NAVIGATOR

COASTAL ALABAMA
COMMUNITY COLLEGE

TABLE OF CONTENTS

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.

SPRING 2023 ACADEMIC CALENDAR

January	3	Tuesday	Tuition & Fees Due - Full Term & Term I
	9	Monday	First Day of Class - Full Term, Term I, & Aviation Term A
	9-12	Monday - Thursday	Drop/Add - Full Term & Term I
	16	Monday	Martin Luther King Jr. Day (College Closed)
February	9	Thursday	Last Day to Withdraw - Aviation Term A
	10	Friday	Last Day of Class - Aviation Term A
	13	Monday	First Day of Class - Aviation Term B
	20-21	Monday - Tuesday	Mardi Gras Holiday (No Classes)
March	1	Wednesday	Last Day of Class - Term I
	1	Wednesday	Last Day to Withdraw - Term I
	2 & 6	Thursday & Monday	Final Exams - Term I
	7	Tuesday	First Day of Class - Term II
	7-8	Tuesday - Wednesday	Drop/Add - Term II
	16	Thursday	Last Day to Withdraw - Aviation Term B
	17	Friday	Last Day of Class - Aviation Term B
	20-24	Monday - Friday	Spring Break (No Classes)
	27	Monday	First Day of Class - Aviation Term C
April	7	Friday	Good Friday (College Closed)
	27	Thursday	Last Day to Withdraw - Aviation Term C
	28	Friday	Last Day of Class - Aviation Term C
May	1-2	Monday - Tuesday	Aviation Comprehensive Exams
	2	Tuesday	Last day of Class - Full Term & Term II
	2	Tuesday	Last Day to Withdraw - Full Term & Term II
	3-4	Wednesday - Thursday	Final Exams - Term II
	3-5, 8-9	Wednesday - Friday, Monday - Tuesday	Final Exams - Full Term
	11	Thursday	Graduation (Monroeville & Brewton Campuses)
	12	Friday	Graduation (Bay Minette Campus

Changes in the Academic Calendar may be made without prior notice. Check the website for updated information.

CONTACT INFORMATION FOR COLLEGE-WIDE SERVICES

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

Office Name	Email	Office Number
Admissions	admissions@coastalalabama.edu	251-580-2111
Advising	advising@coastalalabama.edu	251-580-4925
Alabama Aviation Center	mark.sloan@coastalalabama.edu	251-580-4930
ADA Office	ada@coastalalabama.edu	251-580-2109
Bookstore	bookstore@coastalalabama.edu	251-580-2211
Business Office	businessoffice@coastalalabama.edu	251-580-2217
Financial Aid	financial_aid@coastalalabama.edu	251-580-2151
Instruction	instructionalservices@coastalalabama.edu	334-637-3156
Placement Testing	testing@coastalalabama.edu	251-580-4925
Student Records/Registrar	registrar@coastalalabama.edu	251-580-2227
Technology Services Help Desk	helpdesk@coastalalabama.edu	251-580-4900
Veterans Affairs	veterans@coastalalabama.edu	251-580-2292

CONTACT INFORMATION 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.

Office Name		Bay Minette	Brewton	Gilbertown	Monroeville	Thomasville
Adult Education	adulted@coastalalabama.edu	251-580-2105	251-368-7633	251-843-4424	251-575-8274	334-637-3181
Athletics	daniel.head@coastalalabama.edu	251-580-2122	251-809-1551	-	251-575-8259	-
Housing	housing@coastalalabama.edu	251-580-2121	251-809-1615	-	-	-
Library	library@coastalalabama.edu	251-580-2145	251-809-1584	251-843-5265	251-575-8207	334-637-3147
Nursing	nursingprogram@coastalalabama.edu	251-580-2257 or 251-990-0434	251-809-1600	-	251-575-8285	251-575-8285
Student Support Services	sss@coastalalabama.edu	251-580-2106	251-809-1509	-	251-575-8290	251-575-8290
Upward Bound		-	-	251-843-5265	251-575-8388	334-637-3155
Talent Search Program		-	-	-	-	334-637-3223

MISSION STATEMENT

Coastal Alabama Community College invests in the success of ALL students, provides excellence in teaching and learning, and advances community development.

MISSION STATEMENT

To facilitate connections for ALL to thrive.

STRATEGIC DIRECTIONS

- Deliver Relevant Programs with Innovative Instruction
- Commit to and Believe in Student Success
- Expand and Strengthen Relationships to Support Our Students and Communities
- Be a Responsible Steward of Resources to Maximize Opportunities
- Unify Globally, Celebrate Locally

INSTITUTIONAL VALUES

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

ACCREDITATION

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, Suite 1400, Atlanta, GA 30326, 404 975-5000

ALABAMA BOARD OF NURSING
RSA Plaza, Suite 250, 770 Washington Avenue, Montgomery, AL 36130-3900, 334-242-4060
www.abn.alabama.gov

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
9355 113th St. N., #7709 Seminole, FL 33775, 727-210-2350

COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS (CAAHEP) – PARAMEDIC
9355 113th St. N., #7709 Seminole, FL 33775, 727-210-2350

ALABAMA DEPARTMENT OF PUBLIC HEALTH OFFICE OF EMERGENCY MEDICAL SERVICES
201 Monroe Street, Montgomery, Alabama 36104, 334-206-5383, Fax: 334-206-5260

AMERICAN VETERINARY MEDICAL ASSOCIATION (AVMA) COMMITTEE ON VETERINARY TECHNICIAN EDUCATION AND ACTIVITIES (CVTEA)
1931 North Meacham Road, Schaumburg, IL, 60173, 800-248-2862 ext 6624

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

LICENSURE:

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.)

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 an Alabama Community College System institution within five years of high school graduation
- Students with a 2.75 cumulative high school GPA **AND** an A, B, or C in English IV and Algebra II or higher Math (Within the last 5 years and provided official high school transcript)
- 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 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 more information.

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

testing@coastalalabama.edu

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:

- 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 discusion 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 a College-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. Excused absences are subject to verification and may include, but may not be limited to the following: active military duty, jury duty, and other as approved by the Dean of Student Services. Specific attendance requirements will be indicated in all course syllabi.

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).

Withdrawal Policy

Students may withdraw from class or the College any time prior to the start of final exams during any semester or term. To withdraw from a class, students must login to their OneACCS account and withdraw. To withdraw from **all** classes, students must complete the online withdrawal form located on the Registrar page of the 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.

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 by the first day of final exams of the following 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. A grade of "IP" is only assigned to Dual enrollment students in year-long courses.

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 online at www.coastalalabama.edu/transcripts.

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.

ALL COURSE GRADES

All courses (Not Including Nursing) are assigned grades as follows:

A	Excellent	90-100
B	Good	80-89
C	Average	70-79
D	Poor	60-69
F	Failure	below 60
W		Withdrawal
I		Incomplete
C		Non-Credit
AU		Audit
IP		In Progress

NURSING COURSES GRADES ONLY

Nursing courses grades are assigned as follows:

A	Excellent	90-100
B	Good	80-89
C	Average	75-79
D	Poor	60-74
F	Failure	below 60
W		Withdrawal
I		Incomplete
C		Non-Credit
AU		Audit

FINANCIAL AID

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: **www.StudentAid.gov. For Spring 2023, students need to use the 2022-2023 FASFA application found at www.studentaid.gov.**

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 OneACCS account at **www.coastalalabama.edu/students**. 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: **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 **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.

Coastal Alabama Community College uses a Census date to determine Pell Grant eligibility. The Census date refers to the point at which your enrolled credit hours are locked for Pell Grant purposes. The Census date does not apply to other forms of federal financial aid (loans, SEOG, etc.). Below is a list of Census dates by term:

Spring 2023: January 24, 2023

The classes which you are registered for at 11:59 p.m. (Central Time) on the Census date will determine Pell Grant eligibility, so register early. Credit hours added after the census date cannot be used to increase Pell Grant. Term 2 classes must be registered for prior to the census date, unless a student is just is starting after the census date for Term 2.

Financial Aid Satisfactory Academic Progress (SAP) Policy

Federal financial aid includes Pell Grant, Work Study, Supplemental Educational Opportunity Grant, Stafford Subsidized, Unsubsidized or Plus Loans. Students receiving an Alabama Student Assistance grant must also make satisfactory academic progress toward completion of a degree or certificate. The minimum qualification for satisfactory academic process that a student needs to maintain can be found at **www.coastalalabama.edu/admissions-aid/financial-aid/financial-aid-policies.**

FINANCIAL AID

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 **www.studentaid.gov**.
- Students are required to do exit loan counseling when no longer enrolled as a condition for receiving direct student loans.

NOTE: For additional loan information, visit: **www.studentaid.gov** and **www.coastalalabama.edu/financialaid**.

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 **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 **www.coastalalabama.edu/scholarships.**

COASTAL ALABAMA COMMUNITY COLLEGE HAS ALABAMA'S LOWEST TUITION.

Tuition Due Dates
Tuition is due by January 3, 2023 at 2:00 p.m.

Tuition & Fees Breakdown
In-state fees include:
- $125 per credit hour Tuition
- $9.00 per credit hour Technology Fee
- $9.00 per credit hour Facility Renewal Fee
- $10.00 Special Building Fee
- $1.00 Bond Reserve Fund fee
- $10.00 ACCS Enhancement Fee
- *$35.00 High Tech Lab Fee (Aviation Only)*

Out-of-state fees include:
- $250.00 per credit hour Tuition
- $9.00 per credit hour Technology Fee
- $9.00 per credit hour Facility Renewal Fee
- $10.00 Special Building Fee
- $1.00 Bond Reserve Fund fee
- $10.00 ACCS Enhancement Fee
- *$35.00 High Tech Lab Fee (Aviation Only)*

*Depending on the program or course, a student may also be required to purchase certain necessary tools and supplies. For students entering into programs and pathways participating in the Coastal Books+ program, an additional fee of $24 per credit hour will be assessed. Learn more at www.coastalalabama.edu/coastalbooksplus.

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), Lauderdale (MS) and Wayne (MS).

How to Pay Tuition
Coastal Alabama Community College accepts e-check and debit and/or 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.

In-State Tuition & Fees

Credit Hours	In-State
1	$164.00
2	$328.00
3	$492.00
4	$656.00
5	$820.00
6	$984.00
7	$1,148.00
8	$1,312.00
9	$1,476.00
10	$1,640.00
11	$1,804.00
12	$1,968.00
13	$2,132.00
14	$2,296.00
15	$2,460.00

Subject to change

Out-of-State Tuition & Fees

Credit Hours	Out-of-State
1	$289.00
2	$578.00
3	$867.00
4	$1,156.00
5	$1,445.00
6	$1,734.00
7	$2,023.00
8	$2,312.00
9	$2,601.00
10	$2,890.00
11	$3,179.00
12	$3,468.00
13	$3,757.00
14	$4,046.00
15	$4,335.00

Subject to change

Tuition Payment Plan
Coastal Alabama Community College has a tuition payment plan for those needing assistance. Through these plans the student pays at least one-half of the total term charges plus a $40 enrollment fee no later than the tuition payment deadline for the current semester registration. The payment plan can be setup through the students OneACCS portal under the Student Account Center.

Failure to meet the terms of this agreement may entitle Coastal Alabama Community College to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance is paid in full (including all attorney fees, legal expenses, and other collection costs). A Collection Fee up to 30% will be added to the balance due after 90 days by the collection company. Coastal Alabama Community College currently utilizes the services of Conserve and Williams & Fudge for collection of delinquent debt.

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 2023 CLASSES

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

Full Term Refund Dates (Withdrawal from the College)

Prior to First Class (January 8)... 100%
January 9 - January 13.................... 70% of tuition & other charges
January 14 - January 23................. 45% of tuition & other charges
January 24 - January 30................. 20% of tuition & other charges
After January 30 .... No refund

Term I Refund Dates (Withdrawal from the College)

Prior to First Class (January 8)... 100%
January 9 - January 12.................... 70% of tuition & other charges
January 13 - January 17................. 45% of tuition & other charges
January 18 - January 20................. 20% of tuition & other charges
After January 20 .... No refund

Term II Refund Dates (Withdrawal from the College)

Prior to First Class (March 6) 100%
March 7 - March 9............................ 70% of tuition & other charges
March 10 - March 14 .... 45% of tuition & other charges
March 15 - March 17 .... 20% of tuition & other charges
After March 17 .... No refund

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 refunds of tuition and/or fees 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. 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

Refunds are issued through Touchnet. Students can log into their OneACCS account to access Touchnet Bill and Payment. From there, they will be able to set up direct deposit.

Need further assistance from the Business Office?

Business Office – 251–580–2217 or businessoffice@coastalalabama.edu.

BARNES&NOBLE
COLLEGE

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 the Bookstore at the Bay Minette Campus or go online to coastalalabama.bncollege.com Students can choose to pick up books at the Bay Minette Campus or choose for them to be shipped to their home for a shipping charge.

☞BOOKS+

Our Coastal Books+ program gives you access to all of your course materials, no need to shop around!
- Receive all your course materials before the first day of class
- Save 35-50% on the cost of course materials each term
- Benefit from a highly personalized concierge service

Learn more at www.coastalalabama.edu/coastalbooksplus

BENEFITS OF USING COASTAL ALABAMA'S BOOKSTORE

IN-STORE AND ONLINE TEXTBOOK RENTALS Save an average of up to 50% when choosing to rent textbooks (books with access codes not eligible for rental). You have the option to purchase the rental at the end of the semester. A credit card is required to rent a textbook; however, the books can be paid for with Financial Aid.

RAPIDLY EXPANDING SELECTION OF E-BOOKS Barnes & Noble's free YUZU application provides E-Books in an engaging format that enhances the learning experience.

PAYMENT OPTIONS Financial Aid/Scholarships can be used as a payment tender on the Bookstore website and in-store, in addition to Credit/Debit Cards, PayPal and Barnes & Noble Gift Cards.

BUYBACK PROGRAM Books that the faculty plan to reuse for the next semester (that do NOT include an access code) will be eligible for up to 50 percent cash payout, up to needed inventories.

APPAREL AND MERCHANDISE We sell school spirit apparel, laptops/technology gadgets, and gifts for alumni, friends and family. These items are also available on the Bookstore website.

BARNES & NOBLE CAFE (Bay Minette Campus Only) Barnes & Noble Café proudly serves Starbucks beverages and a wide variety of breakfast items, sandwiches, pizzas and dessert. It is a popular place for students to gather to relax study and browse through the trade books while enjoying their favorite drinks.

LIBRARIES

AUSTIN R. MEADOWS LIBRARY
Location: Bay Minette Campus
251-580-2146

ATMORE CAMPUS LEARNING RESOURCES CENTER
Location: Atmore Campus
251-809-1584

AVIATION LEARNING RESOURCES CENTER
Location: Alabama Aviation Center
Brookley Field
251-580-4935 / 251-580-2159

LEIGH LIBRARY
Location: Brewton Campus
251-809-1584

GULF SHORES LEARNING RESOURCES CENTER
Location: Gulf Shores Campus
A106, Administration Building
251-580-2159

W. H. PAT LINDSAY LIBRARY
Location: Gilbertown Campus
251-843-5265

FAIRHOPE LEARNING RESOURCES CENTER
Location: Fairhope Campus
A5, Administration Building
251-580-2159

JOHN DENNIS FORTE LIBRARY
Location: Monroeville Campus
251-575-8207

KATHRYN TUCKER WINDHAM LIBRARY
Location: Thomasville Campus
334-637-3147

LIBRARY SERVICES AVAILABLE
- Access to over 140,000 books and 275,000 e-books
- Access to over 70 online databases with thousands of full-text articles
- Access to materials placed on reserve by instructors
- Assistance with course-specific assignments
- Basic assistance with Word, PowerPoint, and Excel
- Class tours and library orientation sessions
- A comfortable place to hang out and/or study between classes
- Information on proper citing and avoiding plagiarism
- Interlibrary loans for materials from other libraries
- Location to take make-up tests and proctored exams by appointment
- Research assistance from professional staff
- Multimedia presentation room
- Wired and Wi-Fi access to the campus computer network

COASTAL ALABAMA LIBRARY SERVICES ON CANVAS
The Library Services course page on Canvas provides a wealth of resources to meet your research needs. The Library Services course page offers 24/7 access to full-text library databases, e-books, and online periodicals (via Flipster) from wherever you can log onto Canvas. Links to the Library Services page can be found on your course page, your Dashboard, and All Courses. Also, be sure to check out the Libraries' Facebook Page at Coastal Alabama Libraries.

For further assistance, you may call one of our locations or email us at library@coastalalabama.edu.

SUCCESS COACHING
Tutoring, advising, and study skills guidance are available in each campus library through the Success Coaching program. Students may make appointments via library staff to meet with a success coach on their campus. Success coaching is currently available for math, writing, science, history, and study skills. Online students and students with an immediate need for assistance may utilize Tutor.com. Tutor.com may be found in the navigation panel of each Canvas course page.

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 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

To view the College's crime statistics and the Annual Security & Fire Safety Report, go to **http://www.CoastalAlabama.edu/safety**.

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

RAVE
MOBILE SAFETY

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.

	Username	Password
Student	Student Email Address	Email Password
Employee	Coastal Alabama Email Address	Email Password

SOCIAL MEDIA & HELPFUL APPS

@COASTALALABAMACC

@COASTALALACC

@COASTALALABAMACC

@COASTALALABAMACC
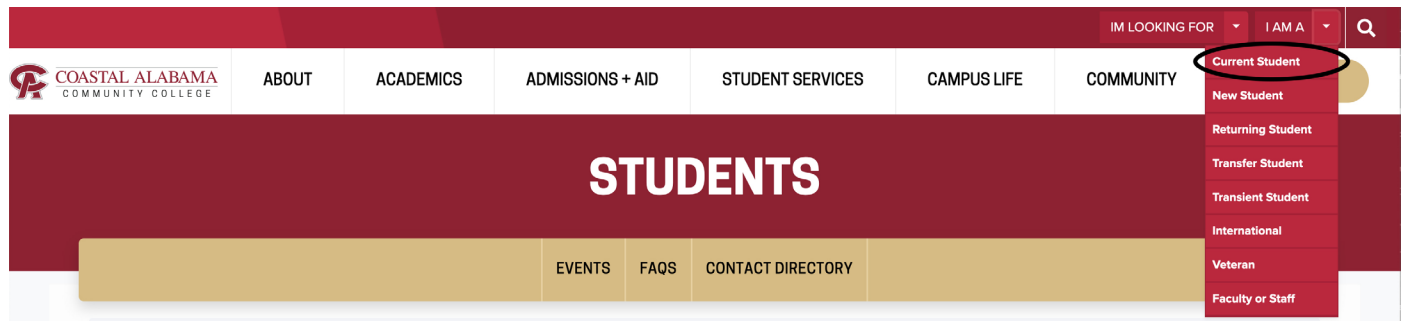
OUTLOOK
STUDENT EMAIL

CANVAS
ONLINE EDUCATION

ACCUPLACER
PLACEMENT TESTING

Download on the App Store

GET IT ON Google Play

OneACCS
One System. All Access.

- Click "I AM A" and select the "Current Student" link at the top of the Coastal Alabama homepage – www.coastalalabama.edu.

- Then, click on OneACCS. You will be taken to the OneACCS login page.
- Log in using your Coastal Alabama e-mail address and e-mail password.
  - When you click this link, you will see "Ellucian" at the top of the login portal.
- 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 have any questions or problems accessing your OneACCS Account, please contact the Technology Services Help Desk at 251-580-4900 or helpdesk@coastalalabama.edu.**

STUDENT EMAIL

- Click "I AM A" and select the "Current Student" 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 and password.

  - Your Coastal Alabama email address is included in the acceptance letter you recieved after a copy of your ID has been submitted and processed.
  - Your default email and Canvas password will be Coastal + your birthday in mmddyy format. Ex. If your birthday is July 4, 2000, your default email and Canvas password will be Coastal070400.
  - If you change this password, the new password becomes your password for both email and Canvas.

If you have any questions or problems accessing your Coastal Alabama student email account, please contact the Technology Services Help Desk at 251-580-4900 or helpdesk@coastalalabama.edu.

STUDENT LOGIN INSTRUCTIONS

ONLINE EDUCATION

The College uses Canvas to facilitate learning in an online format. All Online, Hybrid, Video Conferencing, and Traditional 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 "I AM A" and select the "Current Student" link at the top of the Coastal Alabama homepage – www.coastalalabama.edu.
2. Then, click on Canvas. You will be taken to the Coastal Alabama Canvas login page.
3. Enter your entire Coastal Alabama email address and password.
   ▪ Your default email and Canvas password will be Coastal + your birthday in mmddyy format. Ex. If your birthday is July 4, 2000, your default email and Canvas password will be Coastal070400.
   ▪ If you change this password, the new password becomes your password for both email and Canvas.

If you have any questions or problems accessing Canvas, please contact the Helpdesk at 251-580-4900 or helpdesk@coastalalabama.edu.

Free Services to Students

- Mental Health Counseling Referrals
- 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 or email ada@coastalalabama.edu.

Academic Advising

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. To learn more and schedule an advising appointment visit www.coastalalabama.edu/advising, email advising@coastalalabama.edu or call 251-580-4925.

Academic Transfer 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).

Mental Health Counseling Referrals

Coastal Alabama Community College Academic Counselors assist students with educational and occupational decisions, admissions, and advisement throughout their enrollment with the College. The intent is to provide assistance for continued student success.

As an integral part of the students' educational process, limited personal counseling services are available to assist students in achieving their educational goals. For more in depth needs, academic counselors are available to provide a network of referral resources which are qualified to provide in depth counseling services to students off campus. For assistance, please email counseling@coastalalabama.edu or call 251-809-1512.

Placement Testing

All entering students are assessed through a 3-level screening guideline process. Level 1 is ACT Placement: all students who have taken the ACT within the last 5 years must make sure their scores are on file with the Admissions Office. Level-2 Screening: (a) If students did not take the ACT test, (b) if students' scores are over 5 years old, or (c) if students' scores do not meet guidelines, then the students must make sure that the Admissions Office has their official high school transcript. Level 2 screening is based upon high school GPA and course of study. Level 3 Screening: if students do not meet placement requirements pursuant to the new guidelines for Level 1 and Level 2 screenings, then they will need to schedule a date to take the ACCUPLACER test. There is no charge for the first time students take the ACCUPLACER test. However, there is a $25 retest fee if a student wishes to challenge their test. Students must schedule a retest date any time after 6 weeks following their original test. However, students are limited to take the test only twice during their tenure at Coastal Alabama. All placement test results are valid for five years from the original or re-test date. To learn more, visit www.coastalalabama.edu/testing, email testing@coastalalabama.edu, or call 251-580-4925.

Student Support Services

The College offers many federally-funded programs to assist students on all of its campuses. Information on Student Support Services 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 (Monroeville & Thomasville) - 251-575-8290

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 2.0 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. Participants will receive peer mentoring.

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

OneACCS
One System. All Access.

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

1. Click "I AM A" and select the "Current Student" link at the top of the homepage.
2. Click on "OneACCS"
3. Login using your Coastal Alabama email address and email password.

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

Step 1 - Get Advised
- Our Advising Team is here to help you prepare for your next steps at Coastal Alabama.
- You can schedule an Advising Session by emailing advising@coastalalabama.edu.
- You can find your campus advisor at www.coastalalabama.edu/advising.

Step 2 - Get Online
- Go to www.coastalalabama.edu.
- Click "I AM A" and select the "Current Student" link at the top of the homepage.
- Click on "OneACCS"

Step 3 - Login Screen
- Login using your Coastal Alabama email address and email password.

Step 4 - Creating Your Schedule
- Follow the instructions on page 6 of the OneACCS Student User guide at www.coastalalabama.edu/oneaccs to sign up for classes.

Step 5 - Paying Your Tuition
- Once you complete your registration online, you may pay your tuition online. Once you have adjusted your schedule and submitted changes, then click on the Student tab again then navigate to Student Account, and follow through the Payment Processing link to pay your tuition.
- 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 6 - Dropping and Adding
- After your tuition has been paid, if you wish to adjust your schedule please see page 17 of the OneACCS Student User Guide.
- You cannot add or drop courses after the add/drop period has ended. If you wish to withdraw from a course you can do so in your OneACCS account.
- If you wish to withdraw from **ALL** courses in which you are currently enrolled, you must complete the Total Withdrawal Form located on the Student Records/Registrar page of the website.

If you have any questions or problems accessing your OneACCS Account, please contact the Help Desk at 251-580-4900 or helpdesk@coastalalabama.edu.

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, select "Current Student" from the "I AM A" drop-down menu 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 2016 or higher (Word, Excel, PowerPoint) unless specific software requirements are noted for each course.

Honorlock

Honorlock is a secure browser extension 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 Honorlock be used, you will not be able to take the test without the Chrome Extension. Honorlock should only be used for taking Canvas tests. It should not be used in other areas of Canvas.

Students must install the Honorlock Chrome Extension onto any computer where the exam will be taken. Please follow the link provided below to install the Honorlock Chrome Extension.

Installing Honorlock Chrome Extension

Prior to starting your exam, you must install the Honorlock Chrome Extension.

1. Visit https://static.honorlock.com/install/extension to check if the extension is already installed. If not, you will be prompted to install the extension.
2. Review Honorlock's Terms of Service and Privacy Policy. Once ready, select I agree and then click **Add Extension**.
3. A new tab will open with the Google Chrome Store. Click **Add to Chrome** to add the extension to your chrome browser.
4. A small pop-up will ask you to confirm your selection. Click **Add Extension** to proceed with adding the Honorlock Extension.
5. Once completed, you will see the Honorlock logo in the upper right hand corner of your chrome browser.

Minimum Computer Specifications

Operating System Options
- Windows 10
- MacOSX 10.13 and higher
- ChromeOS 84 and higher

Web Browser Options
- Chrome 84 and higher (Required for exams)
- Firefox 76 and 77 (Extended Releases are not supported)
- Edge 81 and 83
- Safari 12 and 13 (Macintosh only)

You should always use the most current version of your preferred browser. Your browser will notify you if there is a new version available.

Internet Speed
- 1.5 Mbps download, 750 Kbps upload

Students will need the following devices for their computers:
- Speakers (internal or external)
- Microphone (internal or external)
- Web Camera (internal or external)

For best performance, it is recommended to use a computer that is **five years old or newer** with at least **1GB of RAM**. Internet service is recommended at **6 mbps (download speed) or higher**.

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

Online 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

Create an electronic ticket for assistance:
www.coastalalabama.edu/helpdesk

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 Address changes can be made in a student's OneACCS account or by written request. It is the student's responsibility to keep information current by informing the College when such items change.

ADVISORS: Each student at Coastal Alabama Community College has access to an 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 Services Office. You can schedule an Advising Session by emailing advising@coastalalabama.edu, or you can find your Advisor's email address by campus at www.coastalalabama.edu/registration.

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.

ACCUPLACER PLACEMENT INVENTORY An objective test given to students to help in establishing placement in English 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 Helpdesk 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: Semester hours of credit are based on the average number of hours of weekly interaction during a 15-week period for Fall and Spring semesters and 10 weeks during a Summer term. See the Catalog for more information.

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.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY Federal regulations require all students receiving federal financial aid to make satisfactory academic progress toward completion of a degree or certificate. Federal financial aid includes Pell Grant, Work Study, Supplemental Educational Opportunity Grant, Stafford Subsidized, Unsubsidized or Plus Loans. Students receiving an Alabama Student Assistance grant must also make satisfactory academic progress toward completion of a degree or certificate. The minimum qualification for satisfactory academic process is for a student to maintain a 2.0 grade point average and pass 67% of the courses that a student registers for. For more information, visit http://www.coastalalabama.edu/financialaid/financial_aid_policies/

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)
  SEMESTER: 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.

HELPFUL FACTS AND COLLEGE POLICIES

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. Students can withdraw from a class in their OneACCS account. To withdraw from the College, students must complete the online withdrawal form located on the Student Records/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

Foley Career & Technical Facility
19812 Underwood Rd.
Foley, Alabama 36535

Jackson Center
235 College Avenue
Jackson, Alabama 36545

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
505 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

ACADEMIC ADVISING

Each student at Coastal Alabama Community College has access to an 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 Services Office. You can schedule an Advising Session by emailing advising@coastalalabama.edu, calling 251-580-4925, or you can find your Advisor's email address by campus at www.coastalalabama.edu/advising.

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 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 a college counselor 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

Degree Works

Degree Works is a Web-based tool for students to monitor their academic progress toward degree completion. Degree Works allows students and their advisors to plan future academic coursework. Learn more at **www.coastalalabama.edu/student-services/student-development-faqs/**.

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. Learn more at **www.gettheguide.net**.

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?

Select "Current Student" from the "I AM A" drop-down menu at the top 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 you 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.

COURSE SCHEDULE LEGEND

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

Days:

M - Monday   T - Tuesday   W - Wednesday   R - Thursday   F - Friday   S - Saturday

CAMPUS BUILDINGS AND ROOMS

Atmore - AT
A.. Administration Building
B..Building B
C..Building C
D..Building D
E...Building E
G..Building G
H..Building H

Bay Minette - BM
ABE ....Adult Education
A.. Administration Building
B...Business Center
C.. Stone Building
D...Dental Lab
E...Student Center
F..Fort Cruse
G...Gymnasium
L...Austin R. Meadows Library
M.. Memorial Hall
P.....................................Performing Arts Center
S...Trammel Building
T...Allied Health Building
X.. Coastal Alabama Grill
SUNC..Sun Chief Hall
THMP..Thompson Hall

NB.......................North Baldwin Center for Technology
SB.......................South Baldwin Center for Technology

Brewton - BR
B...Wallace Building
C..................................Science/Student Center
D...Pate Hall
F ....Fine Arts Center
G.....................................Brewton Gymnasium
H... Hines Hall
L..Leigh Library
N...Neal Building
P.....................................Patterson Auditorium
T ....Ctr Telecomm. Tech

Alabama Aviation Center at Brookley Field - BF
AAC .... Brookley Field Aviation Center

Fairhope - FH
FHACAD...Fairhope Academy
A.. Administration Building
B.. Bell Building
C.. Clern Building
D... Dahlgren Hall
E.. Centennial Hall
F .... Fowler Science Building
G....................................... Gaston Building
H....................................Halstead Amphitheater
J .... John Borom SAH
T ....Thomas Art Building

Foley - FO
FO ....Foley Career & Technical Facility

Gulf Shores - GS
A.. Administration Building
B..Hospitality Building

Gilbertown - GT
A.. Administration Building
B.................W. H. Pat Lindsay Library/Adult Education

Jackson - JA
JA...Jackson Center

Monroeville - MV
A.. Administration Building
B.. Science Building
C..Allied Health Building
G...Gymnasium
L ....John Dennis Forte Library
N...Nettles Auditorium
WDC...........................Workforce Development Center

Thomasville - TV
A.. Administration Building
B...Allied Health Building
C.. Paul Building
D...............................Machine Tool Technology Building
E..Industrial Engineering Building
F ....Paper & Chemical Technology Building
G..Welding Building
H..Cosmetology Building
I.......................................Maintenance Storage Building
J ....Electrical Training Lab
K.................................Ella Bell Adult Education Center
L ....Pipefitting Building

Web Courses - WEB
WB..Web Online
WBD... Web Dual Enrollment

Adult Education Core Services Offered at No Cost

- Adult Literacy
- Adult Basic Education
- Family Literacy
- General Education Diploma*
- High School Diploma Option
- English Language Acquistion
- Integrated English Language/Civics Education
- College and Career Ready Readiness
- Integrated Education and Training
- Career Pathways Programs
- Bridge Programs

Adult Education Classes Offered at No Cost

- Microsoft Office
- Office Administration 1 and 2
- Introduction to Computers
- Certified Logistics Technician (CLT) and Certified Production Technician CPT)
- Beginner and Advanced English as a Second Language-ESL
- United States Citizenship
- High School Diploma Option-HSDO
- General Education Diploma-GED*
- WorkKeys National Career Readiness Certification-NCRC
- Occupational Safety and Health Act-OSHA Certification-10 hour option
- Accuplacer-Bridge Program
- ServSafe
- Pre-CDL
- Alabama Career Essentials-ACE**

Students can take up to 4 free CACC credits after completing the GED.
Students can take up to 4 free CACC credits after completing ACE.

CONTACT INFO:

BALDWIN COUNTY
251-580-2105

MARENGO COUNTY
334-637-3181

CHOCTAW COUNTY
334-637-3181

MONROE COUNTY
334-637-3181

CLARKE COUNTY
334-637-3181

WILCOX COUNTY
334-637-3181

ESCAMBIA COUNTY
251-368-7633

NOTES

NOTES

COASTAL ALABAMA

COMMUNITY COLLEGE