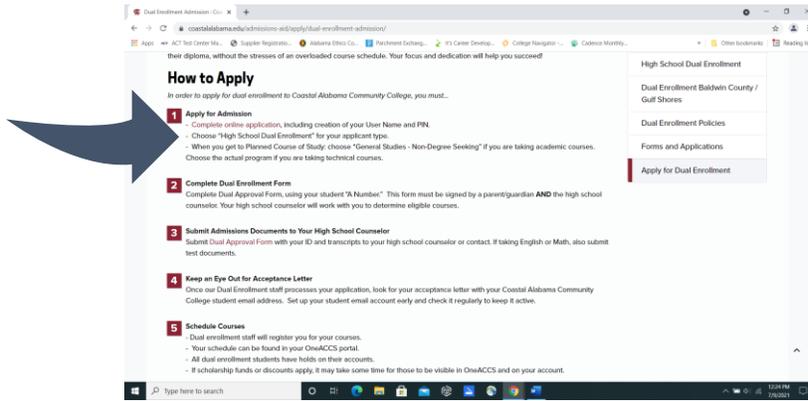
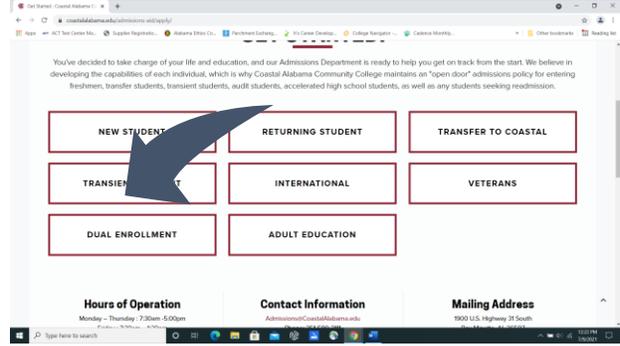
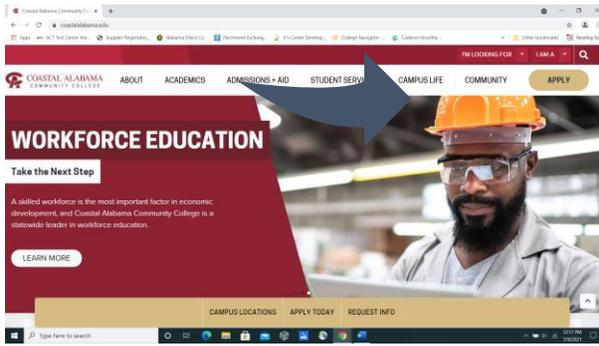


Completing the Online Application for Admission

1

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.



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

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 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 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

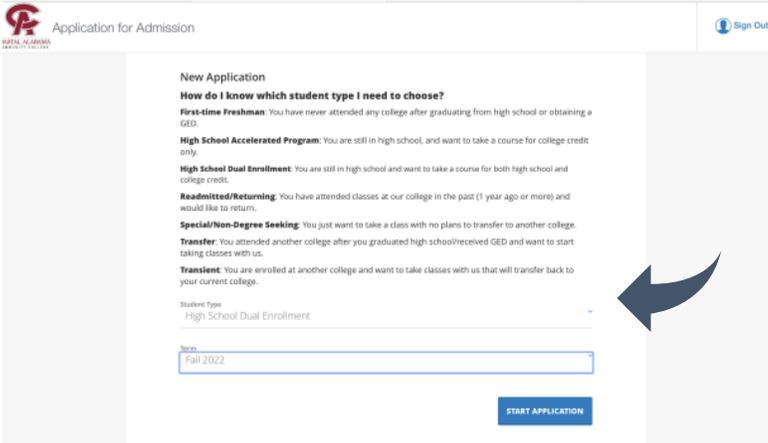
I'm not a robot

HCAPFDGA

SUBMIT

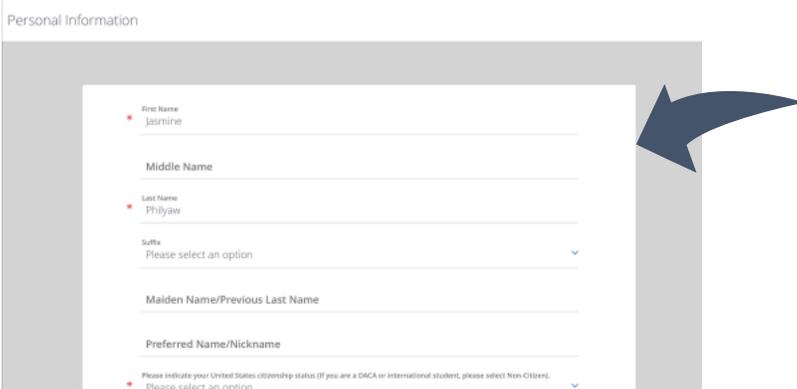
3

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 2022.



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 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.

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”.

7 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). 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).**

Welcome to the Coastal Alabama family!

Leslie.Hornady@CoastalAlabama.edu

Coastal Alabama Career Coach

251.575.8241