



# First Time Dual Credit Student Enrollment Checklist

- 1.) Meet with high school counselor to discuss options, eligibility, and requirements for your high school's dual credit program.
  
- 2.) Submit an application to Navarro College via [www.goapplytexas.org](http://www.goapplytexas.org)  
-Instructions attached
  
- 3.) Submit the dual credit enrollment form through your self-service account.  
-Instructions attached
  
- 4.) Have your parent approve your dual credit enrollment form.  
-Instructions attached

**\*Once parent approves your form the form will go to your high school counselor and they will list the classes that you want to be enrolled in, approve your form, attach all required documents, and submit your enrollment form to Navarro College. Once enrolled you will receive a confirmation email containing billing information to your Navarro student email and the parent email you listed on your dual credit enrollment form.**

- 5.) Once the confirmation email has been received you will need to set up payment arrangements through your self-service account. Once payment arrangements are made you are done!  
-Instructions attached

## FOR MORE INFORMATION

Visit our website at [www.navarrocollege.edu/dual-credit](http://www.navarrocollege.edu/dual-credit)

-OR-

Email us at: [dual.credit@navarrocollege.edu](mailto:dual.credit@navarrocollege.edu)

-OR-

Contact the department by phone at: 972-923-6431

## Apply Texas Application-A.S. General

1. Go to: [applytexas.org](http://applytexas.org)
2. Click "Create a free account" then click "Sign up now"
  - If you already have an Apply Texas account, sign in and skip to Find the Right Application Section
3. Type your personal email address and click on "Get Code"
  - **MAKE SURE YOU HAVE ACCESS TO THE EMAIL YOU USE.** \*USE a PERSONAL EMAIL-Do not use School Email\*
4. Go to your email account to get the verification code. Type in the verification code and select "Verify Code."
5. Fill in the rest of the fields and create a password following the guidelines listed. **Make Note of this password and email so you can use it to log in at a later date.** Click the "Create" button.

### **Complete Find the Right Application Section:**

1. Scroll down and click on "Find the right application" button at the bottom of the screen.
2. Select "Yes" you are currently in high school, then choose "**Dual Credit**" and hit "next"
3. Answer the US Citizen question and click "Next"

### **Complete Core Questions Section:**

1. Scroll down and click on "Start Core Questions" button at the bottom of the screen.
2. Click "Next" at the bottom of the screen.
3. Fill in the name fields, check the name confirmation checkbox and click "Next"
4. On the Contact Page, fill in the address fields with your House Address and click the "Validate Address" button.
  - a. Under email address choose "YES" to use your ApplyTexas account email
  - b. Fill in the rest of the asterisked (red starred) fields and click "Next"
5. On the Background Page, **\*YOU MUST INPUT YOUR SOCIAL SECURITY NUMBER\***. FAILURE TO INPUT YOUR SOCIAL SECURITY NUMBER WILL RESULT IN DELAYED PROCESSING OF YOUR APPLICATION
6. On Military Status page, answer ONLY if you are the dependent of service member or leave blank and click "Next"
7. On the Language page leave blank and click "Next"; scroll down next page and click "Next" again
8. On the Parents or Guardians page, leave blank and click "Next"
9. Enter information for your emergency contact, then click "Next." Answer ONLY the asterisked (red starred) questions
10. Choose "Texas" for the state you are a resident.
  - a. Answer did you live in Texas 36 consecutive months (3 years) leading up to high school graduation?
  - b. Answer when you begin the semester, will you have lived in Texas previous 12 months.
  - c. Select "**NO**" for during the 12 months prior, did you attend a public college or university in Texas?
11. Claimed as a dependent? **Answer YES.** You are a dependent until 18 and graduated
12. Answer only the asterisked (red starred) questions about your parents with your best guesses
  - a. If your parent lives in Texas, guess how many years they have been living here: if they have lived here your whole life then type in your age
  - b. If your parent lives in Texas, guess how many MONTHS they have been living here: Pick a

number **between 0 and 11.**

- c. Hold title to residential property? Do your parents own a home? If yes, then guess about how long they have owned their home and choose a date or just choose "NO" to skip
  - d. Have ownership and manage a business? Do your parents own a business? If yes, then guess about how long they have owned their business and choose a date or just choose "NO" to skip
  - e. Gainfully employed in Texas for past 12 months? Have they been working for the past year?
  - f. Received primary support from social services agency? Do your parents receive food stamps or medical help from the government?
  - g. Married to a person who owns property/business, etc.? Are your parents married? If yes, guess how long they have been married and choose a date or just choose "NO" to skip
    - i. If yes, indicate which question could be answered 'yes': Choose "**gainfully employed**" from the drop down
13. Answer only the asterisked (red starred) questions about your Family Obligations, then click "Next"
  14. Type in your high school
    - a. Expected Graduation Date is **05/30/grad year**
    - b. Do NOT add any previous high schools-skip this
  15. Do you have a GED? Answer "NO" then click "Next"
  16. Have you taken any college courses? Answer "NO"
  17. Are you a freshman with previous college hours? Answer "NO"
  18. Did you take a tech prep course? Answer "NO"
  19. Indicate what basis you are seeking admission? Choose "**Dual Credit**"
  20. Indicate primary reason for attending this college? Choose "**Earn credits for transfer**"
  21. On Advanced Certifications page, leave blank and click "Next"
  22. Answer "NO" to all questions on the Entrance Exams page and click "Next"
  23. On the Activities and Achievements Section, you will skip each page and click "Next" through all 4 steps until you get to the screen that says "Great Job!"

#### **Complete Search for Schools Section:**

1. Scroll down and click "Search for Schools" button
2. In the search bar, type Navarro College
3. Scroll down to the box for Fall 2024 and click "View Details"
4. Click the blue "Start your application" button
5. Scroll down to the bottom and click "Next"
6. Choose your major? "**A.S. in General Studies**" (all dual credit students will be put on this degree plan)
7. What campus? Choose your nearest campus location
8. Skip the Essays page and click "Next"
9. On Review Application page, scroll down and click "Next." **Do NOT** check the box to have your official transcript sent. Your high school will send what we need.
10. Certify the statements and click "Next"
11. There is no application fee, however, you must check the box "I understand my application is not considered complete until I have submitted payment, if a payment is required." Then click "**SUBMIT.**"

**Congratulations!! You have applied to Navarro College! You will receive a confirmation email with your application #.**



# NEW STUDENT LOGIN & MYNC SINGLE-SIGN ON SET UP

## MyNC Single Sign-On Login Instructions

To login in to your MyNC account:

You can access MyNC directly at [mync.navarrocollege.edu](https://mync.navarrocollege.edu) or by clicking on the MyNC link on the Navarro College homepage ([navarrocollege.edu](https://navarrocollege.edu)).

- **USERNAME & PASSWORD**

- Where to find your username and password?
  - Welcome email sent to your personal email address used on Apply Texas application.
  - Printed on your paper acceptance letter mailed to the address used in your Apply Texas application.

If you are having difficulties with logging in, please reach out to the Contact Center at 1-800-NAVARRO or 903-875-7416 or email at: [contactcenter@navarrocollege.edu](mailto:contactcenter@navarrocollege.edu) for assistance.

### AUTHENTICATION

You will be asked to do a phone and an email authentication enrollment upon set up. Please provide your cell number and personal email address for this. You will be sent a one-time passcode (OTP) to your phone as a text, and another sent to your email. This is setting up your two-factor authentication to protect your account.

### SETTING UP NC EMAIL INSTRUCTIONS:

- Login to your MyNC Single-Sign On Portal.
- Click on the Microsoft 365 Email icon.
- Your Microsoft Email Address is your MyNC Single-Sign On username in this format.
  - [username@nc.navarrocollege.edu](mailto:username@nc.navarrocollege.edu)
- Your Temporary Microsoft Email Password is the same password as your Single Sign-On password.

## Dual Credit Enrollment Form Instructions



### ENROLLMENT FORM INSTRUCTIONS

1. Login using your NC credentials
2. Select your correct High School
3. Select YES for new students question
4. Fill in 'Mailing Address,' 'phone number,' your HS, 'Graduation year'
5. Sign and date
6. Input PARENT email address
7. Click 'NEXT'
8. Electronically Sign
9. COMPLETE

Scan QR Code



For login help, please contact the Help Desk at: 903-875-7416



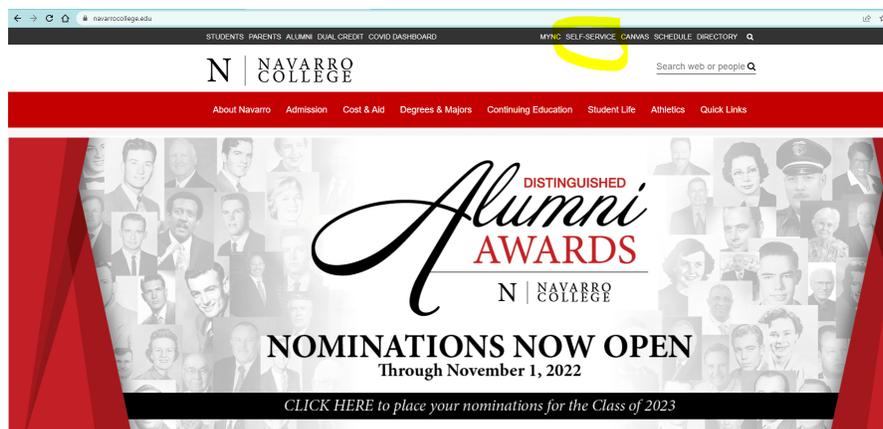
### ENROLLMENT FORM INSTRUCTIONS

1. Click 'Self-Service' at the top right
2. Sign in using NC credentials
3. Click 'User Option' on the left, gray toolbar (looks like a person)
4. Scroll down and click '**Dual Credit Enrollment Form**'
5. It may ask you to re-login with NC credentials
6. Select your High School
7. Mark YES you are a NEW DC Student
8. Fill in your information accordingly
9. Input PARENT email
10. Electronically Sign

Go To:  
<https://www.navarrocollege.edu/>

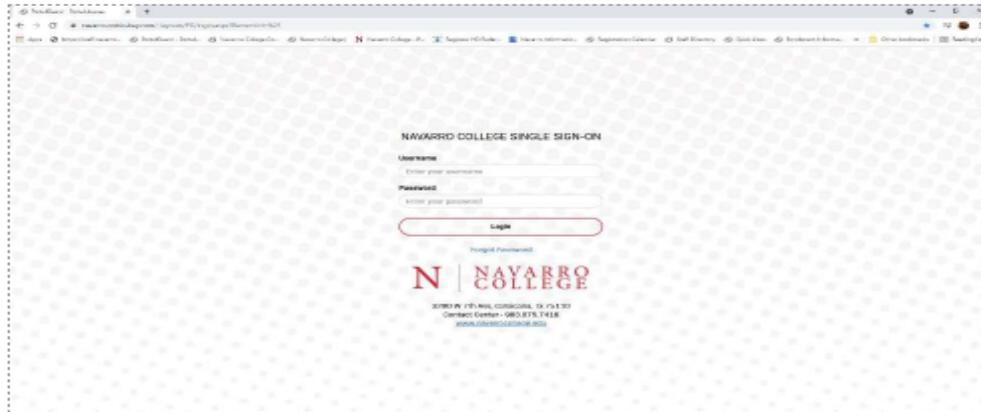
For login help, please contact the Help Desk at: 903-875-7416

1. Go to <https://www.navarrocollege.edu/> then click on Self-Service to access Navarro College Single Sign-on



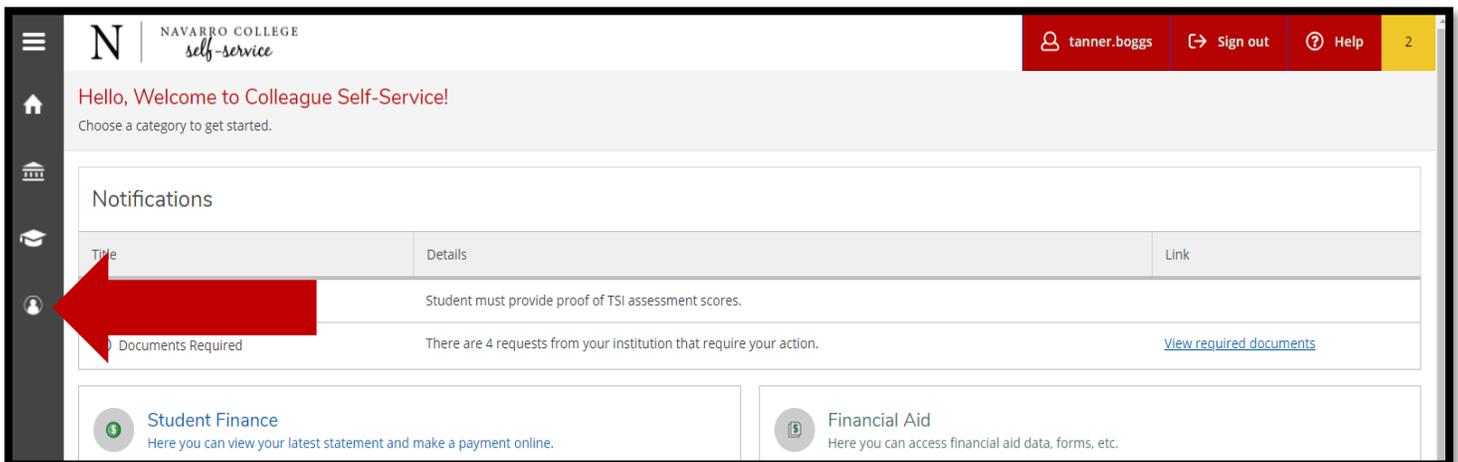
The screenshot shows the Navarro College website. The top navigation bar includes links for STUDENTS, PARENTS, ALUMNI, DUAL CREDIT, COVID DASHBOARD, MYNC, SELF-SERVICE, CANVAS, SCHEDULE, and DIRECTORY. The main content area features a large banner for the 'Distinguished Alumni Awards' with the text 'NOMINATIONS NOW OPEN Through November 1, 2022' and a link to 'CLICK HERE to place your nominations for the Class of 2023'. The banner is decorated with a collage of alumni photos.

New students must authenticate their Navarro account using instructions found in document: MyNC authentication login instructions

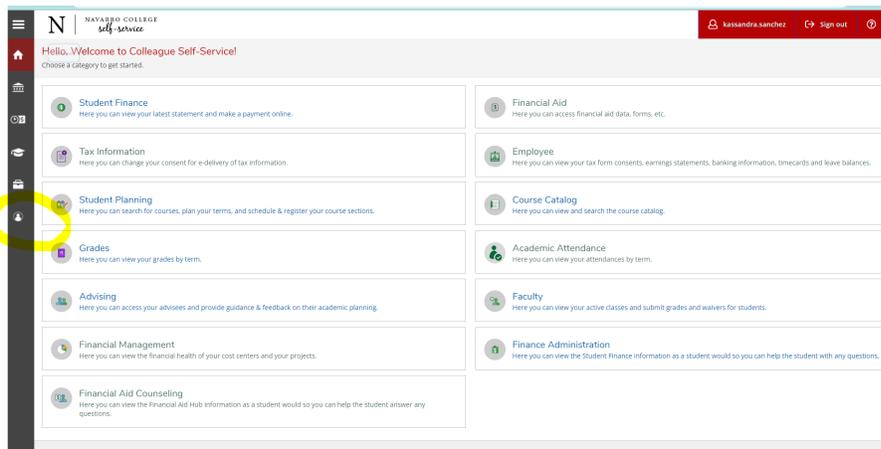


- Returning students sign in. Authentication is usually only required the first time a new student logs in, but a passcode is occasionally required.
- If you are having trouble with login call the Service Desk at 1-800-NAVARRO (628-2776). Hours are 8 am to 5 pm.

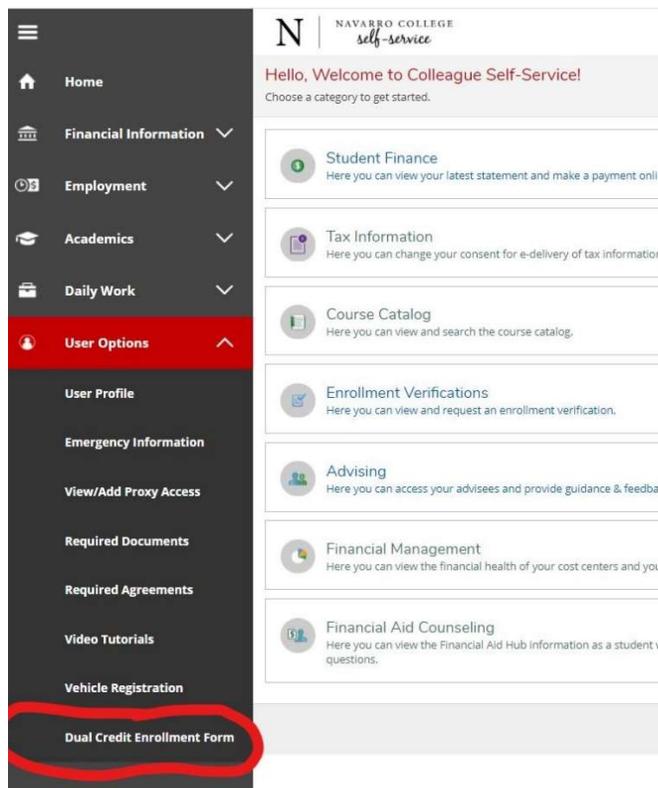
2.) Click on the “User Options” icon.



## Self-Service Home: Click on User Options



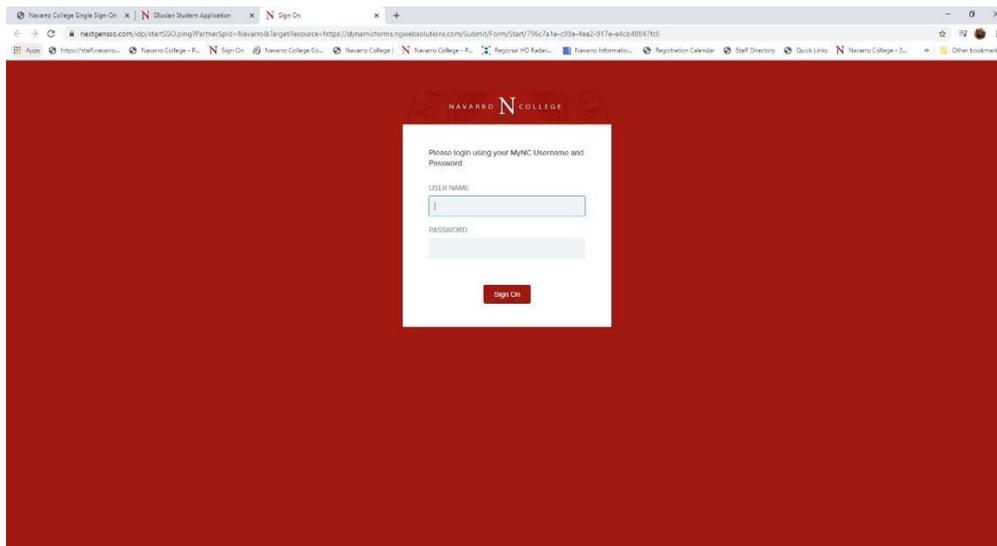
## Self Service page left hand bar with icons,



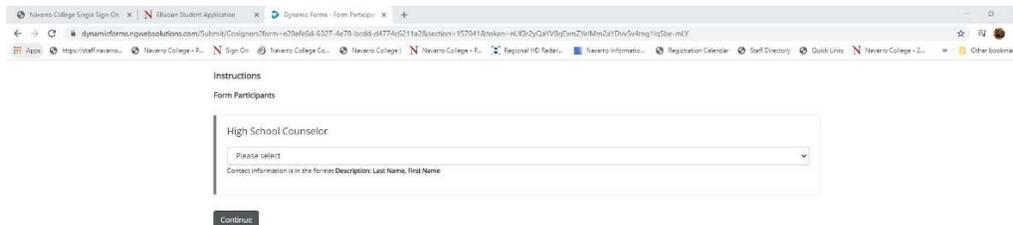
Click on bottom icon, User Options.

Click on Dual Credit Enrollment Form, toward bottom of the drop-down list.

## Login Dynamic Forms: login using your MyNC Username and Password



**Pg 1 Dual Credit Enrollment Form:** Student chooses **high school** in drop down list, then clicks Continue.



**Pg 2 Dual Credit Enrollment Form:** Form will auto fill student's name and NC ID#.

- **\*\*New students must choose "Yes" to the question at the top, "Are you a new Dual Credit Student?"**
- **Returning students choose "No" to the question.**
- **It is important that the parent email is correct for both new and returning students. This email is used for parent approval for new students and for billing email for students that pay for their classes.**
- After completing all required information students click on Next.



## Dual Credit Application

Office of Admissions and Records  
3200 W. 7th Avenue  
Corsicana, TX 75110  
(903) 875-7349  
F: (903) 875-7363

1800 John Arden Drive  
Waxahachie, TX 75165  
(972) 937-7612  
F: (972) 937-8763

Are you a new Dual Credit Student?

-- Please Select --

### Permit to Register

This form must be completed and submitted for each semester

First Name:  Last Name:  StudentID:   
Mailing Address:  Contact Number:   
High School: -- Please Select -- Graduation Year: -- Please Select --

**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 the 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:

In order to complete your registration please provide your parent/ guardian's email address for permission to enroll in Navarro College

### Self Service

If you would like access to your student's records (e.g., Grades, Financial Aid, etc.). Your student can add you as a proxy to their Self-Service account or you can fill out a FERPA form located in their Self-Service account under the Academics tab. Click here for video instructions on [Self-Service](#).

Next

**Students type name and date to sign electronically on the last page.**



# Dual Credit Parent Approval Completion Guide

1.) Parent should use this link to go to the dynamic form's login page.

<https://dynamicforms.ngwebsolutions.com/Login.aspx?ReturnUrl=%2f>

2.) Once on the login page select to **create** an account.

3.) Create a parent account using the parent email listed on your students form.

4.) Log into your newly created parent dynamic forms account to review your student's enrollment form.

5.) Scroll down to the bottom of your students form and type your name in the parent signature box and then submit.

**\*Please note that parent approval is only required the first time a student submits a dual credit enrollment form, therefore, this is the only time during your student's dual credit career with Navarro College you will ever have to approve their enrollment. However, a billing email will be sent to the parent email listed on the dual credit enrollment form every semester that your student registers for classes.**

## FOR MORE INFORMATION

Visit our website at [www.navarrocollege.edu/dual-credit](http://www.navarrocollege.edu/dual-credit)

-OR-

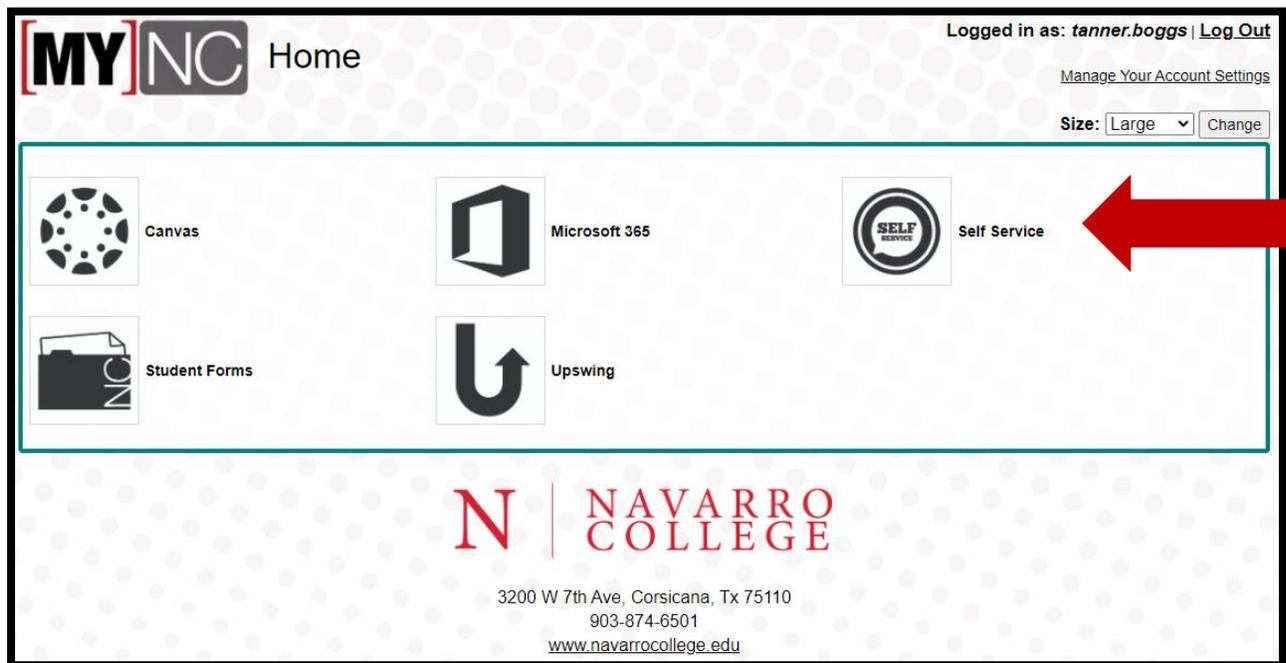
Email us at [dual.credit@navarrocollege.edu](mailto:dual.credit@navarrocollege.edu)

# Paying Your Tuition and Fees Online

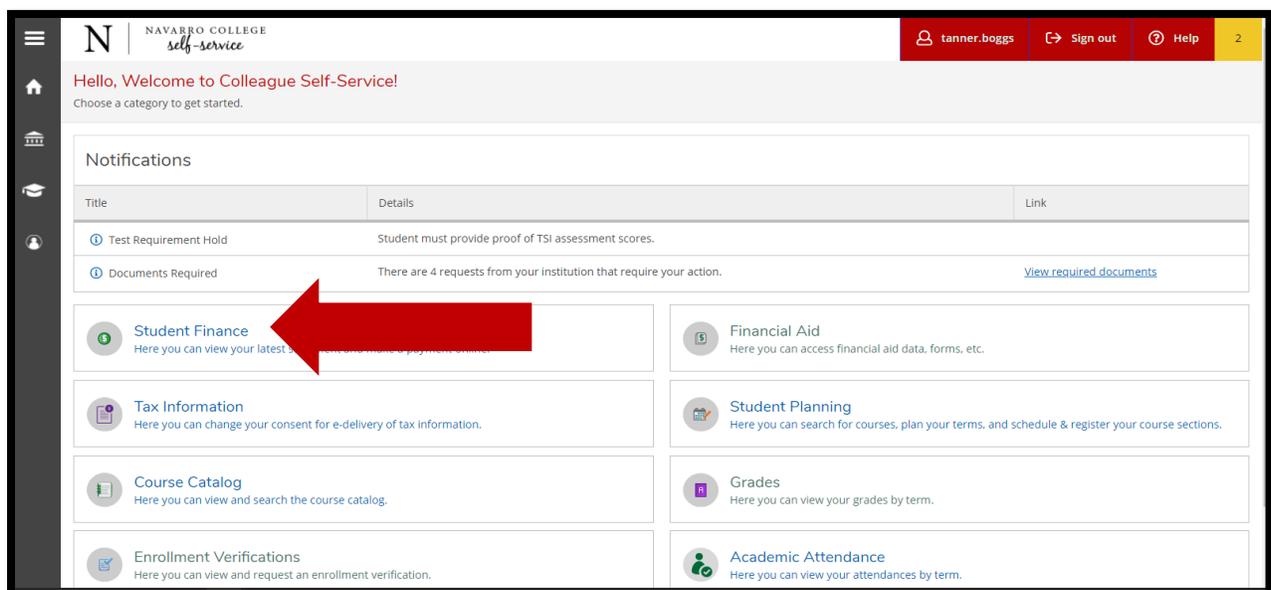
Log into your MyNC account. Once this is complete you should be taken to the screen below.

**(Note: If you have not already authenticated your account, you will get a “pop up” box asking you to authenticate your account. Please follow the on screen instructions for obtaining a one-time code to verify your phone number and a one-time code for verifying your personal email address. Once this is done, you will be able to continue to mync.navarrocollege.edu)**

Once you get logged in to mync.navarrocollege.edu you click on Self Service



Once you are on your Self-Service home page you will click on “Student Finance”



You now click on “Pay Tuition and Fees”

The screenshot shows the Navarro College self-service portal. The user is logged in as 'tanner.boggs'. The page title is 'Account Summary'. A notification banner at the top states: 'New student loan borrowers have a mandatory 30 day wait from the first day of class. This means it will not pay for your tuition by the required due dates. If student loans are your only available type of financial aid, this means you will be responsible for covering your tuition costs.' Below the notification, the 'Account Summary' section shows the following data:

Amount Overdue	\$262.91	
= Total Amount Due	\$262.91	
Total Account Balance	\$262.91	<a href="#">Account Activity</a>
Spring 2021	\$262.91	
Fall 2020	\$0.00	

On the right side, under 'Helpful Links', there are four links: [Pay Tuition and Fees](#), [Refund Dates](#), [Select Refund Preference](#), and [Pay Room and Board](#). A red arrow points to the 'Pay Tuition and Fees' link.

You will then click on “Proceed to Processor” and then follow the online prompts to set up payment.

The screenshot shows the 'Payment Plan & Billing' section of the Navarro College self-service portal. The user is logged in as 'tanner.boggs'. The page title is 'Payment Plan & Billing'. Below the title, there is a sub-header 'Review your account and proceed to processor'. The main content area contains the text: 'A new window will open and redirect you to our payment processor, Nelnet Campus Commerce.' followed by a button labeled 'Proceed to Processor'. A red arrow points to this button. At the bottom of the page, there is a copyright notice: '© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.



## ASSISTING OUR BULLDOGS to SAVE \$\$\$!

### MANY OF YOUR NC COURSES NOW GIVE YOU IMMEDIATE ACCESS TO YOUR TEXTBOOK AND COURSE MATERIALS AT A VERY LOW COST!

- IMMEDIATE ACCESS IS YOUR TEXTBOOK AND COURSE MATERIALS BUILT INTO YOUR NAVARRO COLLEGE COURSE(S). YOUR IMMEDIATE ACCESS CODE COURSE FEES ARE INCLUDED WITHIN YOUR REGULAR TUITION AND FEES. THIS GREATLY REDUCES THE COST ON TEXTBOOKS AND COURSE MATERIAL AND YOU ARE READY TO START WHEN CLASSES BEGIN. ACCESS TO YOUR TEXTBOOK AND MATERIALS IS AVAILABLE THE FIRST DAY OF CLASS. PLEASE CHECK WITH YOUR COURSE INSTRUCTOR FOR DETAILS TO THE ACCESS LINK.
- **Q&A LINK:** [http://bookstore.navarrocollege.edu/StoreFiles/167-SchoolFiles/167-IA\\_QA\\_Info.pdf](http://bookstore.navarrocollege.edu/StoreFiles/167-SchoolFiles/167-IA_QA_Info.pdf)
- PLEASE SEE THE LIST OF COURSES BELOW AND THE **ESTIMATED** COURSE FEES THAT WILL COME WITH THE IMMEDIATE ACCESS CODE.

COURSE(S)	ESTIMATED IMMEDIATE ACCESS COURSE FEE
ACCT 2301/ACCT 2302	\$93.00 PER COURSE
ARTS 1301/1303	\$90.00 PER COURSE
BIOL 1406/1407	\$102.00 PER COURSE
BIOL 1408/1409	\$111.00 PER COURSE
BIOL 2401/2402	\$120.00 PER COURSE
BIOL 2420	\$116.00 PER COUSE
BUSI 1301/BUSI 2301	\$130.00 PER COURSE
CHEM 1405/1407	\$ 52.00 PER COURSE
COSC 1301	\$105.00 PER COURSE
ECON 2301/ECON 2302	\$130.00 PER COURSE
ENGL 1301/1302	\$55.00 PER COURSE
ENVR 1401/1402	\$100.00 PER COURSE
GEOL 1405/1401	\$100.00 PER COURSE
GOVT 2305/GOVT 2306	\$80.00 PER COURSE
HIST 1301/HIST 1302	\$35.00 PER COURSE*PICK UP BOOK FROM BOOKSTORE
MATH 1314/MATH 1324/MATH 1325/MATH 1332/MATH 1342/ MATH 2412	\$95.00 PER COURSE
MATH 2413/MATH 2414	\$110.00 PER COURSE
MUSI 1306	\$67.00 PER COURSE
PSYC 2301	\$65.00 PER COURSE
PSYC 2314	\$100.00 (LECTURE + VIRTUAL CHILD)
SPAN 1411/SPAN 1412	\$100.00 PER COURSE
SPCH 1311/SPCH 1315	\$50.00 PER COURSE
SOCI 1301	\$80.00 PER COURSE
SOCI 1306/SOCI 2301/SOCI 2319	\$79.00 PER COURSE

- Students should check with course instructor for the lab material requirements for the course. \*

FOR FURTHER INFORMATION REGARDING COURSE MATERIALS, PLEASE VISIT THE BULLDOG BOOKSTORE WEBPAGE AT: <https://www.navarrocollege.edu/bookstore/index.html>



# IMPORTANT INFORMATION FOR DUAL CREDIT STUDENTS



**ATTENDANCE:** Faculty will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and knowing the attendance requirements for the course. Students not attending classes will be dropped. A student's request for an excused absence should be emailed to the instructor of each class. Students may also contact the Dual Credit Office for guidance. Students should refer to the Navarro College Student Handbook for additional information.



**SELF-SERVICE:** Self-Service is the student web page student's will use to track, edit, and maintain their student records, pay tuitions and fees, request transcripts, and complete required forms.



**CANVAS:** Canvas is the student software that student's will use to complete their class work, track their grades for their classes, participate in class discussions, and communicate with their instructors.



**GRADES AND GPA:** The College does not mail student grade reports. Students may log into Canvas to check grades throughout the term, or they may view final grades in their Self-Service account after the end of the semester. All students enrolled in college-level course work at Navarro College, including those enrolled in the Dual Credit program, will earn a grade point average and credits that must be reported when applying to other institutions.



**ADDING AND DROPPING CLASSES:** Dual Credit students are not permitted to make changes to their schedules on their own. They must have their high school counselor email their Dual Credit Coordinator the changes that need to be made and then the Dual Credit Coordinator will make the requested changes.



**COLLEGE TRANSCRIPTS:** The transcript is a record of all courses taken and grades earned each semester. If a student plans to transfer, or their high school requests an official transcript of College work, it is the student's responsibility to request a transcript. Transcript requests are made through the students' Self-Service account.



**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):** Although most Dual Credit students are still minors, according to FERPA, the college must treat them as though they are 18 years of age. Via signatures on the Dual Credit Enrollment Form, the student gives Dual Credit Staff permission to discuss their academics with their parents/guardians and high school counselors.

## FOR MORE INFORMATION

Visit our website at [NavarroCollege.edu/Dual-Credit](http://NavarroCollege.edu/Dual-Credit)  
or email us at [dual.credit@navarrocollege.edu](mailto:dual.credit@navarrocollege.edu)

## **Downloading Unofficial Transcripts and Requesting Official Transcripts**

### **Downloading Unofficial Transcripts**

1. Log on to their self-service account.
2. Click on the graduation hat on the left-hand side of the screen.
3. Scroll down and click on “Unofficial Transcript”.
  - This will create a pdf of their transcript that they can print out or save.

### **Requesting Official Transcripts**

1. Log on to their self-service account.
2. Click on the graduation hat on the left-hand side of the screen.
3. Scroll down and click on “Request Official Transcript”.
4. Set up a Parchment account.
5. Request how many official transcripts they want to order at \$3 apiece.
6. Put in payment information and submit.
  - For a video tutorial use this link <https://www.youtube.com/watch?v=2MTbKNV-Dig>