should be VERY similar!)
2. Student will receive an email with student number (A-number) and Coastal Student email address. (\*\*Coastal Student email address and password will be student's login credentials for Office365, OneACCS, Canvas -- more on this later...)
3. Student supplies copy of photo ID and [DE Approval and Program Agreement form](#) (\*\*attached), with A-number and parent and student signatures, to high school counselor.
4. High School Counselor discusses course selection with student and gathers this info along with a transcript and submits to Career Coach ( *I will be your career coach!* )
5. Career Coach will register the student
6. Payment for the course is due from the student through OneACCS account approximately 1 week before class begins (summer begins May 25 and fall begins Aug 22) ... IF the student is taking Technical courses (welding), these will be covered by the Technical Scholarship and the student does not need to do anything for that to happen.
7. Student is responsible for any textbooks / fees associated with the course. Welding does not require textbooks.

Once I get the paperwork and get the student registered for class, I will send some other 'next steps' info.

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