

**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
 - a. If you do not work, you are not required to fill in this information
10. Enter your High School Information using the dropdown menus (Page 6 of 8) and click Save & Continue
 - a. Enter "5" for graduation month; choose the year you will graduate from the drop down menu
11. Enter your Intended Field of Study (Page 7 of 8) and click Save & Continue
 - a. Your program of study should be General Studies (GEN) 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 you will be attending or "High School" if you are attending class on your high school campus
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. Enter your date of birth and initials then click "Submit Application".

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 In-State Eligibility Form and take it to your counselor along with your photo identification.