STUDENT GUIDE

EARLY COLLEGE PROGRAMS

2025-2026

Office of
EARLY COLLEGE PROGRAMS

Welcome

Dear Student,

Welcome to the Pack!

On behalf of the Office of Early College, I want to welcome you to the Coastal Alabama family.

You have chosen to embark on an amazing journey to academic excellence through Coastal Alabama's Early College Programs. We are so excited to have you as a part of our community.

To ensure you have all the tools you need to be successful in your college classes, we proudly offer this guide for students and parents. Use it as a tool to get started as a new student, then as a reference point for questions that may arise during your time as a Coyote.

We look forward to being part of your continued success at the postsecondary level.

GO YOTES!

Sarah Watkins

Director - Early College Enrollment
Coastal Alabama Community College

IMPORTANT FIRST STEPS!

Your first step after applying to the college as an Early College student is to claim and activate your Coastal Alabama student account to log into the Coyote Hub.

How to claim your account:

Look for an email from "noreply@rapididentity.com" in your personal email. Be sure to check your junk/spam folder.

From: <noreply@rapididentity.com>
Date: Wed, Jun 26, 2024 at 8:56 AM
Subject: Alabama.edu Claim Code
To: <yoteecoyote@gmail.com>
Cc: <a02123456@alabama.edu>

Greetings Yotee,

An administrator at an Alabama community college has resent your Alabama.edu claim code.

This claim code can be used to set up your Alabama.edu account. This new account does not replace the student account already provided by your current institution, but it does provide you unique access to upcoming applications like the new unified Alabama.edu Canvas online learning platform. You will find the information needed to claim your Alabama.edu account below:

# The next few pages will help you claim your account and log into your Coyote Hub.

If you are having trouble logging in, please contact the Help Desk at 251-580-4900
Have your student A Number ready!

HOW TO CLAIM YOUR ALABAMA.EDU ACCOUNT

Step 1: Click the link in your email from "noreply@rapididentity.com" OR click on the "Forgot Password" link on the Coyote Hub at www.coastalalabama.edu/students:
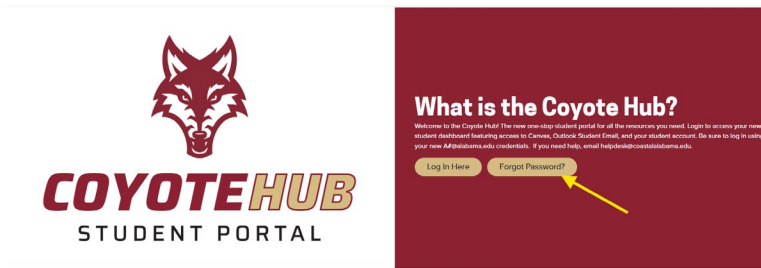
Step 2: Click "Claim My Account"
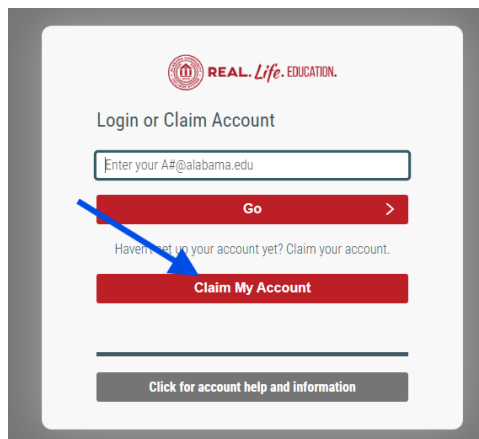
Step 3: Enter your A Number (without the "@alabama.edu") and the code from "noreply@rapididentity.com". Check the box and click "Next".

Follow the prompts to create a new password and ***write it down!***

DO NOT LOG IN ON THE ACCS PAGE

GO BACK TO THE COYOTE HUB and log in with your new credentials.

Coastal Alabama Early College Programs
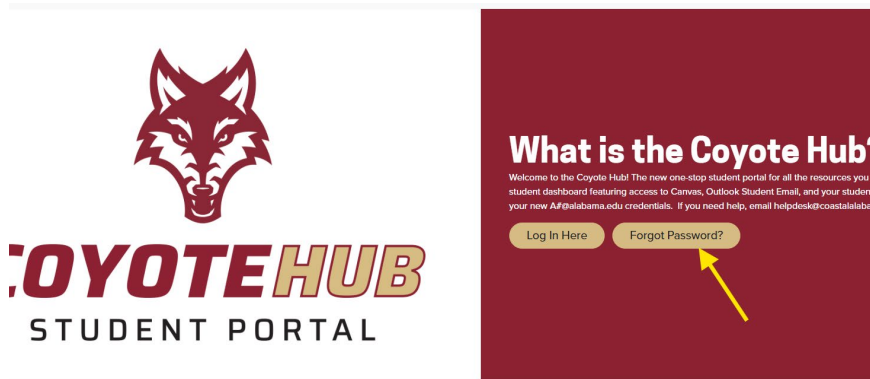**STUDENT INFORMATION GUIDE**

The Coyote Hub

The Coyote Hub is found on the "Current Students" page at www.coastalalabama.edu/students
From the main page, select "I AM A" on the top right and then select "CURRENT STUDENT"

Forgot Your Password?

Step 1: Click the "Forgot Password" link on the Coyote Hub.

Step 2: On the ACCS Screen, put in YOUR A Number email and click "Go"
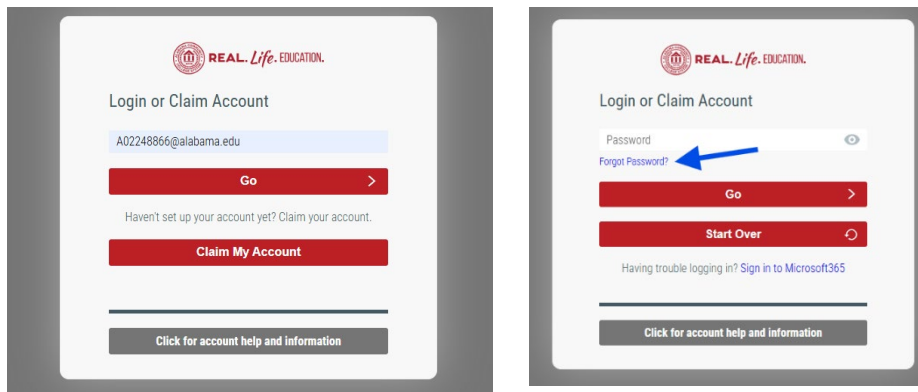
When you get to the password screen, you should see "Forgot Password"

Step 3: Click "Forgot Password". A code will be sent to the personal email you used to create your online application. Open that email and get the code to enter. You will then be prompted to change your password!
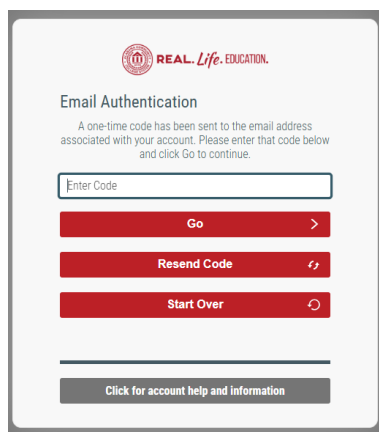
Step 4: Write your new password down!

Step 5: Go back to the Coyote Hub and log in with your new credentials!

Coastal Alabama Early College Programs
STUDENT INFORMATION GUIDE

Coyote Hub, Canvas, OneACCS and Office365

Four of the most important tools you must master to be successful at Coastal Alabama include the Coyote Hub, Canvas, OneACCS and Office 365.

Pro Tips for Successful Use of these Resources:

- Can't log into the Hub? Click 'forgot password' and follow the prompts.
- Not loading correctly? – Close your web browser and start over. Always use Google Chrome as your browser. Use a laptop, Chromebook or PC, avoid iPads and tablets.
- Check your college email REGULARLY, especially right before a semester/term starts.
- Always verify your information and course registration through OneACCS.

Office 365: "Coastal Alabama Email"

When first logging in, you'll be asked to enter your credentials again.

Enter your username:
A0_____@alabama.edu
- Enter the password you created when you claimed your account.
- **Use your phone to authenticate your account when first logging in. Download the Microsoft Authenticator app on your phone!**
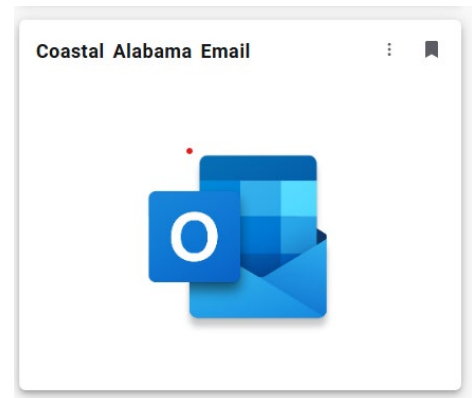
Pro Tip:
- All students have access to the full suite of Office365 Microsoft tools through this tile.
- Click the dots at the top right corner of your inbox to access these tools:
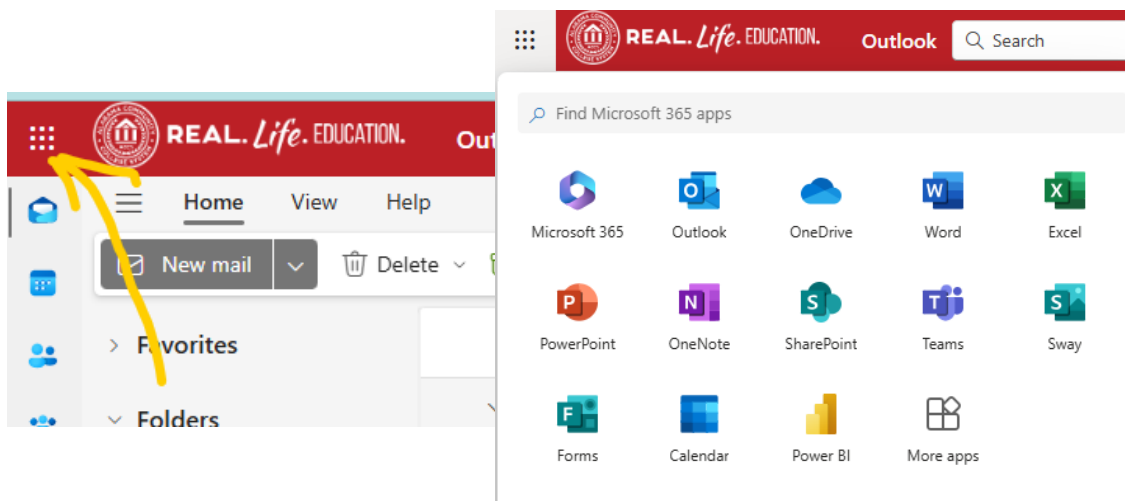
If you are having trouble logging in, please contact the Help Desk at 251-580-4900
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OneACCS: How to Find Your Student Information and Class Schedule:

Click on the "Student Access to OneACCS" tile in the Hub

Select "Student Profile" from the Student Services page
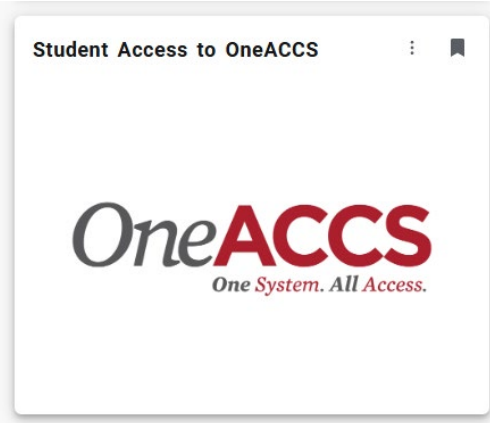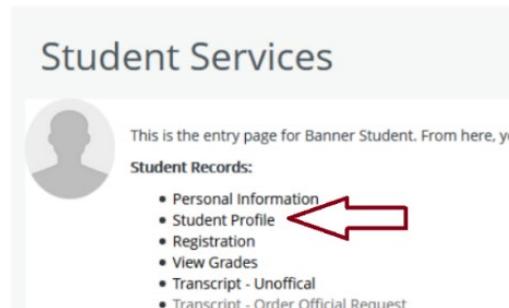
View your course schedule on the bottom right of the profile page. Make sure you have the correct term selected!
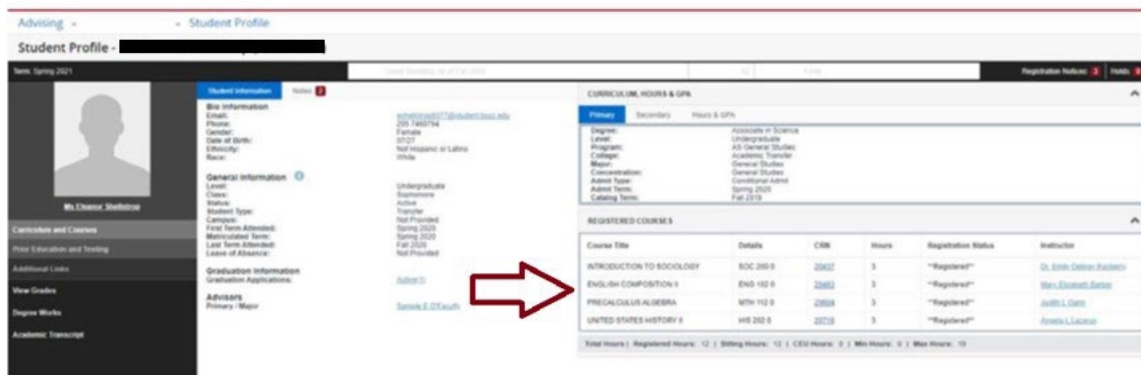
How to View/Order your College Transcript:

Select "Transcript-Unofficial" from the Student Services page, then "Academic Transcript" from your profile page.

- For Transcript Level, select "All Levels"
- For Transcript Type, select "Unofficial Web Transcript"

You may also order an **official** transcript through the **OneACCS Student Services Page**

Textbooks and Coastal Books+
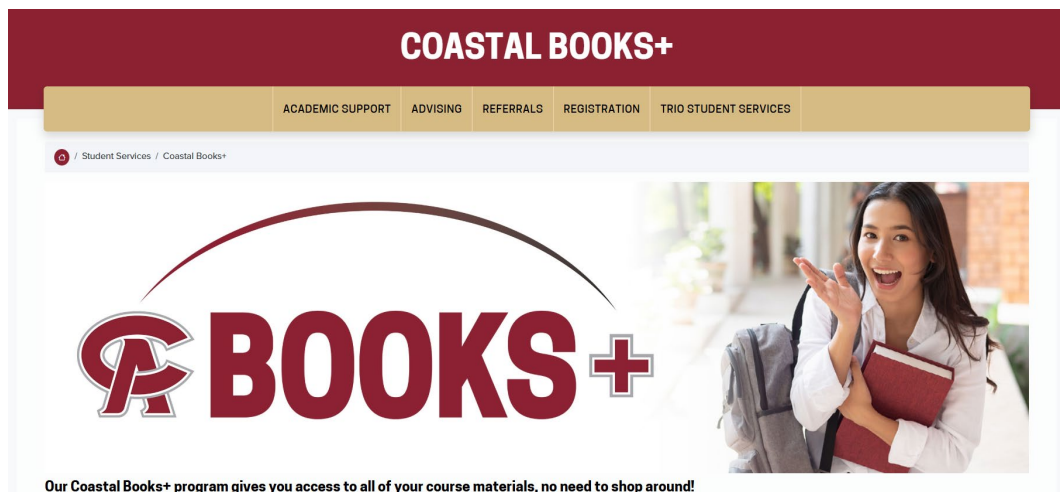
For books and course resources, Coastal Alabama uses Coastal Books+ to ensure students have access to all their course materials on or before the first day of class. This is a service offered through our Bookstore and Barnes and Noble.

For more info and to opt-out, please visit the [Coastal Books+ Page](#)

You must have your Coastal log in credentials to access the Books+ portal.

Once you are registered for classes, the bookstore will start preparing your course materials.

- About a month before classes start, you will receive an email IN YOUR COASTAL EMAIL instructing you to select your delivery method (in-store pickup or shipped directly to you).
- An email notification will be sent when your order is ready for pickup or when it ships.
- Any digital materials will be delivered for your course(s) within Canvas.

PLEASE NOTE: Not all students are in the Books+ program, if you are not enrolled the Office of Early College will provide your course materials (except for lab kits for online science courses).

NOTE: Online Science Lab Kits can be ordered separately from the

[Barnes and Noble Bookstore's "Find Course Materials" Page](#).

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## Driving to a campus? You need to Request a Parking Pass:

If you plan to drive to a campus, you must have a pass for <u>on-campus parking</u>, or your vehicle may be ticketed/towed!

You will need your license number, tag number, and access to an electronic payment method.
1. Visit www.coastalalabama.edu
2. Select "ABOUT" and then "Safety and Security" under Campus Locations
3. Select "Parking Decals" under Learn More
4. Select "Register for a Parking Decal"
5. Select "Register/Purchase Permits"

How to Request a Student ID:

Students who do not have a valid, government issued photo ID (driver's license, permit or ID) will need a student ID for online classes. ID holders can also get discounts at many establishments and online platforms. **All students are encouraged to get their college ID!**

Students may have an ID made at a Coastal Library or request one via email. ID's can be made at the **Bay Minette, Brewton, Monroeville, Gulf Shores, Fairhope or Thomasville** Campus Libraries.

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To request an ID via email, send the following information to **StudentID@CoastalAlabama.edu** from your Coastal Alabama email account. Please include the campus that is closest to your home!

- Name
- Student A number
- Your High School
- Closest Campus
- Do you want it mailed to your home? Include your mailing address!
- A Passport-quality picture or a cell phone selfie with a light, solid background (no car selfies, hats, or sunglasses).
- Any form of picture ID (high school ID, work ID, driver's license, or government issued ID card OR a social media profile photo that has your full name).
- Please do **not** send a picture of your Social Security card.

SAMPLE PHOTOS

Good photos, will be approved

Bad photos, will be rejected

No hats | Use of filter | Side on to camera | No hand signs or props | Blurry photo, unauthorized feline

Canvas

Canvas will be where your course information will be housed during the term. **This is where you will complete coursework, quizzes, tests, etc.**

IMPORTANT: Always use Canvas to access your courses, not the "Classes" tile on the Hub!

Alabama.edu Canvas

CANVAS
BY INSTRUCTURE

If you are having trouble logging in, please contact the Help Desk at 251-580-4900
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Coastal Alabama Early College Programs
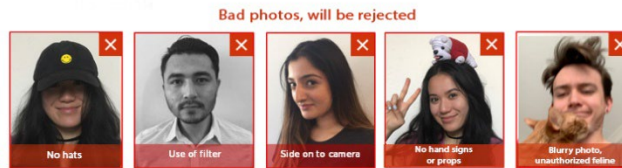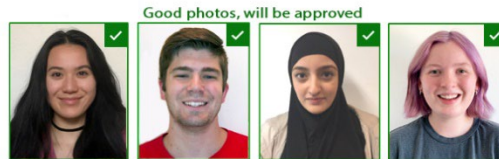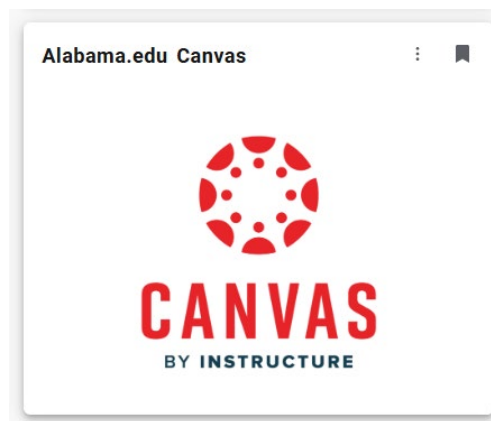## STUDENT INFORMATION GUIDE

CANVAS

Dashboard

Published Courses (4)

Coastal News
Coastal_News
Non-term Courses

Coastal Library Services
Coastal_Library_Services
Non-term Courses

Courses will appear on the first day of classes when the instructors publish them. It may not be first thing in the morning, but it should be by the first day!

NOTE:

Always verify your course registration through your OneACCS account.

PRO TIPS:

- Log into your Canvas course on the first day of classes! Even if you are taking a seated course.
- Is your Honorlock not working properly? Remove the extension, restart your computer and reinstall it to start over.
- Download the Canvas Student app on your phone to quickly check grades and deadlines.

Tips for successful communication with your instructor:

- Establish communication early, be sure to identify yourself with your name and A Number in all correspondence.
- Be polite!
- Be proactive: reach out before there is an issue if you can, not after!
- Always use Canvas messaging or your college email when communicating with college faculty or staff.
- Send questions early! Instructors may not be able to reply to you the same day you send an email or message. **Responses should be expected within 48 business hours.**

As an Early College student, you have many resources available to you throughout the term to assist you in your courses.

1. Don't wait until the last minute to turn in assignments or take tests. If you have technical difficulties, you might be too late!
2. Don't fall behind in your work: it is very difficult to catch back up if you do. Good time management is key!
3. Ask a question if you have one. Advocate for yourself!
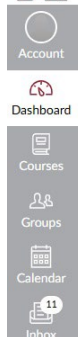4. **Library services and tutoring** are available to you in Canvas 24/7!

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Coastal Alabama Early College Programs
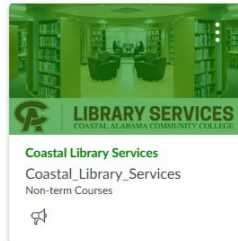# STUDENT INFORMATION GUIDE

Use the chart below to assist you with whom to contact when you have questions/comments/issues in your college class:

What is your situation?	Who do you contact?
Having trouble with class assignments or questions about course content?	Instructor
Have a schedule conflict with an upcoming due date or test?	Instructor
Are you going to miss class for any reason?	Instructor
There has been an emergency that affects your coursework or attendance.	Instructor
Have technical difficulties in Canvas? Trouble uploading an assignment, Honorlock issues, videos not playing, etc.	**Instructor first!** Then try the Coastal Alabama Help Desk or your high school's IT department.
I feel there may have been a mistake with one of my grades.	Instructor
I have tried to email my instructor for help, but they have not gotten back to me (within 2 business days), or my issue has not been resolved.	Division Chair Division Chair contact information may be found in the course syllabus

If Parents / School Officials have questions or concerns, they are encouraged to reach out to Early College Staff. EC Staff can answer general questions about procedures but are not authorized to intervene in a college class on behalf of the student or a parent/school official.   Instruction-related questions and concerns should arise from the student and follow college policies.

When do I contact my Coastal Career Coach / Early College Advisor?

- Scheduling, withdrawing, or making changes to my classes.
- Questions about Early College program policies/procedures.
- Advising on courses I should take to meet my college goals.

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IMPORTANT CONTACT INFORMATION

Early College Department: earlycollege@coastalalabama.edu

Coastal Alabama Help Desk: helpdesk@coastalalabama.edu or 251-580-4900

Early College Staff by School:

Sarah Watkins – Director of Early College / Early College Advisor
Bay Minette Campus / (251) 580-4916 / sarah.watkins@coastalalabama.edu
Accel Day/Evening Academy
Acellus Academy
Aviation at the Bryant Technical Center: • Alma Bryant High School • Baker High School • Theodore High School • W.P. Davidson High School
B.C. Rain High School (Aviation)
C.F. Vigor High School (3D Animation and Virtual Production)
Chickasaw High School (Aviation)
Cottage Hill Christian Academy
Faith Academy
Homeschool
Lighthouse Baptist Academy
Saraland High School
Satsuma High School

YoLundra Mitchell – Career Coach / Early College Advisor
Brewton Campus / (251) 809-1511 / yolundra.mitchell@coastalalabama.edu
Atmore Christian Academy
Escambia Academy
Escambia County High School
Flomaton High School
Hillcrest High School
Statewide Virtual Schools (Connections, Genesis, AL Virtual Academy, etc.)
T.R. Miller High School
W.S. Neal High School

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Margaret "Daisy" Grant - Career Coach / Early College Advisor
Bay Minette Campus / (251) 580-2120 / daisy.grant@coastalalabama.edu

Baldwin County High School
Baldwin Preparatory Academy • Ad Design • Automotive • Aviation • Building Construction • Cybersecurity • Culinary • Cosmetology
Daphne High School
Fairhope High School
Renaissance School of the Eastern Shore
Snook Christian Academy
South Baldwin Christian
Spanish Fort High School

Giselle Mansi - Career Coach / Early College Advisor
Bay Minette Campus / (251) 580-2213 / giselle.mansi@coastalalabama.edu

Baldwin County Virtual School
Baldwin Preparatory Academy • HVAC • Health Science • Mechatronics • Teacher Cadet • Welding
Elberta High School
Foley High School
Gulf Shores High School
Orange Beach High School
Robertsdale High School

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Benita Pritchett - Career Coach / Early College Advisor
Thomasville Campus / (334) 637-3143 / benita.pritchett@coastalalabama.edu
Choctaw County High School
Clarke County High School
Jackson High School
Marengo County High School
Patrician Academy
South Choctaw Academy
Southern Choctaw High School
Sweetwater High School
Thomasville High School

Leslie Hornady - Career Coach / Early College Advisor
Monroeville Campus / (251) 575-8241 / leslie.hornady@coastalalabama.edu
Clarke Preparatory Academy
Excel High School
Fruitdale High School
J.F. Shields High School
J.U. Blacksher High School
Jackson Academy
Leroy High School
McIntosh High School
Millry High School
Monroe Academy
Monroe County High School
Solid Rock Christian School
Washington County High School
Washington County Vocational Center
Wilcox Academy
Wilcox Central High School

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