



DUAL CREDIT INFORMATION PACKET

Welcome to Navarro College's Dual Credit Program!

Through the dual credit program students will have many great opportunities to start their college career. Not only will students get a head start on their college education, they can earn both high school and college credit simultaneously, and will have a great foundation and understanding of College expectations.

As your "Community College" we are here to assist our dual credit students with the transition from high school to College and help our students meet their educational goals.

There are two tracks you can follow to receive Dual Credit. First, there is the Academic Core track. Students will begin working towards completing the College Core Curriculum to further their college education. The second track for Dual Credit is the Career and Technical track which is designed for students who want to complete a Certificate or an Associate of Applied Science degree in two years or less and go directly to the work force.

Through dual credit partnership agreements, the College and the public school districts in Ellis, Freestone, Leon, Limestone, and Navarro Counties have aligned courses that meet both high school and College learning objectives. Depending upon the school district, these courses are offered at local high schools, all Navarro College Campus locations, and online.

Navarro College would like to welcome you and we look forward to assisting you!

Sincerely,

Dual Credit Team

Dual Credit Team Contact Information: www.navarrocollege.edu/apply/dualcredit

Corsicana Campus: (903) 875-7527

Ellis County Campuses: (972) 923-6424

South Campus: (254) 562-3848



DUAL CREDIT CHECKLIST

Name: _____

High School: _____

Begin by discussing opportunities with your High School Counselor.

- ☐ 1. ***Application for Admission:*** (NOTE: The email address provided in this application will be used to communicate important information, such as, enrollment status and billing. Please supply an e-mail address that is checked regularly.)
 - ☐ I submitted an online application through ApplyTexas on _____. (Date)
 - ☐ My completed Navarro College Admissions Application is attached.
 - ☐ I am a current dual credit student who has taken classes each long semester (fall and spring) since the beginning the program. I do not need a new Navarro application.
- ☐ 2. ***Parent Permission Form***
 - ☐ My completed/signed parent permission form is attached.
- ☐ 3. ***High School Transcript***
 - ☐ My most recent transcript, showing at least the final 10th grade scores, is attached.
 - ☐ My high school counselor will be sending my paperwork to Navarro College and will attach the transcript.
- ☐ 4. ***Permit to Register (submit each semester enrolling)***
 - ☐ My form, with required signatures, is attached.
- ☐ 5. ***Testing Requirements (TSI Assessment)***
 - ☐ I took/will take the college placement exam on _____. (date)
 - ☐ I plan to submit other scores that will exempt me from placement testing.
 - ☐ I plan to take Workforce dual credit courses that do not require placement testing.
- ☐ 6. ***Bacterial Meningitis Vaccination***
 - ☐ I do not need the vaccination because my dual credit classes will all be at my high school or online.
 - ☐ I plan to take a class on Navarro College's campus and must submit proof of vaccination before I can enroll. (Proof must be submitted at least 10 days prior to the first day of the semester.)
 - ☐ I am a returning dual credit student and have already submitted proof of vaccination.
- ☐ 7. ***My Student Account Login***
 - ☐ I have received my enrollment information e-mail from Navarro College.
 - ☐ I have logged into Web Advisor and reviewed my account information.
- ☐ 8. ***Payment and Textbooks***
 - ☐ I have made payment for my tuition and fees.
 - ☐ I have purchased my course materials.

DEADLINES

Fall/Spring Paperwork: Submit to the counselor by the high school deadline.

Summer Paperwork: Bring directly to your local Navarro College Dual Credit Coordinator.

Homeschool: Bring directly to your local Navarro College Dual Credit Coordinator.

Testing Deadline: Testing should be completed one week prior to the start of the semester enrolling.

***ALL** paperwork and testing must be completed by the week before the semester begins.

Payment Deadline: Final payment must be made 1 week prior to the first day of classes.

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Navarro College Dual Credit Testing Requirements

As part of the Student Success Initiative, Texas state law requires that students be tested in the areas of reading, writing, and mathematics prior to enrolling in college courses. Listed below are acceptable dual credit admissions tests for **Eleventh and Twelfth grade students** set by the Texas Higher Education Coordinating Board (*Texas Administrative Code Rule 4.85*):

Test Score Requirements for 11th Grade Students are as follows:

TEST	Score Explanation/Requirements
STARR End-of-Course (EOC) 11th Grade Only	An English II EOC score of 4000 or higher shall exempt for both the reading and writing sections of the TSI Assessment. An Algebra I EOC score of 4000 or higher and a passing grade in Algebra II and/or a 4000 or higher on the Algebra II EOC shall exempt for the mathematics section of the TSI Assessment.
TAKS 10th & 11th Grade	An English/Language arts score of 2200 or higher with a writing sub score of 3 <u>and/or</u> math score of a 2200 relevant to the courses to be attempted.
PSAT/NMSQT	A combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the critical reading <u>and/or</u> mathematics test relevant to the courses to be attempted.
PLAN	A composite score of 23 on the PLAN with a minimum of 19 in English and/or mathematics test relevant to the courses to be attempted.
ACT-ASPIRE	A scale score of 435 in English shall waive for both the reading and writing sections of the TSI Assessment. A scale score of 431 in Math shall waive for the math section of the TSI Assessment.

Test Score Requirements for 12th Grade Students are as follows:

ACT	A composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.
SAT	A combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.

Students that have not met the acceptable dual credit tests (listed above) must take a College Placement Exam (TSI Assessment). Students who are exempt from one part of the placement test will be required to take the TSI Assessment in the other areas prior to enrolling for related college courses. **Ninth and Tenth Grade students** must test the TSI Assessment for dual credit admissions.

Career and Technical Dual Credit: (Workforce Education) (*Texas Administrative Code Rule 4.85*):

A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute in the eleventh and/or twelfth grade and shall not be required to provide any additional demonstration of college readiness. Students enrolling in workforce education dual credit courses contained in a Level 2 certificate or applied associate degree program will be required to meet testing requirements outlined above; relevant to the courses to be attempted.

Navarro College administers the TSI Assessment test. Check with each campus testing center to find out testing availability. The TSI Assessment costs \$30.00. If the students wish to retest, the TSI Assessment can be taken again upon availability of space; however, the student must pay each time he or she takes the test. Students should take the placement test at least one week prior to enrollment to ensure that results are available for registration. Students must place into college-level coursework relevant to the courses to be attempted.

While still in high school, students are neither required nor allowed to enroll in developmental classes prescribed by the placement test. However, if students do not pass all sections of the test before graduating from high school, they may be required to enroll in developmental courses after high school graduation.



Welcome to Navarro College!

Navarro College is designed to fit your educational needs perfectly. You'll find both a progressive education at an affordable cost and a faculty and staff who are dedicated to helping you succeed. This admissions packet will help you get started. If you have any questions, call us at (903) 875-7349.

Admission & Registration Checklist

1. Complete the Application for Admission

2. Apply for financial aid through www.fafsa.gov

Use code 003593 to have your financial aid information sent to Navarro College. You will receive a letter with your financial aid awards and further instructions.

Priority deadlines to apply for financial aid:

- Fall semester: June 1
- Spring semester: November 1
- Summer terms: April 1

*** Submitting financial aid documents by the priority deadline reduces the chances of delays in the processing and awarding of financial aid.*

3. Apply for scholarships through the Navarro College website

Applications are available online at scholarships.navarrocollege.edu

4. Provide the Office of Admissions and Records with official transcripts

- First-time college students submit high school transcript or GED scores.
- Transfer college students submit college transcripts.
- Dual credit students submit high school transcript and parent permission form.

5. Provide the Office of Admissions and Records with proof of immunization against bacterial meningitis

This is required by law if you are a new, transfer, or returning student who did not attend the fall 2011 semester and you are under age 22.

See www.navarrocollege.edu/apply/vaccine for more information.

6. Complete any required testing and submit scores to the Admissions Office

Visit www.navarrocollege.edu/apply/testing to learn about testing requirements.

7. Meet with an advisor and register for classes

- If you are an incoming freshman, you must meet with an advisor.
- Transfer or returning students in good standing are encouraged to visit with an advisor (listed on your Degree plan, which is available in WebAdvisor) before choosing classes. However, students in good standing may register.

8. Pay for classes using one of several options

- *Financial Aid:* Tuition and fees are automatically deducted from your financial aid awards. You are responsible for paying any remaining tuition and fees.
- *Online Installment Plan:* Available through www.navarrocollege.edu/financialaid/e-cashier/
- *Credit Card Check, Cashier's Check or Money Order:* Mail or in person at Navarro College's Business Office in the Administration building
- *Cash:* In person at any Navarro College location.

9. Get your student ID and parking permit

These are available in the Office of Admissions and Records at any campus.

*** All students are required to display their student ID while on location.*

10. Buy your books

- All students must bring their class schedule and student ID to the Bookstore. This will aid the bookstore in pulling the correct books for you.
- Bring any scholarship/sponsorship paperwork when you buy your books.

Academic Program Codes

001	Accounting	050	Patient Care Technology
002	Agri-Business	051	Petroleum Technology
003	Art	052	Pharmacy (<i>pre-professional</i>)
004	Asset Protection Loss Prevention	053	Physical Education
005	Associate Degree Nursing (ADN)	054	Physical Therapy Assistant (PTA)
006	Biology	055	Physics
007	Business	056	Police Academy
008	Business Administration	057	Psychology
009	Business Information Technology	058	Registered Nursing (RN)
010	Chemistry	059	RN to BSN Nursing Articulation
011	Child Development	060	Sciences
012	Computer Information Technology - App Support Tech	061	Sociology
013	Computer Information Technology - Programming	062	Speech
014	Computer Science - Business	063	Theatre
015	Computer Science - Engineering and Scientific	064	Veterinary Science (<i>pre-professional</i>)
016	Computer Technology	065	Vocational Nursing
017	Cosmetology	066	Welding
018	Criminal Justice		
019	Dental Hygiene (<i>pre-professional</i>)		
020	Dentistry (<i>pre-professional</i>)		
021	Diesel Engine Maintenance		
022	Education		
023	EMS/EMT		
024	Engineering (<i>pre-professional</i>)		
025	English		
026	Environmental Science		
027	Fire Academy		
028	Fire Science		
029	Foreign Language		
030	General Studies		
031	Health Services		
032	Industrial Maintenance		
033	John Deere/Ag Tech		
034	Kinesiology		
035	Law Enforcement		
036	Legal Assistant/Paralegal		
037	Liberal Arts		
038	Licensed Vocational Nursing (LVN)		
039	LVN to RN Nursing Bridge		
040	Massage Therapy		
041	Mathematics		
042	Medical Lab Technology		
043	Medicine (<i>pre-professional</i>)		
044	Multimedia Technology		
045	Music		
046	Nursing (<i>pre-professional</i>)		
047	Nursing Associate Degree		
048	Occupational Therapy Assistant (OTA)		
049	Paramedic Certificate		

SUBMIT THIS APPLICATION TO:

Office of Admissions & Records
Navarro College
3200 W. 7th Ave.
Corsicana, TX 75110

or online at
APPLY.NAVARROCOLLEGE.EDU

Application for Admission

INSTRUCTIONS: Please print clearly in ink and be sure to answer each question. All documents submitted to Navarro College to meet admission and residency requirements become part of the official files and cannot be returned.

Have you ever attended Navarro College? ☐ No ☐ Yes Dates of Attendance: _____

Name: _____
Last name First name Middle initial

Other name(s) used on documents (Example: maiden name): _____

Social Security Number: _____ - _____ - _____ Gender: ☐ Male ☐ Female Date of birth: _____
Month (MM) Day (DD) Year (YYYY)

Physical address:

House number Street, route, apartment number (NO P.O. Box) E-mail address
City County State Zip (Area code) Home phone number (Area code) Work phone number (Area code) Cell phone number

Mailing address: ☐ Same as physical address

House number Street, route, apartment number (NO P.O. Box) E-mail address
City County State Zip (Area code) Home phone number (Area code) Work phone number (Area code) Cell phone number

Permanent address: ☐ Same as physical address

House number Street, route, apartment number (NO P.O. Box) E-mail address
City County State Zip (Area code) Home phone number (Area code) Work phone number (Area code) Cell phone number

Name of person to contact in case of emergency: _____
(Area code) Telephone number

Have either of your parents received a college degree? ☐ Yes ☐ No ☐ I don't know

Ethnicity & Race

Are you Hispanic or Latino? (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race) ☐ Yes ☐ No

Please select the racial category or categories with which you most closely identify. Check as many as apply.

☐ Asian ☐ American Indian or Alaskan Native ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White

Have you taken the TSI test? ☐ Yes ☐ No If yes, date: _____

☐ I am exempt from the TSI, based on: ☐ ACT ☐ SAT ☐ STAAR ☐ Other: _____

(Proof of TSI exemption must be received prior to registration.)

Desired Academic Program: _____ Academic Program Code: _____

Educational objective: ☐ Associate in Applied Science ☐ Associate in Arts/Science ☐ Certificate ☐ Bachelor of Arts ☐ Bachelor of Science
☐ Master's Degree ☐ Doctorate ☐ Improve job skills ☐ Marketable skills record ☐ Personal enrichment ☐ Undecided

Are you receiving veteran's benefits? ☐ No ☐ Yes If yes, indicate type: ☐ Veteran ☐ Veteran's dependent

Are you: ☐ a single parent with custody or joint custody of a child under 18 ☐ a homemaker or unemployed ☐ single and pregentant ☐ prefer not to answer

Do you require special services for: ☐ physical disability ☐ learning disability ☐ prefer not to answer

Will you also be enrolled in high school during the semester for which you are applying to Navarro College? ☐ Yes ☐ No

Academic term you plan to begin enrollment: ☐ Fall ☐ Spring ☐ Summer I ☐ Summer II Enrollment year: _____

Seeking admission as: ☐ Early Admissions for High School students ☐ Dual Credit for High School students ☐ High school graduate ☐ GED Test completed
☐ College transfer ☐ College graduate ☐ No High School diploma or GED

During the semester for which you are applying, will you be enrolling only in online courses? ☐ Yes ☐ No

Are you on suspension from the last school or college you attended? ☐ Academic ☐ Disciplinary ☐ Not applicable

Date of high school graduation or GED completion: Month _____ Day _____ Year _____
High school attended _____ City _____ State _____

List all colleges or universities in which you have been officially enrolled:

COLLEGE/UNIVERSITY	CITY, STATE	LAST YEAR OF ATTENDANCE	SEMESTER HOURS COMPLETED/DEGREE EARNED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: An official transcript that includes grades from the last semester in attendance is required from all institutions previously attended.

My signature below indicates that I understand I must meet all admission requirements and that I agree to provide the Office of Admissions and Records with official transcripts or official GED scores within 12 days following the beginning of a Fall or Spring semester or within 4 days following the beginning of a summer term. If I do not provide official transcripts or GED test scores within the allotted amount of time following the beginning of a semester, I give Navarro College permission to request and obtain my official transcripts or GED test scores. I understand that it is my responsibility to ensure that Navarro College receives official transcripts and GED scores within the time frame described above.

Signature

Social Security Number

Date

Residency Information

Texas law requires state-supported colleges and universities to collect documentary evidence of a student’s Texas residency prior to enrollment. All applicants are required to answer the questions below. If you have attended school or resided out-of-state, additional proof of residency may be required, and the Office of Admissions and Records reserves the right to determine the validity of documents submitted. Military personnel/dependents must submit proof of military assignment in Texas at each enrollment. Students who are not U.S. citizens must provide proof of immigration status.

1. Are you a U.S. citizen?

☐ Yes ☐ No

If not a citizen, do you hold permanent residence status for the U.S.?

☐ Yes ☐ No

Date permanent resident card issued: _____ Number: _____

2. Are you a Texas resident?

☐ Yes ☐ No

If yes, please complete items 3-6 and read and sign the Oath of Residency below.

If no, skip items 3-6 and read and sign the Oath of Residency below.

3. Upon whom are you basing your claim of residence status?

☐ Self ☐ Parent ☐ Legal guardian

If legal guardian, guardianship papers must be provided. (If you are 17 years or younger or a dependent of your parent or legal guardian for federal tax purposes, you must complete item 5.)

4. If your claim of residence status is based upon self, answer the following questions:

A. How long have you resided in Texas?

_____ year(s) and _____ month(s)

B. Previous state or country of residence?

_____ Date moved to Texas: _____

C. If you came here within the past five years, why did you move to Texas?

☐ Education ☐ Employment ☐ Military ☐ Other

5. If your claim of residence status is based upon parent or legal guardian, please answer the following questions:

A. Name of person upon whom claim is based:

B. Relationship to you:

☐ Parent ☐ Legal guardian

C. How long has this person resided in Texas?

_____ year(s) and _____ month(s)

D. Previous state or country of residence:

E. If this person came here within the past five years, why did this person move to Texas?

☐ Education ☐ Employment ☐ Military ☐ Other

F. Is this person a U.S. citizen?

☐ Yes ☐ No

If not a citizen, do they hold permanent residence status for the U.S.?

☐ Yes ☐ No

Date permanent resident card issued: _____ Number _____

G. Has parent or legal guardian claimed you as a dependent for U.S. federal income tax purposes for the tax year preceding your registration?

☐ Yes ☐ No

H. Will this person claim you for the current tax year?

☐ Yes ☐ No

6. Driver's license information:

State _____ Driver's license number _____ Expiration date _____ License plate number _____

Oath of Residency

I understand that information submitted herein will be relied upon by college officials to determine my status for admission and residency eligibility. I authorize Navarro College to verify the information I have provided, to obtain my TSI scores if necessary and to request relevant information from other agencies concerning my enrollment. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action. I also understand that my records may be used in compiling reports for state agencies, the federal government, and accrediting bodies and in conducting research for program planning, management, and evaluation. My signature below indicates my consent to the statistical use of my records.

Signature _____ Social Security Number _____ Date _____

Medical Information

My signature below indicates that I have read the information on bacterial meningitis.

Signature _____ Date _____

Code of Conduct

I understand that I will be expected to abide by the Navarro College Student Code of Conduct at all times. Failure to fulfill this commitment could result in disciplinary action and the possibility of being dismissed from the College.

Signature _____ Date _____



DUAL CREDIT PARENT PERMISSION FORM

Student: _____ ID # _____

High School: _____ Billing E-Mail Address: _____

Parent or Legal Guardian:

Your student has selected to enroll in Navarro College's Dual Credit Program. We require your permission to enroll your student into our program. *(This does not guarantee your student will be eligible for Dual credit, your high school counselor will help with this determination.)*

I give him/her permission to enroll in classes at Navarro College. I understand that my child may be required to pay the regular Navarro College tuition and buy textbooks at the beginning of each semester. Upon completing registration the tuition responsibilities as well as the tuition due dates will be located on my student's Navarro College account summary. I give my permission for the college and high school to exchange personal, academic, and behavioral information about my child.

Parent / Guardian Signature: _____

Date: _____

***** Please submit this form to your High School Counselor or local Dual Credit Coordinator along with your "Permit to Register". *****

Dual Credit Team Contact Information

Checkout our Website: www.navarrocollege.edu/apply/dualcredit

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DUAL CREDIT PERMIT TO REGISTER

This form must be completed and submitted for each semester.

Student Name: _____ Social Security Number/NC Student ID _____

Mailing Address: _____

Contact Number: _____ Billing Email: _____

School: _____ Anticipated Year of High School Graduation: _____

As a dual credit student, I understand the following:

- I have read and will adhere to all college policies, rules, regulations, and deadlines established by Navarro College and my high school.
- I will be taking course(s) for both high school and college credit through Navarro College. I understand that I will be receiving a letter grade for my dual credit coursework that will be permanently recorded on my college transcript. Navarro College letter grades will be provided numerical values at the discretion of the high school listed above.
- I understand that content of college classes will likely involve adult discussions over mature topics. These course-related topics will not be modified to accommodate high school learners.
- While I will be able to receive assistance in course selection, it is my responsibility to verify the transferability of my courses to my selected institution.
- I recognize that federal financial aid is not available for dual credit coursework, but my performance in dual credit classes may impact future financial aid standing.
- Navarro College assumes no responsibility for lost eligibility to participate in University Interscholastic League Activities.
- It is my responsibility to discuss current standing, grades, and attendance directly with my Navarro College instructor. Should I need to drop or withdraw from a college course(s), it is my responsibility to first discuss this matter with my high school counselor AND submit the required drop/withdrawal form to the Navarro College Admissions and Records Office by the published deadline.
- For continued participation in the dual credit program, I must maintain a grade of "C" or better in each dual credit course.
- I give my permission for the college and high school to exchange personal, academic, and behavioral information.

Student Signature

Date

Enrollment Verification

Term Enrolling: (Circle ONE) FALL SPRING SUMMER 1 SUMMER 2 8 WEEK TERM MINIMESTER

Course Name	Course Section	Instructor	Date/Time	Location

I verify that the above named student has met the criteria and eligibility requirements for attending dual credit classes.

High School Official Signature

Date

TESTING & ELIGIBILITY VERIFICATION

ELIGIBLE AREAS/COURSES:

WRITING: _____

READING: _____

MATH: _____

TEST SCORES SUBMITTED:

STARR: _____ Date Taken: _____

PLAN: _____ Date Taken: _____

PSAT: _____ Date Taken: _____

ACT: _____ Date Taken: _____

SAT: _____ Date Taken: _____

TSI ASSESSMENT RESULTS:

Date Taken: _____

WRITING= _____

ESSAY= _____

READING= _____

MATH= _____

PLEASE ATTACHED SCORE REPORTS
FOR ANY NOTED TEST SCORES.