

NAVARRO COLLEGE

Dear Student:

We at Navarro College are excited about your interest in the dual credit program. This program offers some great opportunities to you and some significant financial savings. Through the dual credit program you can earn both high school and college credit simultaneously. There are two tracks you can follow to receive Dual Credit. First, there is the Academic Core track which is oriented towards students whose goal is a Bachelor's degree. All instructors that teach Academic Core courses have the credentials required by the Southern Association of Colleges and Schools which include a Master's degree with 18 graduate hours in the discipline they are teaching. The second track for Dual Credit is the Career and Technical track which is designed for students who want to complete a certificate or Associate of Applied Science degree in two years or less and go directly to the work force.

While you may be taking some dual credit classes at your high school, it is important for you to make a mental distinction between college requirements and high school requirements. College instructors expect you to spend a considerable amount of time outside of the classroom to complete class assignments, research, and study. Your instructor will explain concepts and methods, but you must invest the time needed to develop an understanding and command of the topics covered in class.

Navarro College has a number of resources and services that you should take advantage of. The list of services available to you can be found on the Navarro College home page, www.navarrocollege.edu. Please feel free to contact Dr. Larry Weaver, Dean of Arts, Sciences, and Humanities at 903-875-7594 or larry.weaver@navarrocollege.edu or Dr. Harold Housley, Dean of Business, Professional, and Technical Education at 903-875-7511 or harold.housley@navarrocollege.edu should you have any questions concerning the dual credit program. We look forward to working with you.

Sincerely,

Larry W. Weaver, Ph.D.
Dean of Arts, Sciences, and Humanities

Harold Housley, Ph.D.
Dean of Business, Professional and
Technical Education

PARENT INFORMATION

Dual Credit courses offer your students the opportunity to earn high school and college credit simultaneously. Dual Credit courses offered by Navarro College are taught by full-time or adjunct faculty who meet the Southern Association of Colleges and Schools credential requirements. Classes taught in the high school are the same in content and evaluation as those offered on the Navarro College campuses. Academic core courses will transfer to other Texas public colleges and universities with no problems.

One major difference between high school and college courses concerns the sharing of information about student performance. Under the Family Educational Rights and Privacy Act (FERPA), a federal law passed in 1974, only directory information may be shared with anyone other than the student. Under the provisions in FERPA, Navarro College can share students' progress with designated personnel from the high school district, usually a counselor, principal, or registrar. For additional information on FERPA, you can search the U.S. Department of Education website.

Through the dual credit program, parents will save a substantial amount of money by not incurring charges for two years of college room and board and by paying lower tuition than is charged at universities. The average cost for 15 credit hours at a state university is \$4,800 while the same 15 hours at Navarro College will cost \$1,050 for tuition and fees for the 2007 calendar year.

In addition to the financial savings parents will experience due to their students taking Dual Credit classes, the students themselves will be laying a foundation that will pay benefits as well. The College Board reported that in 2003, the typical full-time, year-round worker in the United States with a four-year college degree earned 62% more than the typical full-time, year-round worker with only a high school diploma. Most parents dream that their children will have a prosperous future. Giving your students a jump start in Dual Credit classes will get them headed in the right direction to making this dream a reality.

Navarro College personnel will be happy to discuss the basic provision of the dual credit program with any parents who may have questions.

DUAL CREDIT TRACKS

Academic Core Courses

These courses are required for students who want to graduate with an Associates of Science, Associates of Arts, or a Bachelor's degree. Most universities and colleges require approximately 45 hours of core courses. This course work includes such courses as English, History, Government, and Math. With few exceptions, these courses are the same, regardless of your major. A student who completes the 45 hours of core curriculum at Navarro College will be able to transfer all of these courses, as a block, to the four-year university. Instructors for these courses must have a Master's degree, with eighteen graduate hours in the discipline being taught. In summary, these courses:

- Transfer to other Texas public colleges and universities
- Require tuition, fees, and college textbooks
- Require students to meet TSI standards

Career and Technical Courses

These courses apply to students who are working towards the Associate of Applied Science degree or a certificate that will lead to employment. Some universities also accept this coursework as part of their requirements for the Bachelor's of Applied Arts and Sciences degree. Examples of programs these courses would be applied towards would include Cosmetology, Occupational Therapy, Computer Information Technology, and the A.A.S. in Child Development. In summary, these courses:

- Are applied to college level technical certificates which can be used to earn A.A.S. degrees that transfer to Texas public colleges and universities
- Do not require tuition, fees, and college textbooks
- Require students to meet the minimum high school passing standards
- Requires students to declare college level technical certificate major

Tech Prep Courses

These courses are taken in high school and the student can receive college credit at a later date. Most colleges require that a student earn 12 college credit hours before receiving college credit for the Tech Prep courses. In summary, these courses:

- Are applied to college level technical certificates which can be used to earn A.A.S. degrees that transfer to Texas public colleges and universities
- Do not require tuition, fees, and college textbooks
- Requires students to declare college level technical certificate major
- Credits awarded after student enters college and earns 12 college credit hours

ELIGIBILITY FOR DUAL CREDIT

High school or home-schooled students may be eligible to be awarded credit toward high school graduation for completing certain college-level courses. This process is called **Dual Credit**, where college credit as well as high school credit is granted.

High school juniors and seniors, or home-schooled students at an equivalent level, may take up to two college classes per semester while still in high school. Exceptions to this rule require approval of the Navarro College Dean of Arts, Sciences, and Humanities and their High School Principal.

In summary:

- Junior or senior standing in high school or equivalent as a home-schooled student.
- Academic Core students must have met Texas Success Initiative (TSI) standards for college admission
- Career and Technical Dual Credit students must meet the minimum high school passing standards.

Admissions Process

To enroll for the Dual Credit program, a high school student must do the following:

1. Meet with a high school counselor to determine eligibility for the program.
2. Complete the Dual Credit admissions packet, available from high school counselors
3. Provide the above documentation along with an official high school transcript to your high school counselor or to a Navarro College Registrar.
4. Take a TSI approved exam or be exempt from TSI requirements
 - a. Exemption standards:
 - i. THEA scores of 230 on the Math and Reading sections. THEA score of 220 on Writing with Essay score of 5.
 - ii. TAKS (11th grade) minimum score of 2200 for Math and Writing, Writing Sub-score of 3 (English//Language Arts). Partial exemptions can be granted.
 - iii. SAT composite score of 1070 or higher with Critical Reading and Math scores of no less than 500 each. Partial exemptions are granted.
 - iv. ACT composite of 23 or higher with individual Math and English scores of 19 or higher.
 - These scores must be provided to the Registrars Office directly from the testing company or must be identified on the official high school transcripts at the initial time of admission.
5. Register for college classes

Registration Process

You may sign up for classes at the college in the Registrar's office during posted hours. If you are taking Dual Credit classes at your high school campus, you should check with your counselor on the registration process. Some high schools handle the registration through their counselors and others expect the student to register themselves at one of the Navarro College campuses.

Financial Obligations

Tuition, fees, and books are the responsibility of the student. Tuition and fees are based on the student's residence status and the number of hours taken. The in-district and out-of-district tuition and fees are listed in each semester's course schedule. Tuition and fees are due at the time of registration.

Students taking a Dual Credit course at the high school campus during high school hours may or may not have to purchase a textbook, depending on the course and the agreement with the school district. Information about whether a textbook is provided or must be purchased will be available from the instructor of the course. Students taking courses on one of the Navarro College campuses are responsible for purchasing the required books.

Dropping Courses

1. Students should first see the high school counselor and complete the drop process on the high school campus. This procedure is very important to be certain that the student will still meet high school graduation requirements.
2. The student must also meet with the college counselor to complete the withdrawal process for college records. The refund policy and final drop dates are listed each semester in the course schedule. 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. Withdrawing from a college course may also negatively affect future financial aid.
 - a. It is the students' responsibility to ensure that the drop procedure is completed at both campuses.

Student ID's and Parking Permits

Students can attain ID's and Parking Permits at any of the four Navarro College campuses. Students must have a student ID to use college facilities. Without a parking permit, students parking on a Navarro College campus are subject to being ticketed. In order to get a parking permit, students must bring a tuition receipt, driver's license, and

their license plate number to the administrative staff at their campus. Parking permits are issued at the Campus Police office, in Gibson Hall, on the Corsicana campus.

COLLEGE EXPECTATIONS

College Standards

Dual Credit students are expected to perform at the college level and to honor all deadlines declared by the college or by the instructor. Students should familiarize themselves with the college catalog and the deadlines listed in the semester calendars and they should pay close attentions to class assignments and deadlines outlined in the course syllabus they receive from their instructor. College courses are typically more challenging, require more reading, and have more homework than most high school students are accustomed to. Most college classes do not meet every day of the week, and they often move at a faster pace than many high school classes do. Dual Credit students should plan to study at least two hours a week for every hour spent in the classroom. Extra study time should be scheduled when exams or course projects are due. Students taking classes on one of Navarro College's four campuses will be integrated into the general college population. The student's enrollment status is not identified to the instructor unless the student chooses to identify themselves.

College Grades

Each instructor develops their own grading criteria which will be detailed in their syllabus. Students should familiarize themselves with this information and have the instructor clarify any part of the grading system that is not understood. If you do poorly on a test or assignment, most college instructors will not allow you to repeat the work. You should not expect to receive extra course credit for class attendance, and instructors may not offer extra credit assignments to improve your grade.

The grades you earn in a Dual Credit course will become part of your permanent college record. If you find yourself doing poorly in a Dual Credit class, you may wish to drop the course. Students should check the semester calendar for the last day to drop a class and be aware that they will receive a W on their transcripts rather than a grade.

College Attendance Policies

Be sure that you understand and follow your instructor's attendance policy as outlined in the course syllabus. Individual instructors have the authority to drop students from their class for excessive absences. Navarro College defines excessive absenteeism as being equivalent to two weeks of instruction in a sixteen week semester. For example, if your class meets three days per week and you accumulate more than six absences, you could be dropped from your class. If you are in extracurricular activities that cause you to miss class, be sure that these absences do not occur during your Dual Credit class since these may not be excused.

University Interscholastic League (UIL)

Students participating in Dual Credit courses should check with their respective high schools before enrolling in classes that may cause them to lose their eligibility to participate in UIL contests under UIL constitution and contest rules.

Instructor Support

Your instructor is available to answer your questions about course materials or class policies during his or her office hours as listed on their course syllabus. Some instructors keep office hours on more than one campus, including the high school campuses. If you have concerns about your performance in the course or you are not sure whether you understand an assignment, please do not hesitate to schedule a conference with your instructor.

Family Educational Rights to Privacy Act

Generally, FERPA and college policy prohibit disclosing without a student's written permission most information contained in student records to anyone outside the college, including a student's parents. Parents should understand that Dual Credit students are covered under this law and that instructors and administrators cannot discuss student performance with parents unless the student has signed a written release form.

Students with Disabilities

Dual Credit students who receive modifications and/or accommodations at their high school and who want accommodations in the college credit class must register with Aileen Huffman in the Navarro College testing center. Students will need to bring documentation of the disability to discuss accommodations to be requested. The responsibility to apply for accommodations rests with the student. Instructors cannot accept the information directly from the high school counselor, the student or anyone other than the college's ADA counselor. The student is responsible for delivering the letter, provided by the college's ADA counselor, to the instructor on the first day of class and discussing with the instructor the accommodations listed in the letter.