

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

Navarro College does not discriminate on the basis of race, color national origin, sex, disability or age in its programs or activities.

Apply Texas Instructions

**TO PREVENT DELAYS IN PROCESSING:
PLEASE INPUT YOUR SOCIAL SECURITY
NUMBER. THIS IS REQUIRED FOR
REPORTING PURPOSES AT NAVARRO
COLLEGE.**

1. Go to: www.applytexas.org
2. Create a profile/account
3. **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. You will need to check the email you provide during this application process. Please supply an e-mail address that is checked regularly and **DO NOT USE YOUR HIGH SCHOOL** email address.

- 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. You will need to access your email and click on the link provided. Once you have clicked on the link provided, you will need to re-enter your email address.

4. 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.

5. Please fill out the box below.

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



Navarro College Dual Credit Testing Requirements

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. Listed below are acceptable dual credit admissions tests for **Dual Credit Students** set by the Texas Higher Education Coordinating Board (**Texas Administrative Code Rule 4.85**):

TEST	Score Explanation/Requirements
STAAR End-of-Course (EOC)	An English II EOC score of 4000 or higher shall <i>waive</i> for both the reading and writing sections of the TSI Assessment. An Algebra I EOC score of 4000 or higher and a passing grade in Algebra II shall <i>waive</i> for the mathematics section of the TSI Assessment.
PSAT/NMSQT	A combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the writing & reading <i>and/or</i> a 50-mathematics test shall <i>waive</i> the TSI Assessment relevant to the courses to be attempted. For tests taken October 15, 2015 or later- Minimum score of 510 on the math section and a minimum score of 460 on the Evidence-Based Reading and Writing (EBRW) test shall <i>waive</i> the TSI Assessment relevant to the courses to be attempted. (No combined score required) (Cannot combined scores from each exam)
ACT-ASPIRE	A scale score of 435 in English shall <i>waive</i> for both the reading and writing sections of the TSI Assessment. A scale score of 431 in Math shall <i>waive</i> for the math section of the TSI Assessment.
TSI Assessment	<p>College Readiness scores for each area of the TSI Assessment:</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 <p>Reading-351 Math-350</p>
ACT	A composite score of 23 with a minimum of 19 on the English test shall be <i>exempt</i> for both the reading and writing sections of the TSI Assessment, <i>and/or</i> 19 on the mathematics test shall be <i>exempt</i> for the mathematics section of the TSI Assessment.
SAT	A combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be <i>exempt</i> for both reading and writing sections of the TSI Assessment, <i>and/or</i> 500 on the mathematics test shall be <i>exempt</i> for the mathematics section of the TSI Assessment. After March 5, 2016: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score.
STAAR End-of-Course (EOC)	An English III EOC score of 4000 or higher <i>exempt</i> for both the reading and writing sections of the TSI Assessment. An Algebra II EOC score of 4000 or higher <i>exempt</i> for the mathematics section of the TSI Assessment.

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

Career and Technical Dual Credit: (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 institute 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.

TSI Assessment Information:

Navarro College administers the TSI Assessment test. Check with each campus 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 one week 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.

UPDATED MAY 2018

Navarro College does not discriminate on the basis of race, color national origin, sex, disability or age in its programs or activities.



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. I also 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.

Parent / Guardian Signature: _____

Date: _____

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

Dual Credit Team Contact Information

Checkout our Website: dualcredit.navarrocollege.edu

Corsicana Campus: (903) 875-7527

Ellis County Campuses: (972) 923-6424

South Campus: (254) 562-3848

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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:

<input type="checkbox"/> Admissions Application <input type="checkbox"/> Parent Permission <input type="checkbox"/> Transcript (HS & Other College) <input type="checkbox"/> Immunization Record (On NC Campus) <input type="checkbox"/> Test Score Reports	<p>TSI STATUS: W: _____ R: _____ M: _____</p> <hr/> <p>Comments: _____</p> <hr/> <p>Registered By: _____ Date: _____</p>
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