



Early Admissions Enrollment Checklist

- 1.) Submit application to Navarro College via www.goapplytexas.org
Instructions Included

- 2.) Schedule an appointment with a Navarro College Testing Center to take the TSI tests in ELAR and Math

Corsicana - (903) 875-7457
Waxahachie - (972) 923-6429
Midlothian - (972) 775-7208
Mexia - (254) 562-3848

- 3.) Provide the following items to the Dual Credit Department.

Notarized copy of high school transcript
Proof of receiving the bacterial meningitis vaccine

- 4.) Student and parent meet with Dual Credit Coordinator to fill out the Early Admissions MOU Contract and Enrollment Form

- 5.) Set up payment arrangements for classes through the Business Office or through the students online Self-Service Account

- 6.) Take schedule to Navarro College's bookstore to purchase the required textbooks and materials

FOR MORE INFORMATION

Visit our website at www.navarrocollege.edu/dual-credit

-OR-

Email us at dual.credit@navarrocollege.edu

Apply Texas Application-A.S. General

1. Go to: applytexas.org
2. Click "Create a free account" then click "Sign up now"
 - If you already have an Apply Texas account, sign in and skip to Find the Right Application Section
3. Type your personal email address and click on "Get Code"
 - **MAKE SURE YOU HAVE ACCESS TO THE EMAIL YOU USE.** *USE a PERSONAL EMAIL-Do not use School Email*
4. Go to your email account to get the verification code. Type in the verification code and select "Verify Code."
5. Fill in the rest of the fields and create a password following the guidelines listed. **Make Note of this password and email so you can use it to log in at a later date.** Click the "Create" button.

Complete Find the Right Application Section:

1. Scroll down and click on "Find the right application" button at the bottom of the screen.
2. Select "Yes" you are currently in high school, then choose "**Dual Credit**" and hit "next"
3. Answer the US Citizen question and click "Next"

Complete Core Questions Section:

1. Scroll down and click on "Start Core Questions" button at the bottom of the screen.
2. Click "Next" at the bottom of the screen.
3. Fill in the name fields, check the name confirmation checkbox and click "Next"
4. On the Contact Page, fill in the address fields with your House Address and click the "Validate Address" button.
 - a. Under email address choose "YES" to use your ApplyTexas account email
 - b. Fill in the rest of the asterisked (red starred) fields and click "Next"
5. On the Background Page, ***YOU MUST INPUT YOUR SOCIAL SECURITY NUMBER***. FAILURE TO INPUT YOUR SOCIAL SECURITY NUMBER WILL RESULT IN DELAYED PROCESSING OF YOUR APPLICATION
6. On Military Status page, answer ONLY if you are the dependent of service member or leave blank and click "Next"
7. On the Language page leave blank and click "Next"; scroll down next page and click "Next" again
8. On the Parents or Guardians page, leave blank and click "Next"
9. Enter information for your emergency contact, then click "Next." Answer ONLY the asterisked (red starred) questions
10. Choose "Texas" for the state you are a resident.
 - a. Answer did you live in Texas 36 consecutive months (3 years) leading up to high school graduation?
 - b. Answer when you begin the semester, will you have lived in Texas previous 12 months.
 - c. Select "**NO**" for during the 12 months prior, did you attend a public college or university in Texas?
11. Claimed as a dependent? **Answer YES.** You are a dependent until 18 and graduated
12. Answer only the asterisked (red starred) questions about your parents with your best guesses
 - a. If your parent lives in Texas, guess how many years they have been living here: if they have lived here your whole life then type in your age
 - b. If your parent lives in Texas, guess how many MONTHS they have been living here: Pick a

number **between 0 and 11.**

- c. Hold title to residential property? Do your parents own a home? If yes, then guess about how long they have owned their home and choose a date or just choose "NO" to skip
 - d. Have ownership and manage a business? Do your parents own a business? If yes, then guess about how long they have owned their business and choose a date or just choose "NO" to skip
 - e. Gainfully employed in Texas for past 12 months? Have they been working for the past year?
 - f. Received primary support from social services agency? Do your parents receive food stamps or medical help from the government?
 - g. Married to a person who owns property/business, etc.? Are your parents married? If yes, guess how long they have been married and choose a date or just choose "NO" to skip
 - i. If yes, indicate which question could be answered 'yes': Choose "**gainfully employed**" from the drop down
13. Answer only the asterisked (red starred) questions about your Family Obligations, then click "Next"
 14. Type in your high school
 - a. Expected Graduation Date is **05/30/grad year**
 - b. Do NOT add any previous high schools-skip this
 15. Do you have a GED? Answer "NO" then click "Next"
 16. Have you taken any college courses? Answer "NO"
 17. Are you a freshman with previous college hours? Answer "NO"
 18. Did you take a tech prep course? Answer "NO"
 19. Indicate what basis you are seeking admission? Choose "**Dual Credit**"
 20. Indicate primary reason for attending this college? Choose "**Earn credits for transfer**"
 21. On Advanced Certifications page, leave blank and click "Next"
 22. Answer "NO" to all questions on the Entrance Exams page and click "Next"
 23. On the Activities and Achievements Section, you will skip each page and click "Next" through all 4 steps until you get to the screen that says "Great Job!"

Complete Search for Schools Section:

1. Scroll down and click "Search for Schools" button
2. In the search bar, type Navarro College
3. Scroll down to the box for Fall 2024 and click "View Details"
4. Click the blue "Start your application" button
5. Scroll down to the bottom and click "Next"
6. Choose your major? "**A.S. in General Studies**" (all dual credit students will be put on this degree plan)
7. What campus? Choose your nearest campus location
8. Skip the Essays page and click "Next"
9. On Review Application page, scroll down and click "Next." **Do NOT** check the box to have your official transcript sent. Your high school will send what we need.
10. Certify the statements and click "Next"
11. There is no application fee, however, you must check the box "I understand my application is not considered complete until I have submitted payment, if a payment is required." Then click "**SUBMIT.**"

Congratulations!! You have applied to Navarro College! You will receive a confirmation email with your application #.



NEW STUDENT LOGIN & MYNC SINGLE-SIGN ON SET UP

MyNC Single Sign-On Login Instructions

To login in to your MyNC account:

You can access MyNC directly at mync.navarrocollege.edu or by clicking on the MyNC link on the Navarro College homepage (navarrocollege.edu).

- **USERNAME & PASSWORD**

- Where to find your username and password?
 - Welcome email sent to your personal email address used on Apply Texas application.
 - Printed on your paper acceptance letter mailed to the address used in your Apply Texas application.

If you are having difficulties with logging in, please reach out to the Contact Center at 1-800-NAVARRO or 903-875-7416 or email at: contactcenter@navarrocollege.edu for assistance.

AUTHENTICATION

You will be asked to do a phone and an email authentication enrollment upon set up. Please provide your cell number and personal email address for this. You will be sent a one-time passcode (OTP) to your phone as a text, and another sent to your email. This is setting up your two-factor authentication to protect your account.

SETTING UP NC EMAIL INSTRUCTIONS:

- Login to your MyNC Single-Sign On Portal.
- Click on the Microsoft 365 Email icon.
- Your Microsoft Email Address is your MyNC Single-Sign On username in this format.
 - username@nc.navarrocollege.edu
- Your Temporary Microsoft Email Password is the same password as your Single Sign-On password.



Early Admissions Enrollment Form Completion Guide

- 1.) **Student** should use this link to go to the dynamic form's login page.
 - <https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpld=https://navarro.onbio-key.com&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f422223cf-08b7-4fb8-878c-a93fd7cc6ccb>
- 2.) Once on the login page login using your Navarro College login provided in your acceptance email.
- 3.) Once logged in, fill in the blanks and list the term and classes you want to enroll in.
- 4.) Click "Next" at the bottom of the form and you will be taken to the electronic signature page.
- 5.) Type your first name in the box under your first name and your last name in the box under your last name and then click "Sign Electronically".
- 6.) Now have your parent approve your form. Once the parent has approved the form it will go directly to the dual credit system for processing.

FOR MORE INFORMATION

Visit our website at www.navarrocollege.edu/dual-credit

-OR-

Email us at dual.credit@navarrocollege.edu



Early Admissions Parent Approval Completion Guide

1.) Parent should use this link to go to the dynamic form's login page.

<https://dynamicforms.ngwebsolutions.com/Login.aspx?ReturnUrl=%2f>

2.) Once on the login page select to create an account.

3.) Create a parent account using the parent email listed on your students form.

4.) Log into your newly created parent dynamic forms account to review your student's enrollment form.

5.) Scroll down to the bottom of your students form and type your name in the parent signature box and then submit.

***Please note that a billing email will be sent to the parent email listed on the early admissions enrollment form and the student's Navarro College student email once enrollment is complete. This email will contain billing due dates and instructions on how to pay online through the students self-service account.**

FOR MORE INFORMATION

Visit our website at www.navarrocollege.edu/dual-credit

-OR-

Email us at dual.credit@navarrocollege.edu



HOME SCHOOLED (EARLY ADMISSION) STUDENT AGREEMENT FOR THE NAVARRO COLLEGE DUAL CREDIT PROGRAM

This Agreement for the Navarro College Dual Credit Program (“Agreement”) is by and between NAVARRO COLLEGE DISTRICT, a public community college established under Chapter 130 of the Texas Education Code and political subdivision of the State of Texas, (“College”), and _____, a home school, (hereafter referred to as Home School) with an effective date of _____ (“Effective Date”). Individually, the College and the Home School are referred to herein as “Party” and collectively as “Parties.”

Recitals

Texas Education Code (“TEC”) §§ 28.009, 29.182, 29.184, and 130.008; and 19 Texas Administrative Code (“TAC”) Chapter 4, Subchapter D and Chapter 9, Subchapter H authorize an institution of higher education to contract with a public school district for the provision of instruction resulting in dual credit received by a student for such course; and

The College and the Home School desire to establish a dual credit program (“Dual Credit Program”) to be operated as _____ home school (“School”).

Agreement

Section 1. GENERAL CRITERIA

A. NAVARRO COLLEGE

1. The College will designate an administrator to oversee the management and supervision of the Dual Credit Program.
2. In accordance with Applicable Law (as hereinafter defined), the College will offer for dual credit selected college-level academic and technical courses as listed in the current edition of the Texas Higher Education Coordinating Board’s (“THECB”) Lower Division Academic Course Guide Manual (“ACGM”) and Workforce Education Course Manual (“WECM”). A college course offered for dual credit must be: (A) in the core curriculum of the public institution of higher education providing the credit; (B) a career and technical course; (C) a foreign language course; or (D) a college pathway course that satisfies specific degree plan requirements leading to the completion of the Board approved certificate; Associate of Arts, Associate of Science, Associate of Applied Science degree program, or field of study course(s). The course or courses to be taught in each semester shall be determined by the College and agreed upon by the Home School. Courses provided by the College under this Agreement shall be consistent with the educational purpose, mission, and goals of the College and shall be under the direct control of the College.
3. Public colleges may not offer remedial and developmental courses for dual credit.
4. Course selections may be offered during the fall, spring, and summer semesters.

5. Courses may be offered by mutual agreement, but the Home School is responsible for ensuring that the College course offered for dual credit meets any specific high school graduation requirements.
6. All College prerequisites must be met, and all College course sequencing shall be followed.
7. A participating student's satisfactory academic performance in a course provided under the Dual Credit Program shall be determined in accordance with EGB (Local) of the College Board Policies, under Academic Achievement: Grading and Credit. (Link to Navarro College's Board Policy and Procedure Manual: <https://www.navarrocollege.edu/boardpolicies/section-e/section-egb-1.html>) For dual credit courses, both high school and college credit should be transcribed immediately upon a student's completion of the college course(s).
8. High school students in college courses are eligible to utilize the same support services that are afforded all Navarro College students. The College is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.

B. THE HOME SCHOOL

1. High school students requesting disability accommodations in their college classes must file with Navarro College's Disability Services Department at least two weeks prior to the start of each semester. Please refer to the Navarro College Student Handbook or Navarro College Catalog for additional information.
2. The College will follow existing Board of Trustees policies regarding assigning a grade for College credit in the dual credit courses, if the College grading scale differs from the Home School's grading scale, the Home School will provide participating students with a comparative document displaying both the College grading scale and the Home School's grading scale.
3. Although a student may pass a College class with a grade of D, the Home School will be responsible for communicating to students and parents how the credit will apply for courses for high school graduation requirements under 19 TAC § 74.26(c).

Section 2. DUAL CREDIT ADMISSION

A. Students may attend the College during the semester in which the student demonstrates readiness for College-level courses. The following requirements for admission must be met:

1. Obtaining written permission from the home school official.
2. Completing a College Admission's Application to Navarro College through Apply Texas.
3. Providing a notarized official high school (home school) transcript indicating course work completed up to the time of enrollment in the College clearly displaying the required information as stated in the College Catalog (<https://navarrocollege.smartcatalogiq.com/en/2020-2021/Catalog/Admissions-Registration/Methods-of-Admission>) under Methods of Admissions.
4. Meeting the following requirements:
 - a. Have satisfied current TSI criteria for dual credit as determined by the THECB. Scores or exemptions must be furnished by the Home School or the student on an official document at the time of

registration. Current eligibility scores and exemptions are available on the College's website (www.navarrocollege.edu).

b. Proof of Bacterial Meningitis Vaccine. The College, in compliance with TEC § 51.9192, requires the bacterial meningitis vaccination for all new students enrolling in classes after January 1, 2012. Students must provide to the College Enrollment Services Office a certificate signed by a health practitioner indicating they have been vaccinated against bacterial meningitis. This requirement does not apply for students enrolled in only online Dual Credit classes. Dual credit students taking classes in-person on any College Campus must provide proof of the meningitis vaccination. Refer to <https://www.navarrocollege.edu/registrar/vaccine.html> for detailed information regarding Bacterial Meningitis.

5. Submitting parent approval and an Early Admissions Enrollment Form. (Link will be provided by the Dual Credit Department upon completion of admission documents received). Courses requested for enrollment will be confirmed by the appropriate Dual Credit [Coordinator](#)[\[CH1\]](#)[\[RT2\]](#)[\[CH3\]](#) each semester.

Section 3. CLASSES AND SCHEDULES

A. All high school students enrolled in a College academic dual credit class will follow the official College calendar regardless of dual credit class location or course instructional modality.

B. A student participating in the Dual Credit Program may take the number of academic classes permitted for dual credit only if the student meets the College's success standard. The College's Dual Credit Program administrator will confer with the Home School's representative under the Dual Credit Program to confirm such standards.

C. High school students taking Navarro College courses are recognized as college students and will be treated as such, regardless of the course location. All Navarro College students, including students enrolled for dual credit, are expected to abide by the Navarro College Code of Conduct and Academic Decorum standards located in the Navarro College Student Handbook. A collegiate classroom environment is expected at all times.

D. Navarro College courses may contain controversial material and mature content. Navarro College courses will not be tailored to high school learners. Parents and high school officials are encouraged to consider the maturity level of the individual student prior to approving the student's enrollment in college courses.

Section 4. INSTRUCTORS

A. The College will approve or select qualified instructors to teach the courses that result in the awarding of dual credit. An instructor is qualified if he or she meets the requirements set forth in Section 130.008(g) of the TEC and other Applicable Law (including, but not limited to SACSCOC Comprehensive Standard 6.2.a [\[CH4\]](#)[\[RT5\]](#) of the Principles of Accreditation and Navarro College's Faculty Credentialing Guidelines).

B. Each dual credit course being provided falls under an [academic](#)[\[CH6\]](#) dean at the College. Under this agreement, each academic dean will have the responsibility for the oversight, supervision, administration, and [evaluation](#)[\[CH7\]](#)[\[RT8\]](#)[\[CH9\]](#) of the instructional delivery provided by each instructor teaching a dual credit course that falls under their campus. The oversight, supervision, administration, and evaluation by the College's academic deans will be in accordance with College instructional policies and procedures as applicable to the course being taught.

Section 5. TUITION

Navarro College offers a dual credit discount for tuition and fees for the fall and spring terms only. Navarro County residents receive a 50% discount and residents outside of Navarro County receive a 51% discount. For current tuition and fee schedules, please refer to the Navarro College Website at: <https://www.navarrocollege.edu/costs-aid/>

**During the Term (as hereinafter defined) of this Agreement, the credit hour tuition and fees are subject to change as established by the College's Board of Trustees.*

Section 6. CURRICULUM and TEXTBOOKS

A. In accordance with THECB regulations, Dual Credit instruction follows the same curriculum, materials, grading, and rigor used in the same class taught at the College to non-dual credit College students. The College's Academic Deans and Department Heads, through continual monitoring, ensure the integrity and rigor of the curriculum in all sections of their discipline or program, both for courses taught as part of the Dual Credit Program and the non-dual credit courses.

B. The College will use the same textbooks and course materials for courses taught as part of the Dual Credit Program as the ones used for the identical on-campus course or an equivalent textbook and course materials approved by the College. Students, at their cost, are responsible for the procurement of their textbooks and course materials.

Section 8. STUDENT SERVICES

A. The College will provide adequate instructional support services, as determined at its discretion, including advising and counseling, to meet the needs of dual credit students. High school students who have completed 15 semester credit hours must see a Navarro College Dual Credit Coordinator/Advisor prior to enrolling in additional coursework. Students must select a Navarro College degree plan or program of study upon completion of 15 semester credit hours.

B. High school students in college courses are eligible to utilize the same support services that are afforded all Navarro College students. The College is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.

Section 9. FUNDING and PAYMENT

A. Tuition and fee payments in the amounts set forth in Section 5 are due from students at registration. A payment plan is available upon request. Payment is required by the stated due date; all tuition and fees must be collected and remitted to the College prior to the beginning of classes. Failure to pay by the due date will result in the student being dropped from classes.

B. Financial Aid is not available to dual credit students. The Higher Education Technical Amendments of 1987 (P.L. 100-50) states, "A student who is enrolled in an elementary or secondary school is not eligible for Title IV assistance for any courses taken at the post-secondary level for the same period" [Compilation of Federal Regulations (CFR) 668.7(a)(2)].

C. The College may only claim funding for students receiving college credit in core curriculum, career and technical education, and foreign language dual credit courses.

Section 10. RECORDS AND REPORTING

Student Records; Record Retention; FERPA. In accordance with Applicable Law, each Party will maintain student records as may be necessary or advisable to operate the Dual Credit Program; each Party will provide the other Party copies of the grades, progress, and other informational data on student progress and assessment. Both Parties will be responsible for maintaining student records and records pertaining to the Dual Credit Program in conformity with the Texas Record Retention laws. Each Party designates the other Party as its agent with a legitimate educational interest in students' educational records for purposes of FERPA (Family Educational Rights and Privacy Act). Both Parties shall institute policies and procedures reasonably designed to ensure that its employees and agents comply with these and all other federal and state laws governing the rights of the dual credit students with respect to educational records and shall protect student education records against accidental or deliberate re-disclosure to unauthorized persons.

Section 11. GENERAL CONTRACT TERMS

A. The Term of this Agreement shall commence upon the Effective Date ("Commencement Date") and shall expire upon graduation from high school.

B. This Agreement may be terminated with or without cause by either Party upon providing written notice to the other Party no later than sixty (60) days prior to the end of the current semester with the termination date being the last day of school under the College's calendar for that semester. Notwithstanding the foregoing, no termination shall take effect regarding students already enrolled in the Dual Credit Program until such time as those students have completed their dual credit courses.

C. This Agreement, including the Recitals, the Appendices, and any exhibits, all of which are incorporated herein, constitutes the entire agreement of the Parties regarding the subject matter herein described. This Agreement supersedes all negotiations or previous agreements between the Parties with respect to the subject matter hereof. The Parties expressly acknowledge that in entering and executing this Agreement the Parties rely solely upon the representations and agreements contained in this Agreement and no others.

COLLEGE:

Navarro College District
3200 W. 7th Avenue
Corsicana, Texas 75110

HOME SCHOOL:

_____ Home School
_____ Mailing Address
_____ City, State, Zip

CONTACT:

Renaë Tribble
Director of Dual Credit
Email: renaë.tribble@navarrocollege.edu
Phone: (972) 923-6421

_____ High school Official (Printed Name)
_____ Email Address
_____ Phone

or to such other persons or places as either party may from time to time designate by written notice to the other.

[Signature page for the Navarro College Dual Credit Program]

EXECUTED BY THE PARTIES as of the Effective Date of _____:

Student

_____ Printed name of student

_____ Student signature

Parent/Legal Guardian

_____ Printed name of parent/guardian

_____ Parent/guardian signature

Navarro College

Signed by _____ Designated Navarro College Administrator

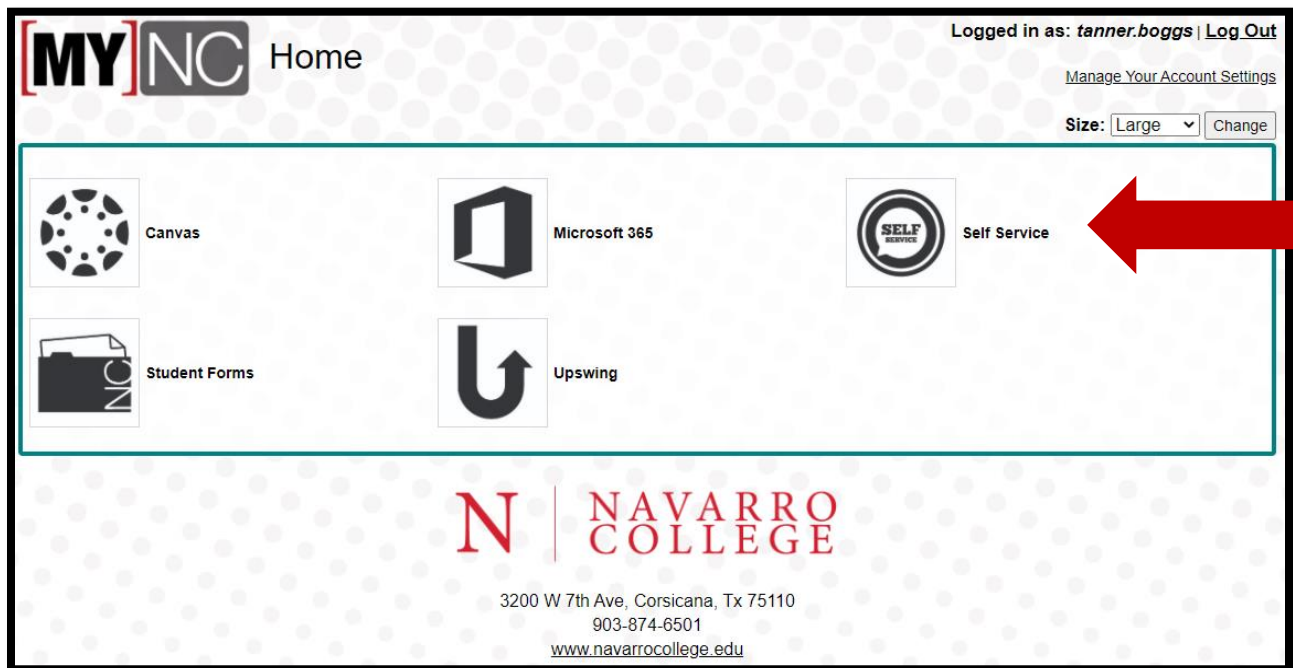
Date _____

Paying Your Tuition and Fees Online

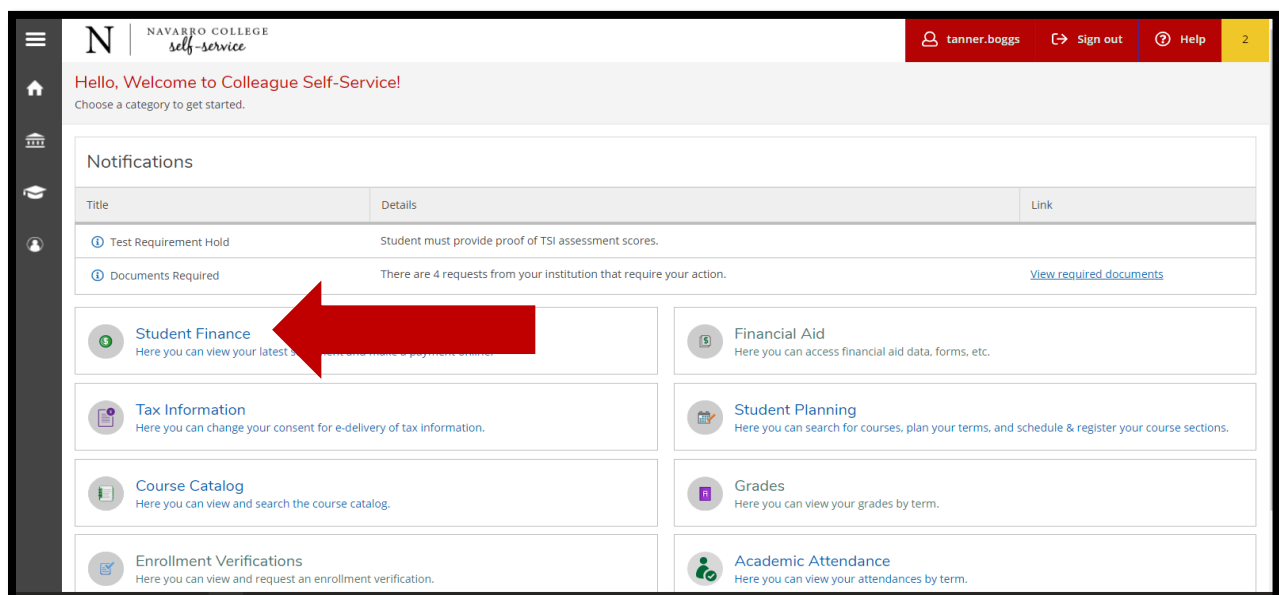
Log into your MyNC account. Once this is complete you should be taken to the screen below.

(Note: If you have not already authenticated your account, you will get a “pop up” box asking you to authenticate your account. Please follow the on screen instructions for obtaining a one-time code to verify your phone number and a one-time code for verifying your personal email address. Once this is done, you will be able to continue to mync.navarrocollege.edu)

Once you get logged in to mync.navarrocollege.edu you click on Self Service



Once you are on your Self-Service home page you will click on “Student Finance”



You now click on “Pay Tuition and Fees”

The screenshot shows the Navarro College self-service portal. The user is logged in as 'tanner.boggs'. The page title is 'Account Summary'. A notification banner at the top states: 'New student loan borrowers have a mandatory 30 day wait from the first day of class. This means it will not pay for your tuition by the required due dates. If student loans are your only available type of financial aid, this means you will be responsible for covering your tuition costs.' Below the notification, the 'Account Summary' section shows the following data:

Amount Overdue	\$262.91	
= Total Amount Due	\$262.91	
Total Account Balance	\$262.91	Account Activity
Spring 2021	\$262.91	
Fall 2020	\$0.00	

On the right side, under 'Helpful Links', there are four links: [Pay Tuition and Fees](#), [Refund Dates](#), [Select Refund Preference](#), and [Pay Room and Board](#). A red arrow points to the 'Pay Tuition and Fees' link.

You will then click on “Proceed to Processor” and then follow the online prompts to set up payment.

The screenshot shows the 'Payment Plan & Billing' section of the Navarro College self-service portal. The user is logged in as 'tanner.boggs'. The page title is 'Payment Plan & Billing'. Below the title, there is a sub-header 'Review your account and proceed to processor'. The main content area contains the text: 'A new window will open and redirect you to our payment processor, Nelnet Campus Commerce.' followed by a button labeled 'Proceed to Processor'. A red arrow points to this button. At the bottom of the page, there is a copyright notice: '© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.



IMPORTANT INFORMATION FOR DUAL CREDIT STUDENTS



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
or email us at dual.credit@navarrocollege.edu

Downloading Unofficial Transcripts and Requesting Official Transcripts

Downloading Unofficial Transcripts

1. Log on to their self-service account.
2. Click on the graduation hat on the left-hand side of the screen.
3. Scroll down and click on “Unofficial Transcript”.
 - This will create a pdf of their transcript that they can print out or save.

Requesting Official Transcripts

1. Log on to their self-service account.
2. Click on the graduation hat on the left-hand side of the screen.
3. Scroll down and click on “Request Official Transcript”.
4. Set up a Parchment account.
5. Request how many official transcripts they want to order at \$3 apiece.
6. Put in payment information and submit.
 - For a video tutorial use this link <https://www.youtube.com/watch?v=2MTbKNV-Dig>



ASSISTING OUR BULLDOGS to SAVE \$\$\$!

MANY OF YOUR NC COURSES NOW GIVE YOU IMMEDIATE ACCESS TO YOUR TEXTBOOK AND COURSE MATERIALS AT A VERY LOW COST!

- IMMEDIATE ACCESS IS YOUR TEXTBOOK AND COURSE MATERIALS BUILT INTO YOUR NAVARRO COLLEGE COURSE(S). YOUR IMMEDIATE ACCESS CODE COURSE FEES ARE INCLUDED WITHIN YOUR REGULAR TUITION AND FEES. THIS GREATLY REDUCES THE COST ON TEXTBOOKS AND COURSE MATERIAL AND YOU ARE READY TO START WHEN CLASSES BEGIN. ACCESS TO YOUR TEXTBOOK AND MATERIALS IS AVAILABLE THE FIRST DAY OF CLASS. PLEASE CHECK WITH YOUR COURSE INSTRUCTOR FOR DETAILS TO THE ACCESS LINK.
- **Q&A LINK:** http://bookstore.navarrocollege.edu/StoreFiles/167-SchoolFiles/167-IA_QA_Info.pdf
- PLEASE SEE THE LIST OF COURSES BELOW AND THE **ESTIMATED** COURSE FEES THAT WILL COME WITH THE IMMEDIATE ACCESS CODE.

COURSE(S)	ESTIMATED IMMEDIATE ACCESS COURSE FEE
ACCT 2301/ACCT 2302	\$93.00 PER COURSE
ARTS 1301/1303	\$90.00 PER COURSE
BIOL 1406/1407	\$102.00 PER COURSE
BIOL 1408/1409	\$111.00 PER COURSE
BIOL 2401/2402	\$120.00 PER COURSE
BIOL 2420	\$116.00 PER COUSE
BUSI 1301/BUSI 2301	\$130.00 PER COURSE
CHEM 1405/1407	\$ 52.00 PER COURSE
COSC 1301	\$105.00 PER COURSE
ECON 2301/ECON 2302	\$130.00 PER COURSE
ENGL 1301/1302	\$55.00 PER COURSE
ENVR 1401/1402	\$100.00 PER COURSE
GEOL 1405/1401	\$100.00 PER COURSE
GOVT 2305/GOVT 2306	\$80.00 PER COURSE
HIST 1301/HIST 1302	\$35.00 PER COURSE*PICK UP BOOK FROM BOOKSTORE
MATH 1314/MATH 1324/MATH 1325/MATH 1332/MATH 1342/ MATH 2412	\$95.00 PER COURSE
MATH 2413/MATH 2414	\$110.00 PER COURSE
MUSI 1306	\$67.00 PER COURSE
PSYC 2301	\$65.00 PER COURSE
PSYC 2314	\$100.00 (LECTURE + VIRTUAL CHILD)
SPAN 1411/SPAN 1412	\$100.00 PER COURSE
SPCH 1311/SPCH 1315	\$50.00 PER COURSE
SOCI 1301	\$80.00 PER COURSE
SOCI 1306/SOCI 2301/SOCI 2319	\$79.00 PER COURSE

- Students should check with course instructor for the lab material requirements for the course. *

FOR FURTHER INFORMATION REGARDING COURSE MATERIALS, PLEASE VISIT THE BULLDOG BOOKSTORE WEBPAGE AT: <https://www.navarrocollege.edu/bookstore/index.html>