



DUAL CREDIT CHECKLIST

Name: _____

High School: _____

Begin by discussing opportunities with your High School Counselor.

- 1. **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.)
 - I submitted an online application through ApplyTexas on _____. (Date)
 - My completed Navarro College Admissions Application is attached.
 - I am a current dual credit student who has taken classes each long semester (fall and spring) since the beginning the program. I do not need a new Navarro application.

- 2. **Parent Permission Form**
 - My completed/signed parent permission form is attached.

- 3. **High School Transcript**
 - My most recent transcript is attached.
 - My high school counselor will be sending my paperwork to Navarro College and will attach the transcript.
 - Homeschool students must provide a notarized current transcript.

- 4. **Permit to Register (submit each semester enrolling)**
 - My form, with required signatures, is attached.

- 5. **Testing Requirements (TSI Assessment)**
 - I took/will take the college placement exam on _____. (date)
 - I plan to submit other scores that will waive/exempt me from placement testing.
 - I plan to take Workforce dual credit courses that do not require placement testing.

- 6. **Bacterial Meningitis Vaccination**
 - I do not need the vaccination because my dual credit classes will all be at my high school or online.
 - I plan to take a class on Navarro College's campus and must submit proof of vaccination before I can enroll. (Proof must be submitted at least 10 days prior to the first day of the semester.)
 - I am a returning dual credit student and have already submitted proof of vaccination.

- 7. **My Student Account Login**
 - I have received my enrollment information e-mail from Navarro College.
 - I have logged into Web Advisor and reviewed my account information.

- 8. **Payment and Textbooks**
 - I have made payment for my tuition and fees.
 - I have purchased my course materials.

DEADLINES

- **Dual Credit Students will first follow established deadlines set by their ISD.**
- **Dual Credit Students will follow all published dates for early/priority registration set by Navarro College for each semester. Please reference the current Academic Calendar for important dates.**

Dual Credit Team Contact Information: dualcredit.navarrocollege.edu

Corsicana Campus: (903) 875-7527

Waxahachie Campus: (972) 923-6424

Midlothian Campus: (972) 775-7243

South Campus: (254) 562-3848

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