



# IMPORTANT INFORMATION FOR DUAL CREDIT STUDENTS

## DUAL CREDIT CONTACTS

ADMINISTRATION OFFICE  
1900 John Arden Dr.  
Waxahachie, TX 75165  
(972) 923-6431

CORSICANA CAMPUS  
3200 W. 7<sup>TH</sup> Avenue  
Corsicana, TX 75110  
(903) 875-7527

WAXAHACHIE CAMPUS  
1900 John Arden Dr.  
Waxahachie, TX 75165  
(972) 923-6424

MIDLOTHIAN CAMPUS  
899 Mount Zion Road  
Midlothian, TX 76065  
(972) 775-7243

MEXIA CAMPUS  
901 N. MLK Hwy.  
Mexia, TX 76667  
(254) 562-3848



**ATTENDANCE:** Faculty will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and knowing the attendance requirements for the course. Students not attending classes will be dropped. A student's request for an excused absence should be emailed to the instructor of each class. Students may also contact the Dual Credit Office for guidance. Students should refer to the Navarro College Student Handbook for additional information.



**SELF-SERVICE:** Self-Service is the student web page student's will use to track, edit, and maintain their student records, pay tuitions and fees, request transcripts, and complete required forms.



**CANVAS:** Canvas is the student software that student's will use to complete their class work, track their grades for their classes, participate in class discussions, and communicate with their instructors.



**GRADES AND GPA:** The College does not mail student grade reports. Students may log into Canvas to check grades throughout the term, or they may view final grades in their Self-Service account after the end of the semester. All students enrolled in college-level course work at Navarro College, including those enrolled in the Dual Credit program, will earn a grade point average and credits that must be reported when applying to other institutions.



**ADDING AND DROPPING CLASSES:** Dual Credit students are not permitted to make changes to their schedules on their own. They must have their high school counselor email their Dual Credit Coordinator the changes that need to be made and then the Dual Credit Coordinator will make the requested changes.



**COLLEGE TRANSCRIPTS:** The transcript is a record of all courses taken and grades earned each semester. If a student plans to transfer, or their high school requests an official transcript of College work, it is the student's responsibility to request a transcript. Transcript requests are made through the students' Self-Service account.



**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):** Although most Dual Credit students are still minors, according to FERPA, the college must treat them as though they are 18 years of age. Via signatures on the Dual Credit Enrollment Form, the student gives Dual Credit Staff permission to discuss their academics with their parents/guardians and high school counselors.

## FOR MORE INFORMATION

Visit our website at [NavarroCollege.edu/Dual-Credit](http://NavarroCollege.edu/Dual-Credit)  
or email us at [dual.credit@navarrocollege.edu](mailto:dual.credit@navarrocollege.edu)