



CAREER AND TECHNICAL DUAL CREDIT APPLICATION PACKET

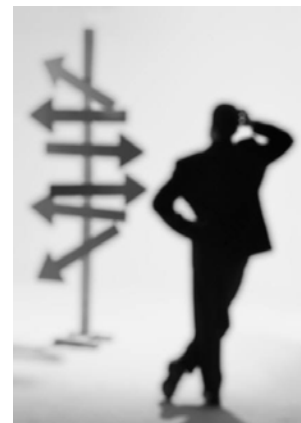
High School: _____

High School Course: _____

Career and technical dual credit is a great opportunity for students to receive college credit for multiple career pathways. These college credits are intended for juniors and seniors, and can benefit you in workforce, as well as, specific college programs of interest. Workforce education courses apply toward Certificates and Applied Science Degrees.

Checklist

- ☐ **Complete the enclosed Navarro College Admission Documents**
Parents must sign the Parent Permission Form
- ☐ **Provide a current high school transcript**
In most cases this is provided by the high school counselor.
- ☐ **Complete the Dual Credit Permit to Register**
Must have all required signatures.
- ☐ **Eligibility Requirements**
Must meet the high school's minimum passing standards.
(Waived from dual credit testing requirements)
Must have the high school's approval to receive credit.



To receive college credit for the career and technical course(s), please return this packet to the appropriate career and technical coordinator or counselor by the set deadlines.

Dual Credit Team Contact Information: www.navarrocollege.edu/apply/dualcredit

Corsicana Campus: (903) 875-7527

Ellis County Campuses: (972) 923-6424

South Campus: (254) 562-3848

Apply Texas Instructions

1. Go to: www.applytexas.org
2. Create a profile/account

Note: If you already have an Apply Texas account, skip to #3 and log in.

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.

- Look for the “Apply online” heading on the Apply Texas page.
- Click the “Get started now” link.
- Fill in the blanks with the student’s information.
- Click “Save Profile.”
- You will see the username on the screen. You will receive an e-mail to confirm the profile has been created.

3. Submit an application to Navarro College

- If you are not logged in use your username (from the e-mail) and your password (that you chose when creating the profile) to log in. Select the “My Applications” tab.
- Under the “My Applications” tab, select “start a new application”.
- Under “Create New Application”, select “two year school”
- Select Navarro College from the drop-down menu.
- Select the semester of entry
- Select “Yes” to Dual Credit Student
- Select “continue to my application.”
- Enter the student’s information. Note: Some blanks will have been automatically completed with profile information.

❖ Residency Section:

- “Do you file income tax as an independent taxpayer?” Answer “NO” if a parent claims you on their income taxes.
- “Are you claimed as a dependent by a parent or guardian?” Answer “YES” if a parent claims you on their income taxes.
- Save and Next
- “Is your parent a US citizen?” Answer as fits your situation.
- “Is the parent a permanent resident?” If your parent is a US citizen, answer “not applicable.”
- “Is the parent a foreign national?” If your parent is a US citizen, leave the answer as “select” (do not change).
- “Does the parent currently live in Texas?” Answer as fits your situation.
- Answer the remaining questions to the best of your ability.
- If you receive an error message after trying to save the residency page, please correct the question with the error AND answer question 10 (the question about marriage) again.
- Continue through remaining pages and click the “submit application now” button.
- You will receive an e-mail confirming submission of the application. Save this e-mail for future reference.

4. Please fill out the box below.

Date of Application: _____	Phone #: _____
Name: _____	High School: _____
Date of Birth: _____	Graduation Year: _____
Social Security #: _____	ApplyTexas ID: _____



DUAL CREDIT PARENT PERMISSION FORM

Student: _____ ID # _____

High School: _____ Billing E-Mail Address: _____

Parent or Legal Guardian:

Your student has selected to enroll in Navarro College's Dual Credit Program. We require your permission to enroll your student into our program. *(This does not guarantee your student will be eligible for Dual credit, your high school counselor will help with this determination.)*

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

Parent / Guardian Signature: _____

Date: _____

***** Please submit this form to your High School Counselor or local Dual Credit Coordinator along with your "Permit to Register". *****

Dual Credit Team Contact Information

Checkout our Website: www.navarrocollege.edu/apply/dualcredit

Corsicana Campus: (903) 875-7527

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DUAL CREDIT PERMIT TO REGISTER

This form must be completed and submitted for each semester.

Student Name: _____ Social Security Number/NC Student ID _____

Mailing Address: _____

Contact Number: _____ Billing Email: _____

School: _____ Anticipated Year of High School Graduation: _____

As a dual credit student, I understand the following:

- I have read and will adhere to all college policies, rules, regulations, and deadlines established by Navarro College and my high school.
- I understand that content of college classes will likely involve adult discussions over mature topics. These course-related topics will not be modified to accommodate high school learners.
- While I will be able to receive assistance in course selection, it is my responsibility to verify the transferability of my courses to my selected institution.
- I recognize that federal financial aid is not available for dual credit coursework, but my performance in dual credit classes may impact future financial aid standing.
- Navarro College assumes no responsibility for lost eligibility to participate in University Interscholastic League Activities.
- It is my responsibility to discuss current standing, grades, and attendance directly with my Navarro College instructor. Should I need to drop or withdraw from a college course(s), it is my responsibility to first discuss this matter with my high school counselor AND submit the required drop/withdrawal form to the Navarro College Admissions and Records Office by the published deadline.
- For continued participation in the dual credit program, I must maintain a grade of "C" or better in each dual credit course.
- I give my permission for the college and high school to exchange personal, academic, and behavioral information.

Student Signature Date

Enrollment Verification

Term Enrolling: (Circle ONE) FALL SPRING SUMMER 1 SUMMER 2 8 WEEK TERM MINIMESTER

Course Name	Course Section	Instructor	Date/Time	Location	Dual Credit (X)	College Credit Only (X)
EX: ENGL 1301	DCX	J. Smith	MW 8-9:30am	X High School	X	

I verify that the above named student has met the criteria and eligibility requirements for attending dual credit classes.

High School Official Signature Date

PLEASE ATTACH ALL APPLICABLE TEST SCORE REPORTS

NC DC COORDINATOR USE ONLY:

- ☐ Admissions Application
- ☐ Parent Permission
- ☐ Transcript (HS & Other College)
- ☐ Immunization Record (On NC Campus)
- ☐ Test Score Reports

TSI STATUS:

W: _____ R: _____ M: _____

Comments: _____

Registered By: _____ Date: _____