

Dual Credit Handbook

Information for Students and Parents



N | NAVARRO
COLLEGE

TABLE OF CONTENTS

NAVARRO COLLEGE DUAL CREDIT PROGRAM CONTACTS	3
WELCOME LETTER	4
PROGRAM OVERVIEW	5
COURSE DELIVERY OPTIONS	6
ELIGIBILITY REQUIREMENTS	7
ELIGIBILITY & ENROLLMENT IN DUAL CREDIT COURSES.....	7
STUDENT ELIGIBILITY	7
TESTING REQUIREMENTS	7
TSI ASSESSMENT INFORMATION:	8
CAREER & TECHNICAL ELIGIBILITY	8
ADMISSION & ENROLLMENT PROCESS	9
NEW STUDENT ADMISSION & ENROLLMENT PROCESS.....	9
RETURNING STUDENT ENROLLMENT PROCESS	10
FINANCIAL INFORMATION	12
ESTIMATED TUITION AND FEES	12
PAYMENT FOR COURSES	12
TUITION REFUND ELIGIBILITY	12
REFUND OF TUITION & FEES	12
ATTENDANCE & DROP POLICIES	13
ATTENDANCE POLICY	13
DROPPING AND/OR ADDING COURSES	13
EXPECTATIONS AND RESPONSIBILITIES OF THE STUDENT	14
STUDENT SERVICES AND RESOURCES	15
ACCESS TO STUDENT RECORDS	15
AMERICANS WITH DISABILITIES ACT	16
LIBRARY SERVICES	16
STUDENT IDS & PARKING PERMIT	16
STUDENT COMPUTER SYSTEM LOGIN INSTRUCTIONS	17
INFORMATION FOR PARENTS	18
HOW TO HELP YOUR DUAL CREDIT STUDENT.....	18
SELECTING A PATH	19
CURRENT CAREER AND TECHNICAL DUAL CREDIT PROGRAMS.....	19
FREQUENTLY ASKED QUESTIONS	20
CAMPUS CONTACT INFORMATION	ERROR! BOOKMARK NOT DEFINED.
HELPFUL RESOURCES	1

NAVARRO COLLEGE DUAL CREDIT PROGRAM CONTACTS

(Ellis, Navarro, Freestone, Limestone, and Leon Service Areas)

Website: dualcredit.navarrocollege.edu

Email: dual.credit@navarrocollege.edu

Dual Credit Department Main Number: (972) 923-6431

DISTRICT-WIDE:

Dean of Dual Credit: (972) 775-7251

Director of Dual Credit: (972) 923-6421

CORSICANA:

Dual Credit Coordinator: (903) 875-7527

MEXIA:

Dual Credit Coordinator: (254) 562-3848

MIDLOTHIAN:

Dual Credit Coordinator: (972) 775-7243

WAXAHACHIE:

Dual Credit Coordinator: (972) 923-6424

Dual Credit Coordinator: (972) 923-6493



Dear Parents and Students,

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 track. Students will begin working towards completing the college core curriculum to further their college education or complete an Associate Degree. 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 course offerings 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 locations, and online.

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

DUAL CREDIT PROGRAM OVERVIEW

MISSION OF DUAL CREDIT

Dual Credit provides students a transitional pathway to further their education, assist with college completion and retention rates, and increases interest in higher education. Our partnerships with our service area schools provide support and involvement with the high school population and communities served.

BENEFITS OF DUAL CREDIT

Dual Credit courses offer our students the opportunities to get a jumpstart on their college education, and render financial savings. Upon satisfactory completion of a course, students will earn both high school and college credits. Course offerings will vary by each school.

Saves Money: Through the dual credit program, parents/students will save a substantial amount of money by not incurring charges for two years of college room and board and by paying lower tuition at their “Community College”. The average cost for 15 credit hours at a state university is approximately \$6,500 while the same 15 hours at Navarro College will cost about \$2,400. To assist our students, save even more, our dual credit program offers discounted tuition for our students enrolled in fall and spring terms.

Saves Time: When completing a technical pathway in high school students can get a job right after graduation or shorten the time it takes to earn an Associate Degree at Navarro College. Core courses are transferrable which reduces the academic load and amount of time spent at a university or other college.

Transition to College Easier: Successfully completing college credit in high school helps many students make the transition to college life. Students will have the opportunities to take college core courses or work toward completion of an Associate Degree. Academic dual credit courses are accepted by public colleges and universities and most private & out-of-state institutions to which Navarro students transfer as part of their core curriculum. All State College and University transfer information can be located at the following link: Texas Common Course Numbering Matrix: <http://www.tccns.org/>

Convenient: College courses are available at high school locations, at Navarro College locations, and online.

Increases Student Success: Students have the opportunity to participate in hands-on technical courses or academic courses which can help them gain confidence and study skills need to succeed in college and in chosen careers.

DUAL CREDIT COURSE DELIVERY OPTIONS

Dual Credit courses offered by Navarro College are taught by full-time or adjunct faculty who meet the Southern Association of Colleges and Schools Commission on Colleges credential requirements.

Classes may be offered in the following formats:

- Face to face on high school locations. (The classes taught in the high schools are the same content, quality, and rigor as those offered on the Navarro College locations).
- On one of the Navarro College locations.
- Online.
- In a hybrid format with a portion of the instruction being provided in the classroom and a portion online.

Students are required to be in good academic standing as certified by the high school official.

Home Schooled Students are eligible to apply and register for dual credit courses. Students must reside in our service area. Students must meet the same standards and follow procedures similar to other students. A notarized high school transcript must be submitted.

Students must have the social and behavioral maturity for college level courses.

Students with prior disciplinary or attendance problems, as defined by The Texas Education Code, section 25.92 Minimum Attendance for Class Credit, are not eligible to enroll in dual-credit courses.

High school students may enroll in the number of classes appropriate to their needs with an institutional upper limit of 19 hours per long semester without appropriate approval according to Navarro College Catalog. A load of 12 hours per long semester is considered advanced for Dual Credit students.

A student may enroll in workforce education dual credit courses for which the student has demonstrated eligibility.

To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).

ELIGIBILITY REQUIREMENTS

ELIGIBILITY AND ENROLLMENT IN DUAL CREDIT COURSES

Interested students must meet all of the eligibility requirements set by the Texas Higher Education Board, <http://www.theccb.state.tx.us/>. You may also find eligibility requirements on the Navarro College Dual Credit web page, <https://www.navarrocollege.edu/dual-credit/resources.html>. Prior to being admitted into the Dual Credit program, students must meet the Texas Success Initiative assessment requirements appropriate for each course or provide test scores to demonstrate college readiness. Students are to complete a dual credit admission documents and gain approval from their high school officials.

STUDENT ELIGIBILITY FOR DUAL CREDIT

Dual Credit students must show college readiness in the testing area relevant to the course(s) enrolling to be eligible to take college courses and are highly encouraged to show eligibility in the Writing and Reading sections of any approved assessments. Students must demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative. 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. (Texas Administrative Code Rule 4.85):

DUAL CREDIT TESTING REQUIREMENTS	
TEST	SCORE EXPLANATION / REQUIREMENTS
TSI Assessment	<p>College Readiness cut-scores for each area of the TSI Assessment: TSIA (Scores are accepted up to 5 years from test date)</p> <ul style="list-style-type: none"> ▪ Writing-a placement score of at least 340, and an essay score of at least a 4; or a placement score of less than 340, and an ABE Diagnostic level of at least 4, and an essay score of at least 5 ▪ Reading-351 ▪ Math-350 <p>TSIA 2.0 (New TSI Assessment: Beginning January 11, 2021)</p> <ul style="list-style-type: none"> □ TSIA 2 Math College Ready Scores: CRC 950-990 or CRC 910-949 AND Diagnostic Level 6 □ TSIA 2 ELAR College Ready Scores: CRC 945-990 AND Essay 5-8 or CRC 910-944 AND Diagnostic Level 5 – 6 AND Essay 5-8
ACT	<p>Administered prior to February 15, 2023: 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.</p> <p>Administered on or after February 15, 2023: a combined score of 40 on the English and Reading (E+R) tests shall be exempt for both reading and writing or ELAR sections of the TSI Assessment. A score of 22 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no composite score.</p>
SAT	<p>Administered prior to March 2016: 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.</p> <p>Administered on or after March 5, 2016: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be <i>exempt</i> for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be <i>exempt</i> for the mathematics section of the TSI Assessment. There is no combined score.</p>

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. ***9th & 10th grade students are required to take the TSI Assessment and be college ready in writing and reading prior to enrollment approval.***

TSI ASSESSMENT INFORMATION:

Navarro College administers the TSI Assessment test. Check with our testing center to find out testing availability. The TSI Assessment costs \$35.00. 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 two weeks 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.

Once enrollment is confirmed students are responsible to pay for their tuition and fees (if applicable), and textbooks by the published Navarro College early/priority payment deadlines. All paperwork, testing, registration confirmation, and payment for dual credit is due according to the published deadlines. Please note that some schools prescribe deadlines to meet the needs of both institutions.

CAREER & TECHNICAL DUAL CREDIT ELIGIBILITY 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 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.

ADMISSION AND ENROLLMENT PROCESS

Students will be responsible for meeting all College deadlines and policies for admission and enrollment.

NEW STUDENT ADMISSION AND ENROLLMENT PROCESS

1. **Begin** by discussing opportunities with your High School Counselor.

2. **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.

Navarro College uses the Apply Texas system for its online application. This is a state maintained system that allows you to apply to multiple schools throughout the state with a single application. Information submitted through Apply Texas will require a short processing period to be transferred to our student record system. When creating your Apply Texas account please keep your login information, as it is not maintained by Navarro College.

Note: The application will ask for your social security number and will tell you it is optional. If you choose not to provide your social security number, you will have to provide a copy of your SSN card to Navarro College Admissions Office. Your application will not be processed until this is complete.

- Apply online at: www.applytexas.org

3. **Enrollment Process**

- After Apply Texas has been processed (allow up to 2 weeks), students will receive a confirmation email including instructions for logging into their MyNC Portal student account and how to complete the enrollment form.
 - Be sure to check junk or spam if you do not receive acceptance confirmation in your inbox within 2 weeks.
 - For username and password assistance, please contact our One Stop Help Desk at 903-875-7416.
 - Once you get logged in to mync.navarrocollege.edu you will get a “pop up” box asking you to authenticate your account. Please follow the 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 sign-in has been authenticated, you will see My NC Home. Click on Self Service
- Students complete Dual Credit Enrollment Form (Located Under: User Options Menu: (Marking “YES” I am a new DC Student) on NC Self-Service account.
 - Students Guide to Completing Dual Credit Enrollment Form: <https://www.youtube.com/watch?v=c0ASVLCgu7U&feature=youtu.be>
- For first time Dual Credit students, the parent will receive an email to approve participation in the Dual Credit program.

- **Parents' Guide to Dual Credit Enrollment Approval:**

- <https://www.youtube.com/watch?v=14aq9RY-xkQ&feature=youtu.be>

- After parent approval, the counselor will approve, and upload required documents.
- Upon registration by Navarro College, students will receive a confirmation email and further information to the email addresses provided.
- Students will be able to view their registration statement and class schedule on Self-Service at: <https://login.navarrocollege.edu/layouts/PG/login.aspx?ReturnUrl=%2Fssso%2Fgo.ashx>

4. **Provide** the following documents to your high school counselor to send to NC:

- a. Evidence of Bacterial Meningitis vaccination
- b. Test scores
- c. Current unofficial high school transcript.

5. **Registration**

Once your admissions application, dual credit enrollment form approved, and appropriate documents have been received by Navarro College, you will be registered for your selected dual credit courses. In most cases, your High School Counselor submits all registration documents on the student's behalf. Concurrent or Home School students will need to submit documents directly to the Dual Credit Coordinator.

6. **Log on** to Student Account- MyNC at <https://mync.navarrocollege.edu>

7. **Make Payment** for your courses by the published deadline and purchase textbooks and required course materials.

RETURNING STUDENT ENROLLMENT PROCESS

Students complete the Dual Credit Enrollment Form (Located Under: User Options Menu: (Marking “NO” I am a returning DC Student) on their NC Self-Service student account.

- Students Guide to Completing Dual Credit Enrollment Form:
<https://www.youtube.com/watch?v=c0ASVLCgu7U&feature=youtu.be>

Returning students may be restricted from registering for courses due to holds placed on his/her record. Grades and transcripts will not be released if the student has a certain “hold” on his/her records. Holds may be placed on a student’s record for failure to meet admission requirements, financial reasons (returned checks, overdue loans, etc.), and materials overdue at the library or for other reasons deemed necessary by the college. These holds can be released only after the cause of the hold has been satisfactorily cleared.

Provide evidence of Bacterial Meningitis vaccination (If applicable)

Registration

Returning students must submit a Dual Credit Enrollment Form each semester. Once registration documents have been received by Navarro College, you will be registered for your selected dual credit courses. In most cases, your High School counselor submits all registration documents on the student’s behalf. Concurrent or Home School students will need to submit documents directly to the Dual Credit Coordinator.

5. **Log on** to Student Account- MyNC at <https://mync.navarrocollege.edu/>

6. **Make Payment** for your courses by the published deadline and purchase textbooks and required course materials.

FINANCIAL INFORMATION & SCHOLARSHIPS

ESTIMATED DUAL CREDIT TUITION AND FEES

The dual credit discounted tuition is only applicable for the fall and spring semesters (during the academic school year).

For current tuition and fees tables, please visit the following link:

<https://www.navarrocollege.edu/costs-aid/>

PAYMENT FOR COURSES

Students must meet the published payment deadlines set for each semester. Failure to pay the tuition by the established deadline will result in a drop from courses with a required reinstatement fee. Visit payfor.navarrocollege.edu for all your financial needs and options.

TUITION REFUND ELIGIBILITY

To be eligible for a tuition refund, a student must officially withdraw through the Office of Admissions & Records and must complete a "Request for Refund" form. "Class Day" is defined as any day a college class meets. Class days are computed beginning the first day of classes for the semester, not according to the number of times a particular class has met. After classes begin, certain fees are not refundable including general service, vehicle registration and matriculation. In the event of a student's official withdrawal or reduction of hours carried, tuition and fees are refundable on the following basis:

REFUND OF TUITION & FEES

- Fall and Spring Semesters
 - Prior to the semester start date = 100%*
 - During the first 15 class days = 70%
 - During the sixteenth to twentieth class days = 25%
 - After the twentieth class day = None
- Summer Semesters
 - Prior to the first class day = 100%*
 - During the first five class days = 70%
 - During the sixth and seventh class days = 25%
 - After the seventh class day = None

ATTENDANCE AND DROP POLICIES

ATTENDANCE POLICY

Regular and punctual class attendance is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a 16-week semester and may result in failure or being dropped from the course. The attendance policy for certain courses may be more stringent than the general policy at the discretion of the instructor or as required by THECB (Texas Higher Education Coordinating Board) policy and law. 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. Class rosters will be certified at 60 percent of the semester by all instructors. Students not attending classes will be dropped. Veteran's benefits recipients must be dropped from a course for benefit purposes within three (3) weeks after their last date of attendance. The VA benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of a semester for any course in which a "W" grade is received.

DROPPING AND/OR ADDING COURSES

Prior to the "registration closes" date as specified in the college calendar for each individual semester, a student may drop and/ or add courses. After the "registration closes" date, classes may not be added, and approval of the course instructor must be obtained in order to drop a class. It is the student's responsibility to submit the required paperwork to the Office of Admissions and Records to drop a course. Dual Credit Students should consult with their counselor and review their options before deciding to withdraw from a course. It is the responsibility of the student to fully complete the drop process at both the high school and Navarro College. A student who does not officially drop a course will still be considered enrolled. This situation will result in the student receiving a failing grade which will become part of their permanent official college transcript.

If a student moves or leaves the high school district and fails to withdraw according to the college withdraw/drop dates and guidelines and/or does not complete a dual enrollment course at the college, he/she will earn an "F" in the course. Therefore, if you are aware of any situation that may interfere with your ability to complete the college semester, you should not enroll in the dual credit course.

EXPECTATIONS AND RESPONSIBILITIES OF THE STUDENT

Dual Credit students must adhere to all policies of Navarro College and their High School.

All students in the program must have written approval from a high school official and the student's parent or guardian.

In order for college credit to be awarded, the student must be registered for the course and tuition must be paid by the stated deadline. In some cases, tuition and fees are waived for workforce education dual credit courses. Dual Credit students are not eligible for federal financial aid.

Students will be required to purchase college textbooks and materials or have them provided by the high school.

Navarro College expects all students to do their own schoolwork at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action.

The student will keep all Navarro College passwords and access codes confidential.

Maintaining eligibility in University Interscholastic League (UIL) activities is the responsibility of the student.

Students should remember that a dual credit course is a college course in all respects.

The curriculum is the same that is used on the college campus, and dual credit student's responsibilities are the same as all other college students. The teaching methods are the same as on the college campus, and students will be expected to conduct themselves as college students. (See the Navarro College student handbook)

Dual Credit students are expected to attend class.

Whether the class is on your high school, online or at a Navarro College location, attendance and class participation are crucial to your success.

Each instructor may set their own attendance policy and students must adhere to those policies. Students missing more than a week of class may be withdrawn from the course. Students participating in extra-curricular activities should make sure there are no conflicts with the dual credit course.

College courses sometimes deal with controversial issues or subject matter that high school courses may not address. College curriculum will not be tailored for high school learners.

Academic Freedom allows faculty and students to pursue whatever inquiry they feel is important and to speak about it in the classroom without fear of censorship. Within a college environment, students may encounter adult language and images, different philosophical viewpoints and belief systems. Appropriate and essential discipline specific terminology, concepts and principles are utilized as needed in the classroom setting.

All college students should expect to invest at least as much time out-of-class as in-class in reading, studying, and preparing for college course assignments.

To be successful and ensure completion of out of class assignments, most students will need to invest more time than this.

Students should pay careful attention to their instructor's system for assigning grades. Students are responsible for maintaining their progress and standing in their college courses.

Often the college grading system is different from the system their high school uses. If students do poorly on a test or assignment, they should not expect to repeat the work in order to improve their grade. Also, instructors may not allow students to do extra work to bring up a poor grade.

The instructor's grading system is covered in the course syllabus students receive at the beginning of the semester. If students have trouble in a dual credit course, it is their responsibility to ask the instructor what they need to improve in order to succeed in the class.

Students are expected to communicate with their Instructors to discuss any concerns or ask any questions.

STUDENT SERVICES AND RESOURCES

ACCESS TO STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA)

1. The Family Educational Rights and Privacy Act and the Texas Open Records Act are federal and state laws which provide for the review and disclosure of student educational records. Individuals are informed of their rights under these laws through this policy. Navarro College will not permit access or release of personally identifiable information contained in student education records to any party without the written consent of the student unless: Navarro College personnel have a legitimate educational need to release information to our partnering high schools.
2. Officials of other colleges which the student seeks to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if requested;
3. Federal, state, or local officials as authorized by law;
4. Required to process student financial aid;
5. *Parents who have been given rights by their dependent student by signing a “Release of Information” form on file in the Office of Admissions and Records. Student Record Release Forms may be found on the MyNC portal.

- a. Add a FERPA Proxy (Parent or Guardian) to your student account:

<https://www.youtube.com/watch?v=9SBcl9bZz6E&t=33s>

*Although Dual Credit students are minors and dependents, the Federal law considers any students attending college protected under the FERPA regulation and are subject to privacy protection. For more information, contact the Office of Admissions and Records.

In compliance with the Family Educational Rights and Privacy Act of 1975, (PL93-380, section 513), as amended (PL 93-568, section 2), information classified as “directory information” may be released to the general public without consent of the student. Navarro College hereby designates the following student information as public or “directory information”: name, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes dean’s list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), and date and place of birth. A student may request that the above directory information be withheld from the public by making written request to the Office of Admissions and Records during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information will be released upon inquiry. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Navarro College assumes that failure on the part of any student to specifically request the withholding of “directory information” indicates individual approval for disclosure.

AMERICANS WITH DISABILITIES ACT

Students with Disabilities / ADA

Students currently receive 504/IDEA accommodations for their high school courses should coordinate college accommodations with the District Coordinator of Disability Accommodations. Navarro College makes its locations and student programs accessible in compliance with the Americans with Disability Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Dual Credit college students, rather than staff or parents, are responsible for initiating the request for accommodations. Friends or family members who are advocates for students in the public school system are not able to speak with instructors or the District Coordinator of Disability Accommodations without written permission.

It is best to start the accommodation process four weeks prior to the first class day. Students must provide a copy of the most recent ARD, Educational Assessment, and any additional documentation to support the need for accommodations. To ensure that college level accommodations are received, meet with Navarro College's District Coordinator of Disability Accommodations. Visit our Disability Services Web Page for further information: <https://www.navarrocollege.edu/support-services/disability-services/>

LIBRARY SERVICES

The Mission of the Navarro College Libraries is to support, enrich, and participate in teaching and learning at the college. Librarians work with faculty to develop library resources, services, and information literacy instruction that assist students to achieve a broad foundation in the liberal arts and sciences, prepare for careers or further study, and develop an appreciation of the value of learning as a lifelong endeavor.

Students must show a valid ID card to borrow materials or use the computer lab. For more information on location and hours, go online to <https://www.navarrocollege.edu/library/about/> or by phone (903) 875-7442.

Students are responsible for paying any fines associated with items returned late or lost.

STUDENT IDS AND PARKING PERMIT

Students may obtain their Navarro College Student ID Cards in the Office of Admission and Records. ID cards are required to access many student services, including computer labs, library, fitness center and athletic events. Students are required to present a copy of their fee statement showing payment for their current semester. Students are responsible for any fines associated with failure to abide by the guidelines set forth for student parking (See Student Handbook).

STUDENT COMPUTER SYSTEM LOGIN INSTRUCTIONS

Students will navigate all of their web tools through their **MyNC** portal. Visit our One Stop Service Desk Webpage to obtain login and reset information.

ONE STOP SERVICE DESK: <https://www.navarrocollege.edu/service-desk/>

RESOURCES FOR REFERENCE

Student Handbook: <https://navarrocollege.edu/handbook/>

College Catalog: <https://www.navarrocollege.edu/catalog/>

Dual Credit Webpage: <https://www.navarrocollege.edu/admissions/dual-credit/>

INFORMATION FOR PARENTS

Congratulations! Your child has exhibited a desire to take dual credit courses. This same child, with their college involvement, is transitioning into adulthood. This means, as a parent, you are transitioning from a difficult leadership role to an equally difficult support role. Assist your teenager in this transition by making him/her aware that success depends on him/her taking responsibility for education and behavior.

Your support is one of your teenager's most important resource. It doesn't matter whether or not you went to college - by encouraging your children and assuring them that college is important and that they can succeed, you can help them far more than anyone else. Below you will find some helpful information regarding your support as your child begins dual credit course work.

HOW TO HELP YOUR DUAL CREDIT STUDENT

- Prepare them for what to expect: College gives students a tremendous amount of freedom.
- No one is monitoring their progress on a daily basis.
- No one knows whether they're doing the assignments.
- Students should be prepared to do most of their learning on their own.
- Self-motivation and discipline are important.
- A general guideline is that for every one hour spent in class, college students should spend two hours out of class reading, studying and completing assignments.
- Encourage them to avoid taking on too much at once. High school extra-curricular activities may conflict with a dual credit course. Students are responsible for all materials related to the course whether or not they are in class the day the information is given or the assignment is made. Students will need to talk to their instructor to make arrangements for receiving handouts, classroom information, obtaining lecture notes, or turning in work. Parents and students should seriously discuss priorities before and during enrollment in a dual credit course.
- Allow them to take ownership for success and responsibility for failures.
- Course content and rigor is different from high school
- Some of the topics covered in college courses may be controversial. College is a time for students to critically analyze information gathered through K-12 courses and confront questions without easy answers. College instructors will teach the same course material regardless if it is a dual credit course or has dual credit students in the course.
- Let them do it on their own: Dual Credit students are treated no differently than any other Navarro College student.
- There are no parent conferences.
- Encourage them to establish open communication with their instructors. If they are experiencing challenges in a course, they will need to communicate this to their instructor. Do not contact instructors on their behalf. Communication regarding Navarro College students is restricted due to the Family Educational Rights and Privacy Act, FERPA
- College is the time for parents to make the transition from being their child's primary advocate to becoming a supporter.

- Help your teenagers learn by instilling the message that their academic success depends on their taking responsibility for their own education and behavior.
- Discover all that Navarro College has to offer: Support systems are available at Navarro College, such as learning labs, free tutoring, career planning, transfer services and computer access, but students must seek out the services, ask for the help and follow through. You can make sure your teenager finds out about all the resources available through Student Services.

SELECTING A PATH

Upon starting in the dual credit program, students must declare a degree plan and must meet with a college academic advisor prior to enrolling in coursework. Please see the link below for majors, degrees and programs of study: <https://www.navarrocollege.edu/academics/>

CURRENT DUAL CREDIT PATHWAYS

- Associate of Arts in General Studies (Academic Track only)
- Associate of Science in General Studies (Academic Track only)
- Accounting Clerk Certificate
- Business Management-Supervisor's Level 1 Certificate
- Cosmetology Certificate
- Criminal Justice Correction Certificate
- Cybersecurity Certificate
- EMT-Basic Certificate
- Emergency Services Option 1 Certificate (Fire/EMT)
- Emergency Services Option 2 Certificate (Homeland Security/National Disaster Response)
- Entrepreneurship Certificate
- Industrial Maintenance Technology Certificate
- Networking Certificate
- Production Welder Certificate

FREQUENTLY ASKED QUESTIONS

- ***Why should I take dual credit courses?***

Taking college courses early prepares students to make a smoother transition from high school to a four-year college or university.

Dual Credit offers students the opportunity to experience college before graduation from high school and refine skills necessary for continued success in collegiate work. Students are more likely to complete college and gain technical skills necessary to get a job right out of high school.

- ***Can I register myself for dual credit classes?***

No. All Dual Credit students must have a high school official's approval for each term and courses enrolling. This insures student success and high school graduation requirements. Also, changes made to any schedules must also be approved by the high school official.

- ***What if I'm a home school or private school student requesting to take college courses?***

Home school students are eligible for Dual Credit courses when admission standards and requirements are met. For additional information, contact the Dual Credit Coordinator in the Navarro College office closest to your home location.

- ***Can I take courses online?***

Most students are eligible to take courses online. The online learning environment is very different from the classroom. Successful students are self-motivated and do not procrastinate. We strongly encourage students to take online courses after their sophomore year of high school.

- ***Can I take college courses during the summer?***

Yes! You may register for summer courses through the Navarro College Dual Credit Coordinator. It is important that your counselor approve your enrollment in these courses.

- ***Can I take a mini-mester?***

Yes! You may register for mini-mester courses through the Navarro College Dual Credit Coordinator. It is important that your counselor approve your enrollment in these courses. We strongly encourage students to not take a mini-mester until their senior year of high school.

- ***Will the grades I receive in dual credit appear on my high school transcript?***

Yes! If the high school approves acceptance of the college credit. The student will receive a letter grade from the college and the high school will assign a corresponding number grade for the high school portion of the course. Grades will appear on both high school and college transcripts.

- ***Will my dual credit classes transfer?***

Yes! Dual Credit Academic Core classes with a grade of "C" or higher are guaranteed to transfer to any Texas Public College or University. Some universities will accept a grade of "D". Private and out of state schools use their own discretion with determining admission requirements. Many workforce education courses (welding, BCIS...) are not designed for transfer but are accepted by Navarro College towards certificate programs and Applied Science Associate Degrees.

- ***What are semester credit hours?***

A "credit-hour" is the weight a course is given towards graduation. Most courses at Navarro College are worth three "credit-hours." This means that in a typical sixteen week semester (Fall or Spring), a three credit-hour course meets for lecture approximately three hours each week. Some courses like science and physical education will involve lab components that include more time per week than what is indicated by their credit-hours. For example, a science course might be classified as a four credit-hour course even though it meets for three hours of lecture plus three hours of lab per week, or a physical education course might be worth one credit, when it actually meets for three hours of lab time each week.

- ***How do I update my personal information (email, phone, address)?***
 Students may make changes to their information by completing the appropriate change of information form in the Registrar's office. Students may also update information through logging into their MyNC Student Portal account.
- ***Can my high school accommodations be utilized during my dual credit courses?***
 Yes! Students must coordinate college accommodations with the Navarro College District Coordinator of Disability Accommodations. Dual Credit students, rather than staff or parents, are responsible for initiating the request for accommodations.
- ***Do I need to take the Bacterial Meningitis Shot?***
 Students participating in the Dual Credit Program and only taking courses on their high school campus or online are not required to have any additional vaccinations. However, students taking Dual Credit classes on the Navarro College campuses will be required to present proof of the Bacterial Meningitis Vaccination for enrollment.
- ***How do I register for the TSI Assessment?***
 In some cases, this assessment may be offered at your high school. If not, you may contact the Navarro College Testing Center to schedule an appointment to complete the assessment.
- ***How many times can I take the TSI Assessment?***
 You may retake the TSI assessment; however, we recommend that you not take any section more than three times consecutively. Each time the test is taken on the Navarro College location you will be required to pay the \$35.00 fee.
- ***How do I know which textbooks to purchase?***
 Students should use the MyNC Student Portal schedule to look up the required textbooks and materials for each course. You can find additional information regarding textbooks using the NC store website, <http://www.navarrocollege.edu/bookstore/>.
- ***Where do I purchase textbooks?***
 Books may be purchased or rented online or on the campus at the Navarro College Bookstore.
- ***What are my options for paying for classes?***
 Federal Financial Aid is not available for Dual Credit students; however, students are eligible for a payment plan in the fall and spring semesters. You may request a payment plan online. Failure to make payment by the published deadline may result in a drop from courses and a required reinstatement fee.
- ***Can I use VA Benefits to pay for Dual Credit classes?***
 Yes. Please contact the Registrar's office for more information regarding the use of VA benefits. You may also visit the following web page: <http://www.tvc.texas.gov/Hazlewood-Act.aspx#Legacy Act>.
- ***What if I move or leave my High School?***
 If you move or change school districts and are enrolled in a face to face course on your high school campus, you must withdraw. Failure to complete the proper paperwork could result in an "F" on your transcript. If you are enrolled in an online course, you may continue in the course.
- ***I paid for my class but had to withdraw. Will I get a refund?***
 The campus refund dates can be found online. Do not delay requesting a withdrawal, as it could affect the refunded amount.

DEPARTMENT	PHONE	WEBSITE
Admissions and Records Office: Corsicana	(903) 875-7700	https://www.navarrocollege.edu/admissions-records/
Admissions and Records Office: Mexia	(254) 562-3848	https://www.navarrocollege.edu/admissions-records/
Admissions and Records Office: Midlothian	(972) 775-7200	https://www.navarrocollege.edu/admissions-records/
Admissions and Records Office: Waxahachie	(972) 937-7612	https://www.navarrocollege.edu/admissions-records/
Bookstore: Corsicana & Mexia	(903) 875-7387	https://www.navarrocollege.edu/bookstore/
Bookstore: Midlothian	(972) 775-7241	https://www.navarrocollege.edu/bookstore/
Bookstore: Waxahachie	(972) 923-6402	https://www.navarrocollege.edu/bookstore/
One Stop Service Desk: District-wide	(903) 875-7416	https://www.navarrocollege.edu/service-desk/
Disability Services & Access	(903) 875-7377	https://www.navarrocollege.edu/support-services/disability-services/
Dual Credit Department	(972) 923-6431	https://www.navarrocollege.edu/admissions/dual-credit/
Library: Corsicana & Mexia	(903) 875-7446	https://www.navarrocollege.edu/library/
Library: Midlothian	(972) 775-7205	https://www.navarrocollege.edu/library/
Library: Waxahachie	(972) 923-6432	https://www.navarrocollege.edu/library/
Testing Center: Corsicana	(903) 875-7457	https://www.navarrocollege.edu/support-services/testing-center/
Testing Center: Mexia	(254) 562-3848	https://www.navarrocollege.edu/support-services/testing-center/
Testing Center: Midlothian	(972) 775-7208	https://www.navarrocollege.edu/support-services/testing-center/
Testing Center: Waxahachie	(972) 923-6429	https://www.navarrocollege.edu/support-services/testing-center/

HELPFUL RESOURCES

Texas Higher Education Coordinating Board	http://www.thecb.state.tx.us/
Texas Education Agency	http://tea.texas.gov/
Texas Common Course Numbering Matrix:	http://www.tccns.org/