

# DUAL ENROLLMENT HANDBOOK



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COASTAL ALABAMA  
COMMUNITY COLLEGE



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# About Dual Enrollment at Coastal

Qualifying high school students can participate in college courses before their high school graduation. This opportunity allows students to earn high school and college credit at the same time.

*NOTE: Participating schools may have different requirements for students.*

## Participation requirements:

1. Be an 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade student
2. Meet unweighted GPA requirements
  - a. 2.5 or higher for academic dual enrollment
  - b. 2.0 or higher for technical dual enrollment
3. Complete all admission requirements
  - a. Submit an online application as a dual enrollment student
  - b. Complete a dual approval form with high school counselor
  - c. Submit an unofficial high school transcript
  - d. Submit ACT Scores if required

As a Coastal Alabama student, you have access to all that the college has to offer:

- Advising and counseling
- Tutoring services through Success Coaching
- Student activities, organizations, and athletic events
- Campus amenities

## Tuition

Coastal Alabama's standard tuition and fee rate is \$166/credit hour. A three-credit hour course will cost \$498. Tuition costs subject to change annually. Students can find current tuition rates on the Coastal Alabama Website. Dual enrollment scholarships are available each term, and what will be covered each term is determined by annual funding from the Alabama Legislature.

**Textbooks/lab fees are not included in the above tuition costs, see the "Books and Fees" section for more information.**

# Academic Courses

## Core Content Areas

Dual enrollment course equivalencies for core content areas are determined by individual educational institutions and the Alabama State Department of Education (LSDE). The table below is a general equivalency and is **subject to individual school requirements**. In some cases, a student may have to take two dual enrollment courses. For example, to earn credit for 11<sup>th</sup> grade English, a high school student may need to complete English Composition I (ENG 101) and English Composition II (ENG 102). Academic courses may be taken seated on a Coastal campus, online, or on high school campuses during the school day (where available).

High School Course	College Course Title	College Course	College Credit Hours	High School Credits	Grade Level Equivalency
US History I	US History I	HIS 201	3	1	10 <sup>th</sup>
US History II	US History II	HIS 202	3	1	11 <sup>th</sup>
English 11 or 12	English Composition I	ENG 101	3	.5 / 1	11 <sup>th</sup> or 12 <sup>th</sup>
English 11 or 12	English Composition II	ENG 102	3	.5 / 1	11 <sup>th</sup> or 12 <sup>th</sup>
Science	Principles of Biology I	BIO 103	4	1	11 <sup>th</sup> or 12 <sup>th</sup>
Science	Principles Biology II	BIO 104	4	1	11 <sup>th</sup> or 12 <sup>th</sup>
Science	Physical Science	PHS 111	4	1	11 <sup>th</sup> or 12 <sup>th</sup>
Foreign Language	Introductory Spanish I*	SPA 101	4	1	11 <sup>th</sup> or 12 <sup>th</sup>
Foreign Language	Introductory French I*	FRN 101	4	1	11 <sup>th</sup> or 12 <sup>th</sup>
Math	Intermediate College Algebra	MTH 100	3	.5 / 1	11 <sup>th</sup> or 12 <sup>th</sup>
Math	Finite Mathematics	MTH 110	3	.5 / 1	11 <sup>th</sup> or 12 <sup>th</sup>
Math	Precalculus Algebra	MTH 112	3	.5 / 1	11 <sup>th</sup> or 12 <sup>th</sup>
	Precalculus Trigonometry	MTH 113	3	.5 / 1	11 <sup>th</sup> or 12 <sup>th</sup>
Math	Calculus I	MTH 125	4	1	12 <sup>th</sup>
Math	Calculus II	MTH 126	4	1	12 <sup>th</sup>
Math	Elementary Statistics	MTH 265	3	1	12 <sup>th</sup>
Science	College Chemistry I	CHEM 111	4	1	12 <sup>th</sup>
Science	College Chemistry II	CHEM 112	4	1	12 <sup>th</sup>
Science	General Physics with Cal	PHY 213	4	1	12 <sup>th</sup>
Government	American National Government	POL 211	3	.5	12 <sup>th</sup>
Economics	Principles of Microeconomics	ECO 232	3	.5	12 <sup>th</sup>
English 12	World Literature I	ENG 271	3	.5 / 1	12 <sup>th</sup>
English 12	World Literature II	ENG 272	3	.5 / 1	12 <sup>th</sup>

\*Foreign Language courses are not available online.

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## Electives

Elective courses are also determined by individual educational institutions and the ALSDE. The table below shows examples of general electives and is **subject to individual school requirements.**

Additional electives are available. See the college catalog for more information.

College Course Title	College Course	College Credit Hours	High School Credits
Fundamentals of Public Speaking	SPH 107	3	1
Art Appreciation	ART 100	3	1
Music Appreciation	MUS 101	3	1
General Psychology	PSY 200	3	1
Human Growth and Development	PSY 210	3	1
Introduction to Philosophy	PHL 106	3	1
Introduction to Sociology	SOC 200	3	1
History of World Religions	REL 100	3	1

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# Placement Testing

Students wishing to take a Math or English course may take the ACCUPLACER in lieu of ACT / high school course requirements. This test is available both in-person and remote. There is no charge the first-time students take the ACCUPLACER test. However, there is a \$25 retest fee if a student wishes to challenge their test. Students must schedule a retest date any time after 6 weeks following their original test. However, students are limited to take the test only twice during their tenure at Coastal Alabama. All placement test results are valid for five years from the original or re-test date.

For more information, visit our placement testing page:

<https://www.coastalalabama.edu/admissions-aid/placement-testing/>

## Online Academic Courses

Online academic courses require students have a high standard of personal accountability and motivation. In addition to having access to a computer at home, students will need to obtain the following items:

- Government issued photo ID (or Coastal student ID)
- Working web camera and microphone
- Stable internet connection
- Browser requirements exist for some course content and required resources

**Proctored exams and quizzes must be taken in an empty room without distractions and background noise. Due to these environmental testing requirements, students should plan to take proctored exams and quizzes at home.**

## Assignments and Lectures

Students will access online coursework and learning resources (videos, presentations, reading materials) through their [Canvas](#) portal. To learn more about Canvas, visit our main website ([www.coastalalabama.edu](http://www.coastalalabama.edu)), select *Academics*, and then select *How it Works*.

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# Technical Programs

## Online Technical Programs

Dual enrollment in high-wage, high-demand technical programs are funded by the state of Alabama. We have included a list of online technical programs below. Descriptions for each program begin on Page 8.

[Not all students may participate in online programs, please see your high school counselor for district policies on approved technical programs.](#)

Online Technical Program	Credit Hours
Administrative Office / Medical Office Technology	24
Administrative Legal Office Specialist	27
Child Development	9
Computer Software Specialist	18
Engineering Graphics and Design*	6
Paralegal (3 certifications available)	9 (for each cert.)

\*DDT 111 or 104 –no fully online certificate available

### Computer Access

Online programs will require students to have their own computer or laptop. Programs that require advanced computer software, such as Computer Application Specialist or Engineering Graphics and Design, may not work with Chrome Books. We recommend either a PC or MacBook to complete assignments for those programs.

### Assignments and Lectures

Students will access online coursework and learning resources (videos, presentations, reading materials) through their [Canvas](#) portal. To learn more about Canvas, visit our main website ([www.coastalalabama.edu](http://www.coastalalabama.edu)), select *Academics*, and then select *How it Works*.

**Proctored exams and quizzes must be taken in an empty room without distractions and background noise. Due to these environmental testing requirements, students should plan to take proctored exams and quizzes at home.**

# In-Person Technical Programs by Location

All seated technical programs are offered fall and spring semesters. Certain programs offer courses after school and in the summer. Course offered in the evening and in the summer are eligible for grant funding. Please see program availability below.

Location	Program(s)	Availability		
		During School	After School	Summer Semester
Atmore	Machine Tool Technology	✓		
	HVAC	✓	✓	✓
	Welding	✓	✓	✓
Fairhope Campus	Emergency Medical Technician		✓	✓
	Advanced Emergency Medical Technician		✓	✓
	Computer Animation	✓	✓	✓
Fairhope Academy	Airframe Technology	✓		✓
	Industrial Maintenance/Millwright Technology	✓	✓	✓
	Welding	✓	✓	
Foley Technical Center	Marine Maintenance Technology	✓		✓
	Building Maintenance Technology	✓		✓
Gulf Shores	Culinary Arts	✓	✓	✓
Monroeville	Welding	✓	✓	✓
	Industrial Maintenance	✓	✓	✓
Thomasville	Industrial Maintenance/Millwright Technology	✓	✓	✓
	Welding	✓	✓	✓
	Machine Tool Technology	✓	✓	✓
	Pipefitting	✓	✓	✓
Gilbertown	Industrial Maintenance	✓	✓	✓



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# Technical Certificate Program Descriptions

The wage information comes from the Bureau of Labor Statistics, Occupational Employment Statistics Program, May 2019 survey.

These are career programs designed for students to go directly into the labor market upon completion. Although some of the courses in these programs will transfer to four-year institutions, these programs are not designed to be transfer programs of study; therefore, are not subject to the terms and conditions of STARS. Specific course information can be found in the [college catalog](#), which can be found on the website under *Admissions and Aid*.

## Administrative Legal Office Specialist

Total Credit Hours: *27 Credit Hours*

**Available fully online or Bay Minette / Thomasville Campuses**

Median Income for Legal Office Assistants in Mobile, Alabama: \$35,720

## Administrative Medical Office Technology

Total Credit Hours: *24 Credit Hours*

**Available fully online or Bay Minette Campus**

Median Income for Administrative Assistants in Mobile, Alabama: \$35,720

## Administrative Office Technology

Total Credit Hours: *24 Credit Hours*

**Available fully online or Bay Minette / Thomasville Campuses**

Median Income for Administrative Assistants in Mobile, Alabama: \$35,720

## Advanced Emergency Medical Technician

Total Credit Hours: *9 Credit Hours*

**Available at the Fairhope Campus, must have completed Emergency Medical Tech.**

Median Income for Paramedics in Mobile, Alabama: \$33,500

Programs and coursework in Nursing and Allied Health have specific requirements for students. See an advisor for specific requirements for these courses.

## Basic Automotive Technology

Total Credit Hours: *12 Credit Hours*

**Available for Baldwin County or Escambia County Public Schools only**

Median Income for Automotive Service Technicians in Mobile, Alabama: \$39,410

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## **Basic Industrial Maintenance Technology**

Total Credit Hours: *18 Credit Hours*

**Available at the Fairhope Academy, Gilbertown, Monroeville, and Thomasville Campuses**

Median Income for Millwrights in Mobile, Alabama: *\$54,260*

## **Building Construction Technology**

Total Credit Hours: *24 Credit Hours*

**Available for Baldwin County, Escambia County and Washington County public school students only**

Median Income for Construction Laborers in Mobile, Alabama: *\$31,500*

## **Building Maintenance Technology**

Total Credit Hours: *27 Credit Hours*

**Available at the Foley Technical Center (and Monroe County Tech Center for Monroe County students)**

Median Income for Maintenance and Repair Workers in Mobile, Alabama: *\$39,080*

## **Child Development**

Total Credit Hours: *9 Credit Hours*

**Available fully online**

Median Income for Childcare Workers in Mobile, Alabama: *\$18,230*

## **Computer Software Specialist**

Total Credit Hours: *18 Credit Hours*

**Available online or on the Bay Minette / Thomasville Campuses**

Median Income for Computer User Support Specialists in Mobile, Alabama: *\$43,550*

## **Emergency Medical Technician**

Total Credit Hours: *10 Credit Hours*

**Available on the Fairhope Campus**

Median Income for Paramedics in Mobile, Alabama: *\$33,500*

Programs and coursework in Nursing and Allied Health have specific requirements for students. See an advisor for specific requirements for these courses.

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## [HVAC – Basic Technology](#)

Total Credit Hours: *15 Credit Hours*

**Available on the Atmore Campus (and North Baldwin Tech Center for Baldwin County Students)**

Median Income for Heating, Air Conditioning, and Refrigeration Mechanics and Installers in Mobile, Alabama: \$42,760

## [HVAC – Advanced Technology](#)

Total Credit Hours: *13 Credit Hours*

**Available on the Atmore Campus, must have completed HVAC Basic Technology**

Median Income for Heating, Air Conditioning, and Refrigeration Mechanics and Installers in Mobile, Alabama: \$42,760

## [Industrial Maintenance/Millwright Technology](#)

Total Credit Hours: *27 Credit Hours*

**Available at the Monroeville (partially) and Thomasville Campuses, and the Fairhope Academy**

Median Income for Millwrights in Mobile, Alabama: \$54,260

## [Machine Tool Technology](#)

Total Credit Hours: *27 Credit Hours*

**Available at the Atmore and Thomasville Campuses**

Median Income for Machinist in Mobile, Alabama: \$53,020

## [Marine Industry Technology](#)

Total Credit Hours: *27 Credit Hours*

**Available at the Foley Technical Center**

Median Income for Motorboat Mechanics and Service Technicians in Mobile, Alabama: \$48,320

## **Paralegal**

Advanced Substantive Law and Legan Analysis certifications require the completion of Basic Substantive Law.

**Available fully online or on the Bay Minette Campus**

Median income for Paralegals in Alabama: \$52,309

### [Paralegal: Basic Substantive Law](#)

Total Credit Hours: *9 Credit Hours*

### [Paralegal: Advanced Substantive Law](#)

Total Credit Hours: *9 Credit Hours*

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### [Paralegal: Legal Analysis](#)

Total Credit Hours: *9 Credit Hours*

### [Pipefitting](#)

Total Credit Hours: *27 Credit Hours*

**Available at the Thomasville Campus (and Washington County Career Center for Washington County students only)**

Median Income for Pipelayers in Mobile, Alabama: \$49,520

## **Welding**

Median Income for Welders in Mobile, Alabama: \$51,090

**Available at the Fairhope Academy and the Atmore, Thomasville, and Monroeville Campuses.**

*Also available for students at the following high school/technical centers:*

*North/South Baldwin Centers for Technology*

*Escambia County High School*

*Escambia Career Readiness Center*

*Jackson High School*

*Choctaw County High School*

*Satsuma High School*

### [Welding - Basic Plate Welding \(STC-WD1\)](#)

Total Credit Hours: *15 Credit Hours*

### [Welding - Basic Plate Welding - GMAW/FCAW/SMAW \(STC-WD2\)](#)

Total Credit Hours: *12 Credit Hours*

### [Welding – Pipe Welding - SMAW Carbon Pipe \(STC-WD3\)](#)

Total Credit Hours: *9 Credit Hours*

### [Welding – Basic Plate Welding \(STC-WD6\)](#)

Total Credit Hours: *27 Credit Hours*

*Credits earned in STC-WD1 and STC-WD2 combined*

### [Welding - Pipe Welding - \(STC-WD7\)](#)

Total Credit Hours: *27 Credit Hours*



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# Graduation

## Completion of a Short-Term Certificate, Full Certificate, or Degree

Upon completion of a certificate or degree, students must **complete an online application for graduation**.

There are **three options** for students:

1. Participate in commencement ceremony (Monroeville, Bay Minette, or Brewton campus). There is a \$25 Graduation fee, and students *must* purchase a cap and gown **from the Coastal Bookstore**. Cap/Gown sets are \$50.
2. Receive an official certificate without participating in commencement. \$25 Graduation fee required.
3. Have certificate officially transcribed. There is no fee for this option.

Students who complete a certificate will receive an unofficial certificate and cord for their high school graduation / awards ceremony.

The application for graduation can be found on the Registrar's Forms and Applications page on the website:

<https://www.coastalalabama.edu/admissions-aid/student-records/registrar-forms/>

From the home page, under Admissions and Aid, select Student Records and Transcripts under Resources. Then select Forms and Applications.

**Graduation fees, if applicable, are charged to the student's OneACCS account. Students pay online through the Coastal Bookstore for their cap and gown if they choose to participate in a commencement ceremony.**

## Graduating High School Seniors

Seniors who wish to continue with Coastal Alabama after graduation must submit a new application as a First Time College Student.

To receive an official transcript from Coastal Alabama, graduating high school seniors can request through OneACCS or from the [Registrar's office](#).

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# College Credits and Transcripts

College credits are transcribed for all dual enrollment students. A student may receive an official transcript through the registrar's office or OneACCS. Students may view/print an unofficial copy of their transcript through OneACCS.

## Books and Fees

Students may be responsible for textbooks, resources or lab fees that are associated with their courses. Coastal Alabama participates in a program called Coastal BOOKS+, and for enrolled students it can save between 30-50% on textbooks. There is a charge for students of \$24 per credit hour.

Please visit the Coastal Alabama Bookstore website for more information on this program:

<https://www.coastalalabama.edu/student-services/coastal-books/>

This program is not available for many Career/Technical Education courses, where in most cases there are no textbook fees associated with courses.

Students who wish to opt out of the Coastal BOOKS+ program may do so through the [Barnes and Noble \(BNC\) Opt-Out Page](#).

## Student Accommodations / ADA

Coastal Alabama provides services to students with physical, psychological, or learning disabilities. Students in need of accommodations due to a disability should first complete an admissions application and submit all required admission documents. Once a student has been assigned a Coastal student email address and password, the student can then submit an online application for accommodations. **High school IEP / 504 plans are not honored by any postsecondary institution.**

To begin the application process for accommodations, see the Coastal Alabama website:

<https://www.coastalalabama.edu/student-services/ada-online-services>

From the home page, click on Student Services, then select ADA Online Services under the Student Development column. If you have any questions about the application process or ADA accommodations, please contact the ADA Specialist.

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## Federal Policy - FERPA

The College annually informs students of the Family Educational Rights and Privacy Act of 1974. This Act, which the institution fully complies, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

***Regardless of the student's age,*** College faculty and staff are not permitted to share personal account information, enrollment history, academic records, course schedules, etc. Parents may receive general information about college policies and procedures from the college or dual enrollment staff and are encouraged to reach out with any questions.

## Withdrawal Policy

Students must have permission from their counselor before they withdraw from a college class taken through dual enrollment as it will affect their high school grade. The last day to withdraw for all dual enrollment classes can be found on the online college calendar.

To withdraw, students must complete the [Dual Enrollment Withdrawal Form](#) online through the Dual Enrollment Office by the last day to withdraw. Please email your Career Coach if you need help finding the online withdrawal form.

**Students who withdraw from one or more courses must serve a term of ineligibility from the program.** See Continuing Eligibility Policy below.

## Continuing Eligibility Policy

High school students who would like to participate in dual enrollment for multiple semesters must earn a C or higher in each current dual enrollment course to continue enrollment into the following semester. Withdrawals and low grades will affect dual enrollment student Satisfactory Academic Progress (SAP) status when applying for aid as a regular college student.

Students who fail to meet the minimum grade requirements at the college level or must withdraw from a course **become ineligible for the program for a minimum of one term.** The term of ineligibility may be waived only for extenuating circumstances and may not be served during the summer. Students must go through the full application process to re-enroll in the program.

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# Frequently Asked Questions

## How do I start an admissions application?

1. Visit [www.coastalalabama.edu](http://www.coastalalabama.edu)
2. Select *Apply*
3. Select *Dual Enrollment*
4. Select *Complete online application*
5. For your application type, select *High School Dual Enrollment*
6. Select *Continue* and complete all required fields of the application

Within 3-5 business days, you will receive an email with your student number (A#) and Coastal Alabama email address. Students are encouraged to set up their Coastal email right away as to not miss out on important announcements.

## What email should I use to complete my application?

We encourage you to use a personal email account, not your school provided email. Some school district networks will block communications from the college. Gmail, Yahoo, etc. are preferred.

## Where do I turn in my paperwork?

You will need to submit your dual enrollment paperwork to your high school counselor.

## When should I turn in my paperwork?

Because students cannot submit their own dual enrollment approval form to the college but must submit their paperwork to their high school counselor, students must contact their high school counselor to determine when their paperwork is due and must meet the submission deadlines set by their high school. High school counselors must submit paperwork to the College by the following dates:

	Priority Deadline	Final Deadline
Fall Courses	April 15	August 1
Spring Courses	October 15	December 1
Summer Courses	March 15	May 1



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## How will I know when I have been accepted?

Once you complete your online application, you will receive an electronic letter notifying you of conditional acceptance. Within 3-5 business days, you will receive an official acceptance letter **that will include your student number (A#) and Coastal student email**. These will arrive to the personal email you listed on your admissions application.

After your high school counselor has sent your paperwork to the dual enrollment staff, the dual enrollment staff will process your paperwork at the end of the month that it was received. Once your paperwork has been processed, you will be registered for your classes. Students can view their course registration through OneACCS.

## When do I need to have my classes paid for?

There are two tuition payment options available. Books are not included in tuition. See the Books section of this document for more information.

1. Make tuition payment by the first day of class.
2. Sign up for our payment plan by the posted deadlines for each term. Signing up for the payment plan will allow students to split their total tuition cost into three payments. The first payment will be due the first day of class, subsequent payments will be due throughout the term.

The electronic payment plan request form is available on Coastal Alabama's dual enrollment website. **It is important that you sign up for the dual enrollment plan, not the regular college plan.** There is no fee for the plan if student uses the dual enrollment plan form.

## What happens if I must withdraw, or I get a bad grade?

The continuing eligibility policy is outlined on page 15, but it is also important to note that whatever the outcome, a student will have a bad grade or a "W" on their college transcript. This can affect students in their future college interactions.

For example, failure to make Satisfactory Academic Progress (SAP) or maintain a certain GPA in college courses can affect a student's financial aid status. Students and parents should review financial aid policies in the college catalog or on the website under Admissions and Aid – Financial Aid Overview – Policies.

[Financial Aid Policies](#)

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## Will these courses transfer?

Please refer to the [Alabama Transfers website](#) for information regarding the Alabama state law that guarantees transferability of all academic credits for two-year college students. Generally, academic courses taken at Coastal and transferred to an accredited college within Alabama are accepted and awarded credit.

To have college credits transferred to another college, students must request that an official college transcript be sent through their OneACCS account. Students may view/print their unofficial transcript on OneACCS at any time.

## Where can I find more information?

All information and resources can be found on the Dual Enrollment page of the College website: [High School Dual Enrollment](#)

# Dual Enrollment Staff Responsibilities

## Career Coach

Coastal Alabama Community College's career coaches are here to help students through the dual enrollment admissions and registration. They can advise students on career and college exploration, policy in higher education, and employment trends.

We recommend students contact their **career coach** for help with...

- College calendar, policies, and procedures
- Completion of the dual approval form and program agreement
- Course expectations and recommendations (major and career specific)
- Evaluation of transfer credit
- Student resources
- The online application for admission
- Tuition, fees, and books
- Understanding of programs and degrees

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## Director of Early College Enrollment

The dual enrollment coordinator is responsible for managing agreements between the College and local educational agency, such as a county public school system.

We recommend students contact the Director for help with...

- Tuition and payment
- Partial or complete withdrawal
- College policies and procedures
- School / District policies and procedures

## High School Counselor

The high school counselor is an important resource in the dual enrollment process, as they can help students determine what dual enrollment courses may be best for them and their current graduation plan. Students will need to submit their dual enrollment paperwork directly to their high school counselor, and then after a review of your paperwork and transcript, their high school counselor will submit their dual enrollment paperwork to the career coach.

We recommend students contact their **high school counselor** for help with...

- Determining if a student is eligible for dual enrollment
- Determining what courses students can take in the upcoming school year
- Understanding how to manage dual enrollment and other activities (co-op, etc.)
- Completing a dual approval form
- Submitting dual approval form

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# Contact Information

Coastal Alabama Community College Staff			
Title	Contact	Phone Number	Email
Career Coach	Daisy Grant	251-580-2120	margaret.grant@coastalalabama.edu
Career Coach	Giselle Mansi	251-580-2213	giselle.mansi@coastalalabama.edu
Career Coach	YoLundra Mitchell	251-809-1511	yolundra.mitchell@coastalalabama.edu
Career Coach	Leslie Hornady	251-575-8241	leslie.hornady@coastalalabama.edu
Career Coach	Benita Pritchett	334-637-3143	benita.pritchett@coastalalabama.edu
Director of Early College Enrollment	Sarah Watkins	251-580-4916	sarah.watkins@coastalalabama.edu
Help Desk	Varies	251-580-4900	helpdesk@coastalalabama.edu

## Helpful Links:

### Dual Enrollment Page:

<https://www.coastalalabama.edu/academics/high-school-programs/high-school-dual-enrollment/>

### Dual Enrollment Forms

- Includes Payment Plan request, withdrawal request, and relevant documents:

<https://www.coastalalabama.edu/academics/high-school-programs/high-school-program-forms>

### Bookstore:

<https://coastalalabama.bncollege.com/?storeId=76236&catalogId=10001&langId=-1>

### Placement Testing Page:

<https://www.coastalalabama.edu/admissions-aid/placement-testing/>



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# Glossary

<b>Academic Year:</b>	Twelve months running from August to July. For example, the 2021-2022 academic year refers to the time between August 2021 to July 2022.
<b>Admit, Conditional:</b>	High school students that meet all Coastal Alabama Community College’s dual enrollment admission requirements are considered “conditionally” admitted, meaning that students accepted to the college under the stipulation that they can only registered for courses permitted by their high school.
<b>Admit, Unconditional:</b>	Any student that meets all the standard admission requirements. Dual enrollment students cannot be unconditionally accepted as they are missing an official, final high school transcript.
<b>Accommodations:</b>	Supports and services provided at no cost to eligible students with disabilities to have equal access and opportunity to benefit from classes, programs, and activities. Examples of reasonable accommodations include special classroom seating, note-taking assistance, and extended time for tests.
<b>Associate of Applied Science:</b>	A technical associate degree (approximately 60 credit hours) used to prepare students to enter the workforce upon completion; once considered terminal degrees, many 4-year universities are now offered transfer programs to prepare individuals in technical fields for leadership positions.
<b>Associate of Arts:</b>	An academic associate degree (approximately 60 credit hours) meant to prepare students to transfer to a 4-year college or university to complete a Bachelor of Arts in liberal arts or humanities related majors.
<b>Associate of Science:</b>	An academic associate degree (approximately 60 credit hours) meant to prepare students to transfer to a 4-year college or university to complete a Bachelor of Science in STEM related majors.
<b>Certificate:</b>	Any program between 30 and 60 credit hours. Short-term certificates offer a foundational understanding of the work in the field, can generally be completed in less than one year, and allow you to work in a job that requires advanced knowledge no matter if you choose not to finish course work for a full degree.

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<b>Certificate, Short-Term (STC):</b>	Any program between 9 and 29 credit hours (or between three and 10 classes). Short-term certificates offer a foundational understanding of the work in the field, can generally be completed in less than one year, and allow you to work in a job that requires advanced knowledge no matter if you choose not to finish course work for a full degree.
<b>Courses, Academic:</b>	Theory-based courses that is considered broad and versatile. In the community college education system, academic courses are sometimes referred to as general education coursework as the courses are preparing you for major-specific coursework at 4-year institutions. Technical programs may require minimal academic courses.
<b>Courses, Technical:</b>	Skill-based courses that include physical practice, hands-on experience, and application tests. Coursework is highly specific and versatile.
<b>Credit Hour:</b>	<p>Credit hours refer are the approximate number of hours you spend in a classroom every week. This applies only to credit hours for classroom lectures.</p> <p>Laboratory, fieldwork, and internship credit hours are calculated differently. A minimum of 45 hours per semester constitutes one credit hour.</p>
<b>Drop:</b>	To unenroll from a course before class schedules are final. This results in the course being removed from the student’s transcript and prevents the course from impacting future financial aid and college admission eligibility. The final drop dates in typically within the first 2-3 days of class for full semester courses.
<b>Dual Enrollment:</b>	Dual enrollment allows high school students to take college classes while they are still enrolled in high school. These classes count for both high school and college credit. High school students who complete dual enrollment classes generally take fewer classes in college and save money on total college costs.
<b>Register:</b>	To sign up for a course with a specific instructor, time, meeting dates, campus, and instructional method. For dual enrollment students, this process is completed by the career coach.
<b>Satisfactory Academic Progress</b>	Federal regulations require all students receiving federal financial aid must make satisfactory academic progress (SAP) toward completion of a degree or certificate. Students receiving an Alabama Student Assistance grant must also make satisfactory academic progress toward completion of a degree or certificate.

Withdrawals and low grades will affect dual enrollment student SAP status when applying for aid. For more information on SAP, visit our Financial Aid site under *Admissions and Aid*.

[Financial Aid Policies](#)

**Semester:** Eighteen weeks of academic instruction. For the summer semester (9 – 10 weeks), courses are taught within a fewer number of weeks, but the instruction time is equivalent to the instruction time in the fall or spring semesters (18 weeks). This is accomplished by longer meeting times and/or more frequency meeting times for classes.

**Term:** Half of a semester. This equates to 9 weeks for fall or spring terms and 4-5 weeks for summer terms. The instruction time is equivalent to the instruction time in semesters (18 weeks). This is accomplished by much longer meeting times and/or more frequency (perhaps daily) meeting times for classes.

**Relationship of Semesters and Terms:**

	Fall Semester	Fall Term 1	Fall Term 2	Spring Semester	Spring Term 1	Spring Term 2	Summer Semester	Summer Term 1	Summer Term 2
August									
September									
October									
November									
December									
January									
February									
March									
April									
May									
June									
July									
August									

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<b>Unweighted GPA:</b>	Unweighted GPA is measured on a scale of 0 to 4.0. It does not take the difficulty of a student's coursework into account. An unweighted GPA represents an A as a 4.0 whether it was earned in an honors class, AP class, or lower-level class.
<b>Withdrawal, Course:</b>	To remove oneself from a course after the add/drop period has ended. Withdrawing from a course changes a course grade to a "W". Withdrawing from a course does not affect GPA but does negative impact course completion rate, a success indicator used to determine federal financial eligibility.
<b>Withdrawal, Complete:</b>	To remove oneself from <b>all</b> registered courses after the add/drop period has ended.