FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
(Buckley Amendment, 20 U.S.C. 1230, 1232g)

Annual Notice to Students

Annually, Coastal Alabama Community College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with 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. Also, students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

In accordance with the Family Educational Rights and Privacy Act, students under the age of 21 who commit a violation of drug and alcohol policies and laws will have such violation(s) reported to their parents/guardians.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy are available to students in the Registrar’s Office. The policy is also located under Student Records Policy in the Student Handbook. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

NONDISCRIMINATION POLICY

It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment.

COPIES OF THIS MATERIAL ARE AVAILABLE IN LARGE TYPE UPON REQUEST. ALSO THIS PUBLICATION WILL BE READ TO ANY PERSON MAKING THE REQUEST.

Policies, procedures, and class offerings outlined in this publication are subject to change without prior notice.
2018 ACADEMIC CALENDAR

December
7 ........................................ Friday ........................................................>Last Day of Class - Full Term & Term II
10-13 ........................................ Monday-Thursday ........................................................>Final Exams
24-31 ........................................ Monday-Monday ........................................................>Christmas Holiday (College Closed)

2019 ACADEMIC CALENDAR

January
1 ........................................ Tuesday ........................................................>New Years Holiday (College Closed)
3 ........................................ Thursday ........................................................>Registration
7 ........................................ Monday ........................................................>First Day of Class - Full Term & Term I
7-10 ........................................ Monday-Thursday ........................................................>Drop/Add Full Term & Term I
21 ........................................ Monday ........................................................>Martin Luther King Jr. Holiday (College Closed)

February
March
1 ........................................ Friday ........................................................>Last Day of Class - Term I
4-5 ........................................ Monday-Tuesday ........................................................>Mardi Gras Holiday (No Classes)
6 ........................................ Wednesday ........................................................>First Day of Class - Term II
6-7 ........................................ Wednesday-Thursday ........................................................>Drop/Add - Term II
18-22 ........................................ Monday-Friday ........................................................>Spring Break (No Classes)

April
19 ........................................ Friday ........................................................>Good Friday (College Closed)
30 ........................................ Tuesday ........................................................>Last Day of Class - Full Term & Term II

May
1-7 ........................................ Wednesday-Tuesday ........................................................>Final Exams
9-10 ........................................ Thursday-Friday ........................................................>Graduation Commencement Ceremonies
22 ........................................ Wednesday ........................................................>First Day of Class - Full Term & Term I
22-23 ........................................ Wednesday-Thursday ........................................................>Drop/Add - Full Term & Term I
27 ........................................ Monday ........................................................>Memorial Day (College Closed)

June
26 ........................................ Wednesday ........................................................>Last Day of Class - Term I
27 ........................................ Thursday ........................................................>First Day of Class - Term II
27-28 ........................................ Thursday-Friday ........................................................>Drop/Add - Term II

July
4 ........................................ Thursday ........................................................>Independence Day (College Closed)
26 ........................................ Friday ........................................................>Last Day of Class - Full Term & Term II
29-31 ........................................ Monday-Wednesday ........................................................>Final Exams

August
1 ........................................ Thursday ........................................................>Final Exams

Changes in the Academic Calendar may be made without prior notice. Check the website for updated information.
OFFICE NUMBERS FOR COLLEGE-WIDE SERVICES

Main Number (Operator) - 1-800-381-3722

Call any of the numbers below to get assistance.

<table>
<thead>
<tr>
<th>Office Name</th>
<th>Office Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>251-580-2111</td>
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<tr>
<td>Alabama Aviation Center</td>
<td>251-580-4930</td>
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<tr>
<td>ADA Office</td>
<td>251-580-2185</td>
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<tr>
<td>Bookstore</td>
<td>251-580-2211</td>
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<td>Business Office</td>
<td>251-580-2217</td>
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<td>Financial Aid</td>
<td>251-580-2151</td>
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<td>Helpdesk</td>
<td>251-580-4900</td>
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<tr>
<td>Registrar/Records</td>
<td>251-580-2227</td>
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<tr>
<td>Veterans Affairs</td>
<td>251-580-2292</td>
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OFFICE NUMBERS FOR CAMPUS-SPECIFIC SERVICES

The offices below provide services to specific campuses, unlike the offices above. It is best to contact the following campus offices directly.

<table>
<thead>
<tr>
<th>Office Name</th>
<th>Bay Minette</th>
<th>Brewton</th>
<th>Gilbertown</th>
<th>Monroeville</th>
<th>Thomasville</th>
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<tbody>
<tr>
<td>Adult Education</td>
<td>251-580-2105</td>
<td>251-368-7668</td>
<td>251-843-5265</td>
<td>251-575-8274</td>
<td>334-637-3181</td>
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<td>Athletics</td>
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<td>251-809-1551</td>
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<td>251-575-8274</td>
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<td>251-809-1615</td>
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<td>251-580-2145</td>
<td>251-809-1584</td>
<td>251-843-5265</td>
<td>251-575-8207</td>
<td>334-637-3146</td>
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<tr>
<td>Nursing</td>
<td>251-580-2257 or 251-990-0434</td>
<td>251-809-1600</td>
<td></td>
<td>251-575-8285</td>
<td>334-637-3160</td>
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<td>Student Support Services</td>
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<td>251-809-1509</td>
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<td>251-575-8261</td>
<td>334-637-3193</td>
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<tr>
<td>Upward Bound</td>
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<td>-</td>
<td>251-843-5265</td>
<td>251-575-8388</td>
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<tr>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>334-637-3223</td>
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MISSION STATEMENT
Coastal Alabama Community College provides broad access to quality, affordable educational opportunities through a variety of instructional strategies in diverse learning environments that promote economic growth and enhance the quality of life for a global community.

INSTITUTIONAL GOALS
- Coastal Alabama Community College provides university parallel programs that transfer to senior colleges and universities and workforce development and technical skills training that increases access to employment, enhances career advancement, and supports local economic needs.
- Coastal Alabama Community College provides traditional and non-traditional venues of instruction, including distance educational opportunities, social media, and other emerging and innovative methods of instruction, as well as hybrid classes.
- Coastal Alabama Community College provides flexible scheduling for each semester/term of classes that are offered at each campus location.
- Coastal Alabama Community College provides access to comprehensive student support services to assist students in attaining their educational and career goals along with reaching their maximum potential socially.
- Coastal Alabama Community College provides quality instruction by employing qualified personnel and encouraging continual professional development.
- Coastal Alabama Community College provides library and technology resources to enhance student learning, meet faculty instructional requirements, and enrich the cultural and resource needs of the College’s community.
- Coastal Alabama Community College provides physical facilities that are appropriate for the institution’s needs and maintain adequate financial and physical resources to support the mission of the College and facilitate future growth.
- Coastal Alabama Community College maintains a structured, institution-wide planning and evaluation process to include student learning and program outcomes that provide evidence of continuous improvement based on evaluation of results.
- Coastal Alabama Community College promotes a positive image through its use of media, cooperation with external service and governmental agencies, and employee participation in the service area community.

INSTITUTIONAL VALUES
- Integrity
- Accountability
- Academic Excellence
- Student Success
- Service Leadership
- Equity

ACCREDITATION STATEMENT
Coastal Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (1866 Southern Lane, Decatur, Georgia, 30033, Telephone number 404-679-4501) to award Associate in Arts, Associate in Science, and Associate in Applied Science Degrees and Certificates. The three-fold purpose for publishing the Commission’s access and contact number is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution’s decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about Coastal Alabama Community College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Coastal Alabama Community College and not the Commission’s office.

ADDITIONAL ACCREDITATION
ACCREDITATION COMMISSION FOR EDUCATION IN NURSING (ACEN)
3343 Peachtree Road NE #850, Atlanta, GA 30326, 404 975-6000

AMERICAN DENTAL ASSOCIATION (ADA); COMMISSION ON DENTAL ACCREDITATION (CODA) – DENTAL ASSISTING PROGRAMS
211 E Chicago Avenue, Chicago, IL, 60611-2678, 312-440-2500

AMERICAN CULINARY FEDERATION EDUCATIONAL INSTITUTE
180 Center Place Way, St. Augustine, FL, 32095, 800-624-9458

COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS (CAAHEP) – SURGICAL TECHNOLOGY PROGRAMS
1361 Park Street, Clearwater, FL, 33756, 727-210-2350

COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS (CAAHEP) – PARAMEDIC
8301 Lakeview Parkway, Suite 111-312, Rowlett, TX, 75088, 241-703-8445

AMERICAN VETERINARY MEDICAL ASSOCIATION (AVMA) COMMITTEE ON VETERINARY TECHNICIAN EDUCATION AND ACTIVITIES (CVTEA)
1931 North Meacham Road, Schaumburg, IL, 60173

MEMBER:
ALABAMA COMMUNITY COLLEGE SYSTEM, ALABAMA COMMUNITY COLLEGE ASSOCIATION, AMERICAN ASSOCIATION OF COMMUNITY COLLEGES, AMERICAN COUNCIL ON EDUCATION, and COUNCIL FOR ADVANCEMENT AND SUPPORT OF EDUCATION

LICENSED:
COMMISSION FOR INDEPENDENT EDUCATION, DEPARTMENT OF EDUCATION
325 West Gaines St, Suite 1414, Tallahassee, FL, 32399-6400, 800-224-6684
ACADEMIC PLACEMENT PROGRAM

The academic placement program (ACCUPLACER) will help us in planning your schedule of classes. The ACCUPLACER Advisement/Placement Inventory results will not affect or influence student admission or grade point average at the College. Students can neither pass nor fail the inventory. There is no charge for this service. (There is a $25 charge to re-test. Students must wait 6 weeks to re-test.)

While the ACCUPLACER Advisement/Placement Inventory is required of all new students, there are some exceptions. Students in the following categories do not have to take the inventory:

- Audit only students
- Transient students
- Students scoring 17 or above on English and Math on the ACT who enroll in a System College within five years of high school graduation
- Students who have an associate degree or higher
- Students who transfer degree-credible college-level English or mathematics courses with a grade of “C” or better
- Senior citizens, undeclared, and other non-award seeking majors who are taking classes for vocational reasons only
- Students in certain short certificate programs having no English or mathematics requirements
- Students who have completed required developmental coursework at another Alabama Community College System institution within the last five years
- Students who can provide documentation of assessment within the last five years.

ALL DOCUMENTATION TO QUALIFY MUST BE PRESENTED IN WRITING AND APPROVED BY THE ADMISSIONS OFFICE PRIOR TO REGISTRATION.

Since your high school transcript may or may not contain your ACT or SAT scores, please mail a copy of your student score report to us at:

Office of Admissions
1900 Highway 31 South
Bay Minette, Alabama 36507

PLACEMENT TESTING SCHEDULE

Each campus will schedule the ACCUPLACER Placement Test for students who are required to take it. Please contact the campus you will be attending at the numbers below to see when and where the next test will be held or visit www.CoastalAlabama.edu/testing for an updated ACCUPLACER Testing Schedule.

251-368-7603 - Atmore
251-580-2185 - Bay Minette
251-809-1514 - Brewton
251-580-4933 - Brookley Field (Aviation)
251-990-0420 - Fairhope
251-843-5265 - Gilbertown
251-968-3104 - Gulf Shores
251-246-0010 - Jackson
251-575-3156 - Monroeville
334-636-9642 - Thomasville

Registration Schedule

Thursday, January 3, 2019
10:00 a.m. - 6:00 p.m.
Open Registration, All Campuses

Monday, January 7, 2019
First Day of Class
All Campuses

Monday-Thursday, January 7 - 10, 2019
8:00 a.m. - 6:00 p.m.
Late Registration, Drop & Add, All Campuses
Coastal Alabama Community College has an open-door admission policy. Our requirements for admission are: graduation from high school or passed the High School Equivalency test (GED).

If you have previously applied to Coastal Alabama or if you are a returning student who has not attended in the past semester, not including Summer semester, you will need to update your admission application. There are several options for completing an admissions application:

- Apply in person at one of our campuses.
- New students may complete their application online at www.CoastalAlabama.edu under the Admissions page.

**COLLEGE POLICIES**

**Attendance Policy (Absences)**

Class attendance is regarded as an obligation as well as a privilege. Absences disrupt a student’s orderly progress in a course and significantly diminish the quality of group interaction in class. There is also a high correlation between the number of absences and the final grade. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in institution-sponsored activity is not regarded as an absence. All students are still responsible for preparing all assignments for the next class and for completing work missed. Students should refer to the individual course syllabus for additional information on the College’s standard absense policy.

**Withdrawal Policy**

Students may withdraw from class or the College any time prior to the last day of class before any final exams start for any semester or term. To withdraw from class or the College, students must complete the online withdrawal form located on the Registrar page of the Coastal Alabama Community College website.

Students who complete the withdrawal process prior to the deadline will be assigned a grade of “W”. However, a grade of “F” will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College’s official withdrawal procedure.

**Grading Policy**

Grades of A, B, and C are considered satisfactory. Students should be aware that many colleges and universities will not accept grades of “D” for transfer, and these courses should be repeated before attempting transfer from the College or a particular course according to College policy.

A grade of “W” will be assigned to students who officially withdraw from the College or a particular course according to College policy.

A grade of Incomplete “I” will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken. A grade of “I” must be cleared within the first twelve weeks of the next semester. If the grade of “I” is not cleared, a grade of “F” will be assigned.

A grade of “F” will be assigned to any student who does not satisfactorily complete the requirements of a course or who voluntarily discontinues class attendance and does not follow the official withdrawal procedure.

A grade of “IP” may be assigned in developmental courses at the discretion of the Instructor when a student has made a passing grade on course work attempted but has not completed all course work required.

Students may access their grade report by the web at www.CoastalAlabama.edu and selecting the student login. Students may also access a variety of other student information items, from any computer that has internet access or the terminals located across all campuses. Official transcripts must be requested in writing from the Registrar’s Office or from your Student account.

No credit will be awarded for courses in which the student is not registered and for which all tuition and fees are not paid. All discrepancies in student schedules and registration must be resolved during the term in which they occur or before the first day of class for the next term.

**Transfer/Transient Students**

Any applicant who has previously attended another college or university who has not completed a Bachelor’s degree will be considered a transfer student and will be required to furnish an official high school/GED transcript in addition to furnishing an official transcript of all work attempted at other institutions. Any student currently enrolled in another institution of higher education who wishes to take courses at Coastal Alabama Community College that will be transferred back to the original institution may enroll at Coastal Alabama upon presentation of a “letter of transiency” listing the courses accepted for transfer and signed by the appropriate designee of the original institution. Contact Admissions at 251-580-2111.

**Course Cancellation Policy**

The College reserves the right to cancel any course when insufficient enrollment occurs. In the event a course is cancelled, a student has the option of taking another course that offers the same number of credits, taking a course that offers more or less credits and adjusting payment accordingly, or receiving a refund (see refund schedule on the Business Office page).

**ALL COURSE GRADES**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>Below 60</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Non-Credit</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
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**NURSING COURSES GRADES ONLY**

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<td>B</td>
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<td>Failure</td>
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<td>W</td>
<td>Withdrawal</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>C</td>
<td>Non-Credit</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
</tbody>
</table>
Free Application for Federal Student Aid (FAFSA)

We provide financial assistance to a number of our students through Federal Pell Grants, Federal Student Loans, campus-based employment and scholarship opportunities. In order to be eligible for most financial aid, students must file a Free Application for Federal Student Aid (FAFSA) for the academic year of attendance. This is a free application and can be completed at the following website: http://fafsa.ed.gov. For Spring 2019, students need to use the 2018-2019 FAFSA.

Please be advised that financial aid is a process, and it takes time. To complete a financial aid file, it can take 3-5 weeks. Apply early.

Students on federal financial aid are required to register only for classes in their student degree plan. This ensures that the student can meet satisfactory academic progress (SAP) for graduation. All returning students will be reviewed for satisfactory academic progress (SAP) before any financial aid is processed for any academic term. Federal regulations require all students receiving federal financial aid to make SAP toward completion of a degree or certificate. The measurements of SAP can be found in the College’s Satisfactory Academic Progress Policy, which can be found on our website or in the current edition of the College Catalog and Student Handbook.

Also, students must be registered for the required number of credits necessary to receive aid and must have aid eligibility. Please note that Attendance Verification is required for certain types of federal aid programs. Attendance Verification is completed by instructors during the first week of class. If students have excess financial aid, student refunds will be available according to the schedule published by the Business Office.

Check your Financial Aid Status Online

Check your financial aid through your myCA account at http://www.CoastalAlabama.edu/studentlogin. Log in to review your account status and to check available financial aid, if applicable. In order to check your financial aid status online, you must know your Student ID number. This is the number you received when you applied at the College or when you filed for financial aid.

The Financial Aid Office will communicate with you by using your College e-mail address. For instructions on how to access your e-mail account, visit: http://www.CoastalAlabama.edu/studentemail.

Federal Aid Programs

By filing the FAFSA, students will be reviewed for eligibility for aid such as Pell Grants, FSEOG Grants, and Federal Work Study. To learn more about these aid types, go to http://www.CoastalAlabama.edu/financialaid.

By filing the FAFSA students will be reviewed for eligibility for the following:

• Pell Grant – need-based program. For maximum and minimum pell amounts, go to our website, and click on Financial Aid.
• FSEOG Grant – campus-based, need-based program: For estimated amounts, go to our website, and click on Financial Aid. Funds are very limited.
• Federal Work Study – campus-based program, need-based student employment. Funds and positions available are very limited.

Federal Direct Loan Programs

• Direct Student Loans – both need-based and non-need-based. Loan amounts:
  • First year (0 – 31 credits) annual maximum: dependent student $5,500 and independent student $9,500;
  • Second year (32 credits or more) annual maximum: dependent student $6,500 and independent student $10,500.
• Loan amounts are based on the cost of attendance, a student’s expected family contribution and a student’s other aid sources.
• Students must have entrance counseling and must sign a Master Promissory Note before receiving funds and must do exit loan counseling after finishing or leaving the College.
• Direct Plus Loans (Parent) - If additional resources are needed for a student, a parent can borrow money using this program. This is a federal program that allows parents to borrow up to the cost of a student’s attendance less all other resources. A parent must be credit worthy. Parents must apply each year through the electronic application process for a Direct Loan at https://studentloans.gov.
• Students are required to do exit loan counseling when no longer enrolled as a condition for receiving direct student loans.


Veterans Benefits

Veterans benefits are awarded to certain armed service veterans and dependents who qualify. Veterans can contact the VA certifying official in the Financial Aid office to check their eligibility. For more information, go to http://www.CoastalAlabama.edu/veterans.

Senior Adult (60-Plus) Scholarship

Coastal Alabama Community College currently offers a free tuition scholarship program to area residents who are 60-years-old or older and who meet admission requirements. A Senior Adult Scholarship student will receive free tuition for all college credit courses taken in which space is available. Learn about this scholarship and many others (fine arts, athletics, academic, leadership) at http://www.CoastalAlabama.edu/financialresources.
COASTAL ALABAMA COMMUNITY COLLEGE HAS ALABAMA’S LOWEST TUITION.

Tuition Due Dates
Registration tuition is due by January 7, 2019. Your class schedule will be cancelled if payment is not made in full by the payment deadline.

Tuition & Fees Breakdown

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>In-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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<td>3</td>
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<td>15</td>
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*Subject to change

Out-of-State fees include:

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</table>

*Subject to change

These fees are required each semester and are subject to change without notice. Students from the following counties may be eligible for in-state tuition: Santa Rosa (FL), Escambia (FL), Walton (FL), Okaloosa (FL), Clarke (MS), George (MS), Greene (MS), Harrison (MS), Jackson (MS), Perry (MS), Stone (MS), Wayne (MS) and Lauderdale (MS).

Coastal Alabama Community College accepts cash, checks (U.S. banks only), money orders and credit cards (Discover, Visa, American Express and MasterCard). If at any point a check is returned against a student’s account, all classes and dorms will be cancelled, and the check will be treated as a nonpayment for services. A service charge will also be applied to the student’s account. In the event of delinquent student payments, no college credits, transcripts, or diplomas shall be issued or released. A student with a delinquent account shall not be enrolled in subsequent semesters, and all accounts will be turned over to a collection agency. The student will be responsible for all associated collection fees.

Tuition Deferment Plan
Coastal Alabama Community College has a tuition deferment plan for those needing tuition payment assistance. Through this plan, students pay at least one-half of total term charges no later than the first day of each term. The remaining balance shall be paid no later than midpoint of the term. Students must enroll by January 3, 2019, to be considered for the tuition deferment plan.

In the event of delinquent student payments, no grades, college credits, transcripts, or diplomas shall be issued or released. A student with a delinquent account shall not be enrolled in subsequent terms until all delinquent balances are paid in full. To fill out an application for this program, students should visit the Business Office. There is a $40.00 deferment fee to enroll in this plan.

Parking Decals
All students are required to purchase a parking decal. There is a $20.00 non-refundable fee for decals. Decals are valid from fall (August) through summer (July/August) semesters. Instructions on how to purchase a Parking Decal online can be found at www.CoastalAlabama.edu/safety.
BUSINESS OFFICE REFUNDS & POLICIES

REFUND POLICY & DATES FOR COLLEGE WITHDRAWALS FROM SPRING 2019 CLASSES

The following refund dates (Full Term, Term I and Term II) are for withdrawals from COLLEGE, not class withdrawals.

**Full Semester Refund Dates (College Withdrawals)**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7 - January 14</td>
<td>100%</td>
</tr>
<tr>
<td>January 15 - January 21</td>
<td>75% of tuition &amp; other charges</td>
</tr>
<tr>
<td>January 22 - January 28</td>
<td>50% of tuition &amp; other charges</td>
</tr>
<tr>
<td>After January 28</td>
<td>25% of tuition &amp; other charges</td>
</tr>
</tbody>
</table>

**Term I Refund Dates (College Withdrawals)**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7 - January 11</td>
<td>100%</td>
</tr>
<tr>
<td>January 12 - January 16</td>
<td>75% of tuition &amp; other charges</td>
</tr>
<tr>
<td>January 17 - January 21</td>
<td>50% of tuition &amp; other charges</td>
</tr>
<tr>
<td>After January 21</td>
<td>25% of tuition &amp; other charges</td>
</tr>
</tbody>
</table>

**Term II Refund Dates (College Withdrawals)**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 6 - March 11</td>
<td>100%</td>
</tr>
<tr>
<td>March 12 - March 18</td>
<td>75% of tuition &amp; other charges</td>
</tr>
<tr>
<td>March 19 - March 26</td>
<td>50% of tuition &amp; other charges</td>
</tr>
<tr>
<td>After March 25</td>
<td>25% of tuition &amp; other charges</td>
</tr>
</tbody>
</table>

For classes meeting one time per week, refunds are based on each class meeting being counted as one week. All refunds are issued at the end of the fourth week of classes.

All College withdrawals must be processed in the Registrar’s Office. The fee refunds are computed according to the date the student actually appears and completes the College withdrawal process and not according to his or her last day of attendance.

An administrative fee not to exceed 5% of tuition and other institutional charges or $100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

Coastal Alabama Community College complies with federal regulations relative to refund of tuition and other institutional charges for Title IV recipients. Students who are active members of the Alabama National Guard or reservists who are active duty military and are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal, if such students are unable to complete the term due to active duty orders or assignment to another location.

**Policy for Other Refunds**

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who withdraws from a class after the official drop/add period. If the student owes the College additional tuition and fees as a result of adding classes, the student must pay the additional amount to the Business Office before attending class. Amounts that may be due students by the College as a result of dropping classes will be refunded as applicable after the second week of the term as long as the student account balance is zero. No refunds of any type will be issued if the student has an account balance greater than zero.

In some cases, you may be given a refund if you drop a class that meets on an irregular basis—for example, if you drop a class that meets only one day during the semester. For more information, contact the Business Office. For calculating refunds, a week is defined as seven (7) calendar days. The first official day of classes is indicated on the College calendar as the day that classes begin. This day may not be the first day on which all classes begin.

**Student Tuition & Fees Refunds**

Students are issued refunds via the services of Heartland. Students should sign up for their refund preference. The websites below are to help students and other individuals:

Student Website – https://heartland.ecsi.net/index.main.html#/access/signIn - This website is where a student accesses their Refunds account to manage their refunds. Once signed in, students have the option to enroll in a delivery method (Direct Deposit, Discover and Paper Check). After logging in, choose your refund option (check, direct deposit or free student-issued card). For further questions, call 251-580-2217.

Discover Website – DiscoverBank.com/student - This is a Discover website where students can learn more about the account available under the Discover Student Deposits Program, fees, ATMs, FAQs, etc.

**Need further assistance from the Business Office?**

TO LOCATE TEXTBOOK INFORMATION ONLINE, GO TO:

COASTALALABAMA.BNCOLLEGE.COM

TO ORDER TEXTBOOKS
Coastal Alabama Community College uses Barnes & Noble to manage the Bookstores. To order books, visit one of the College’s Bookstores or go online to CoastalAlabama.BNCollege.com. Students can choose to have textbooks delivered to the campus of their choice for no charge or can choose to have them delivered to their addresses for a shipping charge.

BENEFITS OF USING COASTAL ALABAMA’S BOOKSTORE

IN-STORE AND ONLINE TEXTBOOK RENTALS  Save an average of up to 50 percent when choosing to rent your textbooks. With flexible pricing, students will have the choice to rent a new or used textbook, with the option to purchase their rental at the end of the agreement. Rental fees can be paid with any form of payment, including Financial Aid.

RAPIDLY EXPANDING SELECTION OF E-TEXTBOOKS In addition to offering savings of up to 60 percent on new books, Barnes & Noble’s revolutionary and free YUZU™ application provides eTextbooks in an engaging format that enhances the overall learning experience.

GENEROUS CASH-FOR-BOOKS PROGRAM  Students with books that faculty plan to reuse next semester will be eligible for a 50 percent cash payout, up to needed inventories.

ONLINE ORDERING  Free on-campus pickup or UPS delivery to your home. Financial Aid can be used as a payment tender on the Bookstore website in addition to credit/debit cards, Paypal, and Barnes & Noble Gift Cards.

PRICE MATCHING  The Bookstore will price match textbooks at the time of purchase. Price matching includes Amazon. No third party vendors are included in the price matching program.

BARNES & NOBLE CAFE  (Bay Minette Campus) The Barnes & Noble Cafe proudly serves Starbucks beverages and a wide variety of breakfast pastries, hot sandwiches, pizzas and desserts. For the busy student on the go, Barnes & Noble Cafe can offer breakfast, lunch and snacks throughout the day. It has become a popular gathering place for students to relax, study and browse through books while enjoying their favorite espresso, beverages, lattes or Frappuccinos.

APPAREL AND MERCHANDISE  The Bookstore sells school spirit apparel, laptops and other technology gadgets, as well as gifts for alumni, friends and family. These items are also available on the Bookstore website:

COASTALALABAMA.BNCOLLEGE.COM
LIBRARIES

AUSTIN R. MEADOWS LIBRARY
Location: Bay Minette Campus

ATMORE LIBRARY
Location: Atmore Campus

AVIATION LIBRARY
Location: Alabama Aviation Center
Brookley Field

LEIGH LIBRARY
Location: Brewton Campus

LEARNING RESOURCES CENTER
Location: Gulf Shores Campus
Room F-5, Administration Building

W. H. PAT LINDSAY LIBRARY
Location: Gilbertown Campus

LEARNING RESOURCES CENTER
Location: Fairhope Campus
Room P-106, Administration Building

JOHN DENNIS FORTE LIBRARY
Location: Monroeville Campus

KATHRYN TUCKER WINDHAM LIBRARY
Location: Thomasville Campus

LIBRARY SERVICES AVAILABLE
- Attend a Library orientation class (available by request of an instructor)
- Access to the online catalog and research databases, including the Alabama Virtual Library (AVL) and other specialized library databases to enhance all of your research papers
- Access APA and MLA citation information available with academic articles offered through all library databases
- Obtain a Student Photo ID (where available)
- Check out books from the Libraries using your Student Photo ID
- Use the Internet to access STARS
- Check the Library Services course in Canvas to access the library catalog and databases from wherever you are logged in
- Access CALICO, Coastal Alabama’s Library Catalog Online, for all Coastal Alabama Community College libraries and holdings. This database is available 24/7 on the library’s website and through Library Services in Canvas.
- Access printing and copying services (charges may apply)

ALABAMA VIRTUAL LIBRARY
The Alabama Virtual Library (AVL) provides online access to more than 25 databases which include a wide range of information resources, ranging from Encyclopedia Britannica to the latest news from national newspapers to academic journals and eBooks housed in EBSCOhost and Gale. The AVL is a free service available to all Alabamians from any computer in the State.

LEARNINGEXPRESS LIBRARY
LearningExpress Library (where available) offers skill-building and test preparation materials for standardized tests; interactive practice exams based on official exams; scoring and analysis of practice test responses; and basic skills, college preparatory, civil service, GED and some specific careers. This service is made possible by the Alabama Public Library Service. Contact a librarian for more information.

NURSING AND ALLIED HEALTH RESOURCES
Rittenhouse, OVID, Medline Plus, and other databases provide eBooks and nursing journals suited to the unique research needs of nursing and allied health students.
COASTAL ALABAMA POLICE DEPARTMENT

Campus Safety & Security
With a commitment to provide a safe learning and working environment for our students and employees, Coastal Alabama Community College has a full-time highly trained, APOST (Alabama Peace Officers Standards and Training Commission) certified Police Department. The College’s police officers, under the supervision of the Chief of Police, the Vice President of Student Services and the President of Coastal Alabama, work tirelessly in conjunction with other local, state, and federal agencies, to enhance the safety of our campuses. Coastal Alabama Police are available 24 hours a day, 7 days a week, including holidays.

Security & Fire Safety Statistics

Emergency Health Care Service
For life threatening emergencies, call 911. In case of emergency, contact College Police at 251-580-2222 or the Student Services Offices. Students will be transported to the nearest hospital or to a local physician for treatment.

Emergency Notification System
Students at Coastal Alabama Community College will be notified of emergencies, inclement weather and other safety messages through the College’s mass notification system. Students are encouraged to maintain accurate information on their student accounts to ensure they will receive these important messages.

Coastal Alabama Community College uses the Rave Mobile Safety Mass Notification System to notify employees and students of emergency situations or to issue important College news. The College also uses this system if any change in schedules or any campus closures occur. Students and employees already have user accounts set up based on their information on file.

To log in and check your information, click the link below. Please make sure information is updated and accurate.

www.getrave.com/login/coastalalabama

Please see log in instructions below.

<table>
<thead>
<tr>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Student Email Username before the @ (abc0001)</td>
<td>Canvas/Email Password</td>
</tr>
<tr>
<td>Employee FirstName.LastName</td>
<td>Canvas/Email Password</td>
</tr>
</tbody>
</table>

The full Emergency Response Policy can be found at the link below.

www.CoastalAlabama.edu/emergencynotificationsystem
SOCIAL MEDIA & HELPFUL APPS

@COASTALALABAMACC

@COASTALALABAMACC

@COASTALALABAMACC

@COASTALALACC

OUTLOOK
STUDENT EMAIL

CANVAS
ONLINE EDUCATION

ACCUPLACER
PLACEMENT TESTING

Download on the
App Store

GET IT ON
Google Play
**STUDENT LOGIN INSTRUCTIONS**

**myCA**
- Click on the “Student Login” link at the top of the Coastal Alabama homepage – www.CoastalAlabama.edu.
- Then, click on myCA Student Account. You will be taken to the myCA login page.
- Login using your student number as your User ID and your six digit PIN as your password.
  - Note: Your account defaults to your six digit birthday as your PIN, but you were required to change it at your first login. If you do not remember your PIN, please contact the Admissions Office at 251-580-2111.
- You will see a new portal to access your student account. Access your student records here. You can register for classes, check your grades, access billing information, etc.

If you do not know your student number or have any questions or problems accessing your myCA student account, please contact the Helpdesk at 251-580-4900.

**STUDENT EMAIL**
- Click on the “Student Login” link at the top of the Coastal Alabama homepage – www.CoastalAlabama.edu.
- Then, click on student email. You will be taken to the Office365 login page.
- Enter your entire Coastal Alabama email address as your user ID. (Example: aaa0000@student.coastalalabama.edu)
  - To see your new Coastal Alabama email address log in to your myCA student account. Click on “Student Information” in the left column, then click “View My Information.”
- For your password, enter the first two letters of your last name (first letter being capitalized) followed by your seven-digit student number. (Example: Joe Smith, Student# 1234567 – Password would be Sm1234567)
- You will need to provide some additional setup information for your new Coastal Alabama student email account, such as time zone (US Central), etc.

If you do not know your student number or have any questions or problems accessing your new Coastal Alabama student email account, please contact the Helpdesk at 251-580-4900.
ONLINE EDUCATION

The College uses Canvas to facilitate learning in an online format. All Internet, Hybrid, and Web-Enhanced classes are offered through this learning management system. You will login to Canvas to access your classes each semester. All students have access to Canvas. Here, students can also access Library Services even if a student doesn’t have an online class.

To login to your Coastal Alabama Canvas account:

1. Click on the “Student Login” link at the top of the homepage – www.CoastalAlabama.edu. Then, click on Canvas. You will be taken to the Coastal Alabama Canvas login page.
2. Enter your entire Coastal Alabama email address as your user ID. (Example: aaa0000@student.coastalalabama.edu) You can find your Coastal Alabama e-mail address by logging in to your myCA Student Account.
3. For your password, enter the first two letters of your last name (first letter being capitalized) followed by your seven-digit Coastal Alabama student number. (Example: Joe Smith, Student# 1234567 – Password would be Sm1234567)

If you do not know your student number or have any questions or problems accessing your new Coastal Alabama student email account, please contact the Helpdesk at 251-580-4900.
Free Services to Students

- Counseling
- Academic Advising, Planning, Progress, and Programs
- Transfer Information to Four-Year Colleges and Universities
- ACCUPLACER Placement Testing
- Interest Inventories
- Computer Accessed Scholarship Information
- Job Placement Service
- Computer Lab
- Self-paced, Computer-based Tutorial Programs in English, Chemistry and Algebra
- GED Testing
- ADA (Americans with Disabilities Act) Services
- Career Development Information

Americans with Disabilities Act (ADA)

Students with disabilities who need special accommodations with registration or classes should call 251-580-2109.

Academic Advisement

The College’s counseling and academic advising services are designed to help students achieve their goals. All students are assigned academic advisors who will assist them in course selection, academic and career goals, and other developmental concepts.

University Parallel Programs

The Associate in Arts or Associate in Science degrees enable students to transfer to four-year colleges with junior standing with all general requirements fulfilled. Students should consult the catalog of the four-year institution to which they plan to transfer. Variations between the programs required by the four-year college and requirements of Coastal Alabama Community College may be resolved through conferences with faculty advisors and with the approval of the Instructional Office.

GED Preparation

GED tests are administered in Bay Minette, Atmore, Brewton, Monroeville and Thomasville. Information on the College’s free GED Preparation Classes can be found on page 26. For further information, call 251-580-2105 (Bay Minette, Fairhope, Gulf Shores), 251-368-7633 (Brewton, Atmore), 251-575-8289 (Monroeville) or 334-637-3142 (Thomasville).

Student Support Services, TRiO, Upward Bound and Talent Search

The College offers many federally-funded programs to assist students on all of its campuses. Information on these College programs can be found online or on the next page.

College Program Contacts

Student Support Services (Bay Minette) - 251-580-2106
Student Support Services (Atmore & Brewton) - 251-809-1509
Student Support Services/TRiO (Monroeville) - 251-575-8251
Talent Search Program (Thomasville) - 334-637-3223
STUDENT ASSISTANCE PROGRAMS

STUDENT SUPPORT SERVICES

What is Student Support Services?

Student Support Services (SSS) is funded by the U.S. Department of Education. It is designed to provide supportive services to educationally disadvantaged and disabled participants to enhance their skills and increase their retention and graduation rates from college. Participants in the Student Support Services Program should have educational potential and be willing to attend counseling and tutoring sessions.

Who is eligible for Student Support Services?

Students with academic potential who may be at some disadvantage because of a disability, low income and/or first generation status (neither parent graduated from a four-year college) are eligible.

How does a student apply for Student Support Services?

All participants must be currently enrolled at Coastal Alabama Community College. Prospective participants in the Student Support Services Program must complete a student-intake data form. Verification of low-income status is mandatory. This may be done through the Financial Aid Office or by submission of the family’s most recent income tax return form.

What are the benefits of Student Support Services?

Services provided by the Student Support Services Program are counseling, career information, tutoring, academic advising, financial aid workshops, cultural enrichment, evaluation, transfer assistance and follow-up. Limited financial assistance may be available for students who maintain a 2.5 GPA and who have a financial need as determined by the SSS staff and the Financial Aid Office.

FREE SERVICES OFFERED IN STUDENT SUPPORT SERVICES

Tutoring - Tutors are available for those participants who may be having problems in any of their courses. Tutoring will be one-on-one or in a group setting.

Academic Advising - Our staff will carefully advise participants in selecting courses to ensure that degree requirements are met and courses will transfer.

Transfer Advising - Trips to four-year institutions within our state give participants the opportunity to tour campuses, talk to admission representatives, and ask questions concerning the institution to which they plan to transfer.

Success Seminars/Workshops - Seminars and workshops are designed to provide participants with information that will be beneficial to them in various facets of their college experience.

Cultural Enrichment - Opportunities to visit cultural sites both in and out of state are provided. The sites are those where the essence of different cultures is emphasized and exhibited.

Financial Advising - Participants will receive financial advice about securing money for tuition and living on a budget.

Career Advising - Participants will receive career advising.

Personal Advising - A project specialist is available to provide personal and relationship advising.

Mentoring - All faculty members serve as mentors to the SSS participants.

Supplemental Grant Aid - Additional grand aid is available to participants who have met Pell eligibility and who meet criteria established by the SSS program.
**REGISTER FOR COLLEGE CLASSES ONLINE**

**myCA STUDENT ACCOUNT**

To access your student account, go to www.CoastalAlabama.edu.

1. Click on “Student Login” at the top of the page.
2. Click on “myCA Student Account”
3. Login using your Student Number as your User ID and your six digit birthday as your PIN.

Enjoy the freedom and flexibility that online registration offers in selecting the class schedule that best suits your needs. Get started by reviewing your Degree Plan, which is accessible from your myCA student account login. If you are planning to transfer to a four-year college or university, you should visit the STARS website to obtain a copy of your STARS agreement. Follow the steps below to register online.

**Getting Started**

You must meet with an advisor to gain access to online registration. You cannot be on academic probation, and you cannot have any outstanding fees or hold on your account.

**Step 1 - Get Online**

- Go to www.CoastalAlabama.edu.
- Click on STUDENT LOGIN located at the top of the homepage. Follow the steps above to access your student account.

**Step 2 - Login Screen**

- Enter your student number as your User ID. If you do not know your student number, call the Technology Services Helpdesk at 800-231-3752. Your Social Security Number will not work as your User ID.
- Enter your six digit PIN.

**Step 3 - Creating Your Schedule**

- Follow the instructions at the link below to sign up for online classes.
  
  www.CoastalAlabama.edu/Registration

**Step 4 - Paying Your Tuition**

- Once you complete your registration online, you may pay your tuition online.
- You may pay in person during regular business hours on any Coastal Alabama campus. To ensure complete registration, full payment must be received by the posted payment deadlines on page 10.
- If you register during Drop & Add/Late Registration, you must pay your tuition at that time. If you do not settle your account at that time, your schedule will be dropped.

**Step 5 - Dropping and Adding**

- After your tuition has been paid, if you wish to adjust your schedule you will need to click on the ADD/DROP COURSES option from the Main Menu.
- You cannot add or drop courses after the add/drop period has ended. If you wish to withdraw from a course you will need to contact the Registrar’s Office. Forms for course withdrawal can be found in the Registrar’s Office or online under Admissions --> Forms.
Coastal Alabama Community College uses Canvas to facilitate learning in an online format. All online, hybrid, and web-enhanced classes are offered through this learning management system. To login to Canvas, click on the link for Student Login on the top of the Coastal Alabama homepage (www.CoastalAlabama.edu).

During the first week of class, please make sure you read all information in the Course Overview module and complete all required discussion board entries, assignments, and quizzes.

Most Internet classes require assignments to be completed with Microsoft Office 2010 or higher (Word, Excel, PowerPoint) unless specific software requirements are noted for each course.

**Respondus LockDown Browser**

All tests, with the exception of the Syllabus Quiz, will be taken in Respondus LockDown Browser. Respondus LockDown is a secure browser for taking tests in Canvas. It prevents you from printing, copying, going to another URL, or accessing other applications during a test. If a Canvas test requires that Respondus LockDown Browser be used, you will not be able to take the test with a standard web browser. Respondus LockDown Browser should only be used for taking Canvas tests. It should not be used in other areas of Canvas.

Students must download LockDown Browser onto any computer where the exam will be taken. Please follow the link provided below to download LockDown Browser. Questions? Please see the Respondus Quick Start Guide (PDF Format) before contacting the Helpdesk for assistance.

**Installing the Respondus LockDown Browser - Windows Computers**

To install Respondus LockDown Browser, navigate to www.CoastalAlabama.edu/OnlineEducation.

Scroll down to “Installing Respondus LockDown Browser” and click on the installation link. During installation, select Yes if prompted to accept programs from Respondus. Follow the on-screen instructions to complete the installation.

**Installing the Respondus LockDown Browser - Mac Computers**

To install Respondus LockDown Browser, navigate to www.CoastalAlabama.edu/OnlineEducation.

Scroll down to “Installing Respondus LockDown Browser” and click on the installation link.

**Minimum Computer Specifications**

**Mac Computers:**
- MacOS X 10.6
- 6 Mbps or higher recommended
- Sound Card; Speakers
- Web Camera
- Microphone
- Current Web Browser
- Microsoft Office 2010 or higher (required)

**Windows Computers:**
- Windows 7 or higher
- 6 Mbps or higher recommended
- Sound Card; Speakers
- Web Camera
- Microphone
- Current Web Browser
- Microsoft Office 2010 or higher (required)

**Minimum Computer Skills Required**

**Basic Skills**
- Turn on and shut down a computer
- Install and uninstall software
- Copy a file from your computer to a USB drive or external device
- Save files to your computer, a USB drive or an external device
- Find, copy, move, rename, and delete files
- Perform routine maintenance on your computer such as updating anti-virus software
- Log in to a system using a username and password

**Word Processing**
- Create, save, and open documents in a word processing software program
- Cut, copy, and paste text
- Change paragraph formatting, indentation, and alignment
- Change margins and tabs
- Create a bulleted and numbered list
- Insert a header and footer into a document

**Communications**
- Understand proper online etiquette while chatting
- Participate in online discussions and forums

**Web Browsing**
- Open a web address
- Use a search engine (examples: Google, Yahoo, etc.)
- Identify sites with relevant information and bookmark those sites
- Maintain recent versions of a web browser by downloading latest version (updates) from the Internet
- Ability to update Java applets

**E-Mail**
- Create a new message
- Attach files to a message
- Send a message to multiple addresses simultaneously
- Reply to and forward messages
- Save messages into folders

**Internet Class Assistance**

Coastal Alabama Community College’s Technology Services Helpdesk provides students a service for assisting with questions for all Internet courses. Internet courses include all online, hybrid and web-enhanced courses. You may choose from multiple assistance options to resolve your eLearning needs.

**Call to report a problem:** 251-580-4900 or 800-231-3752

**Create an electronic ticket for assistance:**
http://helpdesk.CoastalAlabama.edu

**Help Desk Hours of Operation:** 24/7

**NOTICE REGARDING INTERNET CLASSES**

If you are not proficient with these terms or skills, you should expect extreme challenges using the technology required in an Internet course. It is strongly recommended that you become proficient with these skills before taking an Internet course. Instructors are not required to explain minimum skills.
**ADA - AMERICANS WITH DISABILITIES ACT** The ADA provides civil rights protection to people who are considered disabled. Compliance with the Americans with Disabilities Act is a priority of Coastal Alabama Community College. Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Questions or concerns regarding this Act should be directed to the campus ADA Coordinators. Those contact numbers can be found on page 5. The contact number can be found on page 18.

**ADDRESS CHANGES** Forms to change residence or mailing addresses are available from the Registrar and Admissions Office and are available on the website. It is the student’s responsibility to keep information current by informing the College when such items change.

**ADVISORS:** Faculty members assigned from an academic department in which a student’s declared major resides. If a student’s major is “undeclared,” he or she will be assigned a faculty advisor in one of the instructional departments. Appointments can be made by calling the advisor’s office number. Counselors and advisors are also available in the Student Development Offices.

**ACCUPLACER PLACEMENT INVENTORY** An objective test given to students to help in establishing placement in English, Reading, and Mathematics classes.

**ASSOCIATE IN ARTS DEGREE** An “AA” degree is a program of study in preparation for advanced studies to receive a Bachelor’s degree.

**ASSOCIATE IN SCIENCE DEGREE** An “AS” degree is a program of study in preparation for advanced studies to receive a Bachelor’s degree.

**ASSOCIATE IN APPLIED SCIENCE DEGREE** An “AAS” degree is a technical program of study.

**CATALOG YEAR:** The catalog containing the programs of study under which the students may meet graduation requirements. New students are automatically assigned the catalog year they enter.

**COMPUTER LABS** Computer labs are available for student use on all campuses. Contact the Academic Affairs Office for a list of labs.

**CO-REQUISITE:** A course that must be taken at the same time as the course for which the co-requisite is required.

**CREDIT HOURS:** One credit is awarded for each 15 lecture hours of instruction, 30 lab hours, or appropriate combinations of lecture and lab hours. Example: a 3-credit English class meets 45 lecture hours during the semester.

**DEAN’S LIST:** List of full-time students who have earned a GPA of 3.5 or better in all qualifying classes. Developmental and remedial courses do not qualify.

**DEVELOPMENTAL COURSES** All classes numbered below 100 are considered developmental and are not considered for transfer credit or graduation credit. ACT scores, high school GPA, or the ACCUPLACER test may be used in determining placement in these courses.

**DROP/ADD** Period of time during which students may make schedule adjustments.

**FERPA** The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

**FULL-TIME STUDENTS** Students who take twelve (12) credit hours or more each Fall and Spring semester are considered full-time and therefore qualified for such entitlement programs as the Pell Grant and VA. Persons taking less than twelve (12) credit hours during any semester are classified as part-time students.

**GRADE POINT AVERAGE (GPA)**

- **SEMI-TERM:** The average (the number of quality points earned divided by the number of hours taken) of all hours attempted during any one semester.
- **CUMULATIVE:** The average (the number of quality points earned divided by the number of hours taken) of all hours attempted at the College.

**HYBRID CLASSES** These classes have face-to-face meetings on a designated campus as well as online sessions. The online portion uses a course management software system (currently Canvas). A complete list of requirements for the online skills required is included in this publication.

**INTERNET CLASSES** These classes are taken over the Internet using a course management software system (currently Canvas). A complete list of requirements for the online skills required is included in this publication.

**NONDISCRIMINATION POLICY** It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person in shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment.

**PARKING** Complete traffic and parking regulations are found in the College Catalog and the Student Handbook. All students are required to purchase a parking decal. There is a $20.00 non-refundable fee for decals. Decals are valid from fall through summer semesters.

**PART-TIME STUDENTS** Students who take less than twelve (12) credit hours each Fall and Spring semester are considered part-time students.

**PREREQUISITE** Requirements that must be met before a class may be taken.

**PRESIDENT’S LIST** Full-time students who have earned a GPA of 4.0 on all qualifying courses.

**SEMESTER** A semester system divides the school year into fall and spring semesters, plus a summer term.

**STARS** Statewide Transfer Articulation and Reporting System Agreement.

**WEB ENHANCED** All Coastal Alabama classes are web-enhanced. This means instructors may use Canvas to electronically post course syllabi, lecture notes, and alternative assignments. Some classwork on the computer may be required. Students enrolling in these courses must have access to a computer that meets the criteria listed in this publication. Students may use computer labs to access and complete course information.
WITHDRAWALS:
Students may withdraw from class or the College any time prior to the last day of class before any final exams start for any semester or term. To withdraw from class or the College, students must complete the online withdrawal form located on the Registrar page of the Coastal Alabama Community College website.

Students who complete the withdrawal process prior to the deadline will be assigned a grade of “W”. However, a grade of “F” will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College’s official withdrawal procedure.

COLLEGE CAMPUSES AND SITES ADDRESSES

**Bay Minette Campus**
1900 U.S. Highway 31 South
Bay Minette, Alabama 36507

**Atmore Campus**
6574 AL Highway 21 North
Atmore, Alabama 36502

**Brewton Campus**
220 Alco Drive
Brewton, Alabama 36426

**Brookley Field (Alabama Aviation Center)**
1975 Avenue C
Mobile, Alabama 36615

**Fairhope Campus**
440 Fairhope Avenue
Fairhope, Alabama 36532

**The Academy at the Fairhope Airport**
8600-B County Road 32
Fairhope, Alabama 36532

**Jackson Site**
235 College Avenue
Jackson, Alabama 36545

**Life Tech Institute**
2117 Bash Road
Thomasville, Alabama 36784

**Gilbertown Campus**
251 College Street
Gilbertown, Alabama 36908

**Gulf Shores Campus**
3301 Gulf Shores Parkway
Gulf Shores, Alabama 36542

**Monroeville Campus**
2800 South Alabama Avenue
Monroeville, Alabama 36460

**North Baldwin Center for Technology**
605 W Hurricane Rd
Bay Minette, Alabama 36507

**South Baldwin Center for Technology**
19200 Carolina Street
Robertsdale, Alabama 36567

**Thomasville Campus**
30755 US Highway 43
Thomasville, Alabama 36784
ADVISING & COLLEGE TRANSFER INFORMATION

ACADEMIC ADVISING

Each student at Coastal Alabama Community College is assigned a faculty advisor who will assist in course selection, academic and career goals and more. In addition, students have access to counselors and advisors through the Student Development Offices.

Faculty advisors are listed on degree plans through the myCA Student Account portals. An advisor directory can be found online at www.CoastalAlabama.edu in the back of the current edition of the College Catalog & Student Handbook.

Students enrolled in a Career Technical Program or Allied Health Program are encouraged to meet with their faculty advisors to ensure they register for the correct courses. Many of these programs have a Course Rotation Guide to assist students throughout the program.

Allied Health and Nursing Programs

Students applying for any of the Allied Health or Nursing Programs have separate admission criteria into those programs. Meeting minimal requirements does not guarantee acceptance into these programs due to the competitive demand for students. In addition, the Nursing Department hosts a series of advising sessions for students entering the program. Refer to the College’s website for the list of Nursing Advising dates or call 251-580-2257 or 1-800-381-3722.

Student Development Offices and the Student Success Centers

The purpose of the Student Success Centers is to provide learning support services and resources to students and to provide instructors and student development staff with support for retention efforts. These services and resources include but are not limited to the following:

- Referral of students to Student Support Services for tutoring and/or services
- Referral of students to the school counselor, student development office, or other persons for requested academic and support services
- Instruction on the use of online student accounts and computer tutorials
- Online supplemental instruction and resources for coursework
- Coordinating and providing a location for the meeting of study groups, seminars and tutorial sessions
- Identification and contact of at-risk students

PLANNING TO TRANSFER AFTER ATTENDING COASTAL ALABAMA?

USE THE STATEWIDE TRANSFER & ARTICULATION REPORTING SYSTEM (STARS)

STARS is a web-accessible database system which provides guidance and direction for prospective transfer students from two-year colleges to four-year universities in Alabama.

Why visit STARS?

STARS is the statewide articulation agreement between the two-year colleges and four-year universities in Alabama that ensures the transferability of your courses to universities across the State.

How do you reach STARS?

Scroll over “Students” in the top tab bar of the Coastal Alabama website (www.CoastalAlabama.edu), and click “STARS.”

What do you do once you have reached STARS?

Select the Enter STARS Site button. Follow the instructions for viewing and printing your Transfer Guide. Fill out the information and check the requirements for your major at your university. Don’t forget to fill out and sign the Area V page from the university of your choice.

Why should you check out STARS?

You can print a copy of the contract between you and the university that is a guarantee of credit acceptance.

Who should check out STARS?

Anyone who plans to transfer to a university in the State of Alabama.

How often should you check STARS?

As often as you like, as often as you change your major, and/or as often as you change your mind as to where you wish to transfer.

What do you do after STARS?

Keep the copy of every contract for every university in which you are interested.

What about when you get to your university?

Check with your transfer advisor. If you have any problems with courses transferring, review your STARS Guide and work with your advisor at the university.

www.gettheguide.net

The Navigator
COURSE SCHEDULE LEGEND

WHILE REVIEWING COURSE OFFERINGS, USE THE KEY BELOW TO UNDERSTAND ABBREVIATIONS FOR CLASSES.

Days:
M - Monday T - Tuesday W - Wednesday TH - Thursday F - Friday S - Saturday

CAMPUS BUILDINGS AND ROOMS

Atmore
ADM/Admin.................Administration Building
MC..........................See Class Details
NUR.......................Nursing (Building B, C)

Bay Minette
A..................................Wallace Hall
BRANCH/B..................Branch Building
C..................................Stone Hall
DL.............................Dental Laboratory
G..................................Sibert Gym
L..................................Library
PAC............................Performing Arts Center
S..................................Trammell Hall
SBI............................Memorial Hall
T..............................Tyson Technology Center
NBCT.....................North Baldwin Center for Technology
SBCT....................South Baldwin Center for Technology

Brewton
CTT..........................Center for Telecommunications
FAC..........................Fine Arts Center
GYM..............................Gymnasium
Hines..........................Hines Hall
Neal..........................Neal Colonial Center
Park..........................Park
Pate..........................Pate Hall
SC..............................Student Center
Wal..........................Wallace Hall

Brookley Field
BF..............................Brookley Field

Gulf Shores
P......................Administration/Classroom Building,
H......................Hospitality and Tourism Center,
SHOP..................Shop Building

Jackson/Gilbertown
Jackson....................Jackson Center
GIL..........................Gilbertown

Monroeville
Adm..........................Wallace Administration Building
LIB..........................Forte Library
NUR..........................Nursing
SCI..........................Science
WF..............................Workforce

Thomasville
Adm..........................Administration Building
1100..................Nursing Building
1300..................Industrial Engineering Technology
4000..................AIDT Manufacturing Tech Institute
6000..................Welding Technology
6000..................Pat Lindsey Cosmetology Bldg
7000..................Paper and Chemical Technology Bldg

*Other than student athletes, any student can take online courses that are coded with North, South or East designations. For instance, a Biology class with a course number of BIO103 WN901 means that the Biology course is an internet course that is coded North. But, any student can take that class, except for student athletes in the South (Sun Chiefs) and East (Warhawks) area. The designations for North, South and East are only applicable to student athletes who must take their classes within a specific campus region per NJCAA regulations.
ADULT EDUCATION SERVICES

The GED® Program is Here!

Here at Coastal Alabama Community College, we’re excited to offer you the GED® program and an opportunity of a good job with good wages. Learn more below or sign up today at www.GED.com.

What is the GED® Program?

You have more than a test. You’ll have access to MyGED™ -- your online portal to sign up, study, schedule, check scores, and learn about jobs and college.

What is MyGED™?

MyGED™ is your start-to-finish tool for the GED® program. It is flexible, convenient and is the support you need before and after the GED® test. Built with you in mind, MyGED™ helps you take control of your life and your future. Register today. Get started now at www.GED.com.

How do I register?

Registration is simple. Sign up for MyGED™ at www.GED.com, and you will receive information about policies, how to request modified testing conditions (accommodations), or schedule right then.

When can I schedule?

Scheduling is available 24 hours a day, 7 days a week with MyGED™ at www.GED.com. Log in and click on “Schedule Test” at the top. Once you complete the scheduling questions, you’ll be directed to choose your language, subject, and the day and time that works for you to test. You can also schedule one test at a time to make sure you feel prepared every time.

Is there a fee to take the test?

You can pay as you go with the GED® test. This means you can pay for each subject individually or when you are ready to test. Contact Coastal Alabama Community College’s Adult Education Offices to determine the fee per subject or total cost.

For more information:

Contact the Adult Education Office using the numbers listed on page 5.

Free GED Preparation Classes at more than 30 locations

Coastal Alabama Community College has locations across eight counties to prepare students to take the GED test. The classes are free and are offered during the day and night.

Coastal Alabama - Bay Minette
Adult Education Center
251-580-2105 or 251-580-2230

Bay Minette Building Construction I
South Baldwin Center for Technology

Bay Minette Building Construction II

Daphne Library - Daphne
251-990-0427

Foley High School - Foley

Goodwill Easter Seals - Spanish Fort

Coastal Alabama - Gulf Shores Campus
251-968-3122 or 251-580-2105

Jobs Exploration - Loxley

Pine Grove C.M.E. Church - Daphne

Silverhill Baptist Church - Silverhill

Calvary Baptist Church ESL - Foley

Central Baldwin E L Civics ESL - Silverhill

EL Civics - Gulf Shores

Fairhope IEL/CE - Fairhope

Coastal Alabama - Gilbertown Campus
251-843-5265

Coastal Alabama - Thomasville Campus
Ella Bell Adult Education Center
334-636-9642

Coastal Alabama - Jackson Center
251-246-0010

Coastal Alabama - Life Tech Institute
Thomasville
334-636-0864

Clarke County High School - Grove Hill
Technology Building

Coffeeville Town Hall - Coffeeville

Coastal Alabama - Monroeville Campus
251-577-5356

Rockwood Apartments - Monroeville

Wilcox Works - Camden

Yellow Bluff Town Hall - Pine Hill

GED Testing Locations

Coastal Alabama Community College’s Atmore, Bay Minette, Brewton, Monroeville, and Thomasville Campuses.