

NAVARRO COLLEGE – WAXAHACHIE

1900 JOHN ARDEN, WAXAHACHIE, TX 75165

972-923-6424 FAX 972-937-8763

WWW.NAVARROCOLLEGE.EDU

Contact: sharla.cleaver@navarrocollege.edu

NEW STUDENT CHECKLIST Dual Credit Application Packet

Student's Name: _____ High school: _____

1. **Complete Dual Credit Application Packet** (*one time submission*):
 - a. Dual Credit Admissions Application
(*To be completed by student, parent, and high school official*)
 - b. Dual Credit Final High School Transcript Request Form
 - c. Dual Credit Registration Form
(*To be completed by student and school official*)

2. **High School must provide the following to be used as proof of residency**
 - a. High School transcript showing the completion of 10th grade
 - b. TAKS score profile (*testing requirements are explained on the next page*)

3. **Payment of tuition and fees when applicable.**
*Payment and Payment Plans can be made **Online** at www.navarrocollege.edu with **E Cashier**. Other acceptable forms of payment are: cash, credit card (Visa, MasterCard, or Discover) or check (requires TXDL# and DOB of the check writer).*

DUAL CREDIT – an opportunity for high school students to take college level Academic or Career & Technical courses for both high school and college credit.

Academic – Associate in Science and Associate in Arts degrees require completing Core Curriculum courses including English, History, Government, and Math. AS & AA degrees prepare students for Bachelor degree programs.

Tuition payment is required and purchasing textbooks may be necessary.

Career & Technical – Certificate programs and Associate in Applied Science degree are comprised of Career & Technical courses. Certificates and AAS degrees prepare students for employment in business, industry, or health professions.

Tuition is waived and a certificate major must be declared.

For Office Use Only:

Missing Information: _____

Datatel: _____

Navarro College Dual Credit Testing Requirements

College Placement Testing

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 academic courses. Acceptable tests now include Compass, Accuplacer, THEA, and Quick THEA. Navarro College administers the Accuplacer and Quick THEA tests. Check with each campus to find out which test is available. The Accuplacer test is approximately a three hour test that costs \$29.00. If the students wish to retest, the Accuplacer test can be taken again upon availability of space; however, the student must pay each time he or she takes a test. Students should take the placement test at least one week prior to enrollment to ensure that results are available for registration. Students may also qualify for dual credit classes through their 10th or 11th grade TAKS scores as indicated in the TAKS Dual Credit Course Eligibility section below.

Testing Exemptions for Academic Transfer Courses

Some students may be exempt from taking the placement test based on ACT, SAT, or TAKS scores:

ACT: Composite score of 23 with a minimum of 19 on both English and Mathematics taken within five years. Students may be exempted by area if the test was taken within the past five years.

SAT: Combined critical reading (or verbal) and mathematics score of 1070 with a minimum of 500 on both critical reading (or verbal) and mathematics taken within five years. Students may be exempted by area if the test was taken within the past five years.

Tenth or Eleventh Grade TAKS: An English/Language arts score of 2200 or higher with a writing sub score of 3 will exempt students from the Reading and Writing parts of the placement test, while a Math Score of 2200 or higher will exempt them from the Math portion of the placement test. The test must be taken within three years.

Students who are exempt from one part of the placement test will be required to take the college placement test in the other areas prior to enrolling for related college courses. Students must have proof of exemption on file at the time of testing, or they will be required to take the entire placement test.

College Placement Test Waivers

TAKS results: Students may be temporarily waived from taking parts of the placement test. A placement test may be taken in whole or in part by students who do not have the required scores. Students who are waived from placement testing based on the Tenth grade TAKS scores will be waived from placement testing until graduation from high school as long as they take dual credit classes in the Eleventh grade. Upon graduation, the students may be required to meet above exemption standards or take a college placement examination.

TAKS Dual Credit Course Eligibility

Students must pass one of the above entrance exams or make the following scores on the tenth or eleventh grade TAKS to be eligible for the relevant courses as indicate below:

English/Language Arts: Scores of 2200 or higher with a writing sub score of 3 will qualify a student to take any college-level course, with prior completion of appropriate prerequisites, other than math courses.

Math: Score of 2200 or higher will qualify a student to take any college-level math course, with prior completion of appropriate prerequisites.

Career and Technical Courses: A score of 2100 must be achieved on the Mathematics section and/or the English/Language Arts (sub-score of 2) section on the tenth or eleventh grade TAKS.

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.*



Navarro College

HIGH SCHOOL DUAL CREDIT APPLICATION

This application should be used for all students applying to take college courses while still enrolled in high school. Please complete this form, sign it, and then give it to your high school counselor. Thank You!

Incomplete applications will **NOT** be processed

PERSONAL INFORMATION Enrollment

Start Time: Fall 20 ____ Spring 20 ____ Summer 20 ____ Dual Credit: Academic **(and/or)** Career & Tech Degree Plan: _____

Name Last First MI Social Security Number

Male Female Date of Birth Gender Telephone Number

Permanent Address Street Apt. # City State Zip Code County of Residence

Mailing Address if different from Permanent Address (i.e. P.O. Box, City State & Zip)

E-Mail Address

Emergency Telephone Number Emergency Name

Ethnicity: please circle the group you most identify with White Non-Hispanic Black Non-Hispanic Hispanic (This information is used for reporting purposes only.) Asian or Pacific Islander American Indian or Alaskan Native International

Name of High School currently attending City State Anticipated Year of Graduation

RESIDENCY QUESTIONS (please circle)

Are you a U.S. Citizen? Yes No OR Permanent Resident? Yes No

Have your parents or legal guardian lived in Texas for the 12 months immediately prior to your proposed enrollment date? Yes No

GUIDELINES for student to enroll in dual credit courses

- 1. This student has completed his/her Sophomore year of high school, and met the high school's criterion for attending dual credit classes.
- 2. This student possesses the maturity to successfully complete college level work.

Signature of High School Official Date

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, at one of the Navarro College campus', the tuition responsibilities as well as the tuition due dates will be located on my student's class schedule. I give my permission for the college and high school to exchange personal, academic and behavioral information about my child.

Signature of Parent or Legal Guardian Date

I give Navarro College permission to release my transcript and personal information to my parent/legal guardian or my high school. I am taking course(s) for both high school and college credit through Navarro College. I hereby authorize Navarro College to send, fax or email, both the letter grade and numeric average to my high school at the end of this term.

Signature of Student Date

NAVARRO COLLEGE – WAXAHACHIE

1900 JOHN ARDEN, WAXAHACHIE, TX 75165

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Contact: sharla.cleaver@navarrocollege.edu

DUAL CREDIT FINAL HIGH SCHOOL TRANSCRIPT REQUEST FORM

HIGH SCHOOL: _____

GRADUATING CLASS OF: 20_____

STUDENT: _____

SSN OR STUDENT ID #: _____

I give the above high school permission to release my final transcript upon graduation to:

Navarro College
1900 John Arden
Waxahachie, TX 75165

Student Signature: X _____

Date: _____

NAVARRO COLLEGE

Dual Credit Registration

972-923-6424 FAX 972-923-6443

Contact: sharla.cleaver@navarrocollege.edu

*This form is to be returned to a Navarro College campus in order
to register and, if necessary, pay for the course.*

Student Name: _____ **School:** _____

Social Security Number: _____

The above named student has met the high school's criteria for attending Dual Credit classes.

High School Official's Signature

Date

High School Class & Teacher	Days/ Times or Class Period	Navarro College Course	Course #	Section #	Fall	Dec. Mini	Spr	May Mini	Sum 1	Sum 2	Dual Credit Academic	Dual Credit Career & Technical	College Credit Only
<i>Example: English Ms. Smith</i>	<i>M-F 8:30-9:50 Or 1st period</i>	<i>ENGL</i>	<i>1301</i>	<i>61dc</i>	<i>X</i>						<i>X</i>		

By taking dual credit or concurrent credit classes, I recognize that:

- I must adhere to all policies of Navarro College and my high school.
- I understand that Navarro College assumes no responsibility if I lose eligibility to participate in University Interscholastic League Activities.
- I assume primary responsibility for successfully completing my coursework, including directly dealing with my instructors and Navarro College regarding grades, attendance, and behavior issues.

Student's Signature

Date

*Dual Credit Academic students: Upon completing registration,
please note your tuition responsibilities, as well as,
tuition due dates located on your class schedule.*

February, 2008