<table>
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<tr>
<th>STEPS</th>
<th>CONTACT INFORMATION</th>
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</table>
| 1. EXPLORE NC TRACKS | STUDENT RECRUITMENT  
1. Visit [majors.navarrocollege.edu](http://majors.navarrocollege.edu) and review tracks and programs.  
2. Request information on program(s) of interests. | Phone: 903.875.7343  
Email: student.recruiting@navarrocollege.edu |
|  | OFFICE OF ADMISSIONS AND RECORDS/REGISTRAR’S OFFICE  
New Students or Returning Students who have not enrolled with NC for more than 1 year: | Phone: 903.875.7700  
Email: admissions@navarrocollege.edu |
| 2. APPLY FOR ADMISSIONS |  
1. Complete a free admissions application online at [applytexas.org](http://applytexas.org)  
2. Submit All Official Transcripts  
   - Beginning student: Official High School Transcript or High School Equivalency (HSE) Scores  
   - Transfer student: Official transcripts from all colleges attended.  
3. Submit Proof of Bacterial Meningitis Vaccination  
   - Must be submitted 10 days before the first day of class.  
   - Exemption information is available online at [vaccine.navarrocollege.edu](http://vaccine.navarrocollege.edu)  
4. If required, submit proof of residency. This is only if requested by the Admissions Office. | All admissions documents, including official transcripts (in a sealed envelope), may be mailed or hand delivered at specific locations.  
Mail: Navarro College  
   Office of Admissions and Records  
   3200 West 7th Avenue  
   Corsicana, Texas 75110  
Drop-off Box:  
   Navarro College - Corsicana Campus  
   Gooch One Stop Student Center -  
   East side by Veteran’s Office  
   or  
   Richard Sanchez Library -  
   Drop-off box is located on the east side of library  
Email: All admission documents (except official documents) can be emailed to admissions@navarrocollege.edu. |
3. APPLY FOR FINANCIAL AID AND SCHOLARSHIPS
   1. Visit https://www.navarrocollege.edu/costs-aid/ for information and instructions
   2. U.S. Citizens/Eligible Non-Citizen will apply on https://studentaid.gov/
      a. The Navarro College school code is 003593.
   3. Students admitted under House Bill 1403/Senate Bill 1528, see the Financial Aid office or go to
      http://www.thecb.state.tx.us/DocID/PDF/12712.PDF to apply for the Texas Application for
      State Financial Aid (TASFA)
   4. After 3-5 business days, log on to selfservice.navarrocollege.edu
      a. Click on Financial Aid and complete the checklist
   5. For scholarship opportunities, visit scholarships.navarrocollege.edu
      a. College scholarships application OPEN
          ▪ January 6, 2020 – May 29, 2020
      b. Brilliance Dual Credit Scholarship OPEN
          ▪ January 21, 2020 – May 1, 2020 (12 pm)

4. APPLY FOR HOUSING
   1. Complete an application online at housing.navarrocollege.edu
   2. Submit a $240 Housing deposit
   3. Pass a background check

   STEPS PRIOR TO HOUSING CHECK-IN
   1. Enroll in 15 semester credit hours and check-out on selfservice.navarrocolleg.edu with
      financial aid, payment plan or full payment. *Average cost of tuition and fees is $2,278
   2. Pay room and board online on selfservice.navarrocollege.edu by going to Student
      Finance and My Room & Board Plan. *Average room and board is $3,498
   3. Review and submit Housing Agreement Terms and Conditions
   4. Complete the online Personal Property Information form
   5. Familiarize yourself with rules and policies
   6. Consider personal property insurance for your belongings
### 5. COMPLETE A PLACEMENT TEST

**STEPS TO TESTING**

2. Students must take the Texas Success Initiative (TSI) Assessment and submit test scores at time of registration. Exemptions are available online at [http://www.collegeforalltexas.com/index.cfm?objectid=692E2997-F0A4-B2113A9EAE77E055A8E3](http://www.collegeforalltexas.com/index.cfm?objectid=692E2997-F0A4-B2113A9EAE77E055A8E3) or visit [collegeforalltexas.com](http://www.collegeforalltexas.com) and click on Texas Success Initiative Assessment (TSIA).
3. Complete the PreAssessment Activity online prior to taking the TSI Assessment: tsipreview.com
4. Make an appointment with the Testing Center available at each campus. Go to testing.navarrocollege.edu for more information. On day of testing, bring the $35 Testing Fee and Photo ID.

### TESTING CENTER

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<tr>
<th>Campus</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Corsicana Campus</td>
<td>903.875.7457</td>
<td><a href="mailto:Corsicana.Testing@navarrocollege.edu">Corsicana.Testing@navarrocollege.edu</a></td>
</tr>
<tr>
<td>Waxahachie Campus</td>
<td>972.923.6429</td>
<td><a href="mailto:Waxachie.Testing@navarrocollege.edu">Waxachie.Testing@navarrocollege.edu</a></td>
</tr>
<tr>
<td>Midlothian Campus</td>
<td>972.775.7208</td>
<td><a href="mailto:Midlothian.Testing@navarrocollege.edu">Midlothian.Testing@navarrocollege.edu</a></td>
</tr>
<tr>
<td>Mexia Campus</td>
<td>254.562.3848 ext. 5210</td>
<td><a href="mailto:Mexia.Testing@navarrocollege.edu">Mexia.Testing@navarrocollege.edu</a></td>
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### 6. REQUEST AN APPOINTMENT WITH AN ADVISOR

1. To connect with the appropriate advisor, complete this form at [https://bit.ly/3a3he7G](https://bit.ly/3a3he7G).

2. To prepare for your appointment with an advisor, please complete the following steps:
   - Submit all transcripts.
   - Submit Bacterial Meningitis (All students 22 and younger).
   - Complete and submit TSI scores if required.
   - Visit [https://www.txcte.org/resource/texas-genuine](https://www.txcte.org/resource/texas-genuine) and review different career and program options.
   - Write down any questions you may have for your advisor:
     - Educational & Career Goals
     - Transfer questions
     - Timeline to completion or transfer

### ACADEMIC ADVISING

Phone: 903.875.7397  
Email: advising@navarrocollege.edu

Please email advising@navarrocollege.edu or complete this [https://bit.ly/3a3he7G](https://bit.ly/3a3he7G) to have an advisor reach out to you.
COMPLETE PRE-REGISTRATION BY CHECKING OUT

1. Pay by phone by calling one of the numbers below.
   - (903) 875-7750 – Corsicana Campus
   - (972) 937-6411 – Waxahachie Campus
   - (972) 775-7200 – Midlothian Campus
   - (254) 562-3848, ext. 5252 – Mexia Campus

2. Pay online 24/7 on Self-Service
   - Log on to selfservice.navarrocollege.edu
   - Click on Student Finance to view latest statement
   - To pay online or sign-up for a payment plan, click on My Payment Plan
   - To apply for Financial Aid, click on Financial Aid and review Financial Aid Offer Letter.

1. REQUEST YOUR STUDENT ID AND PARKING PERMIT
   1. Log on to selfservice.navarrocollege.edu
   2. Under User Options, go to Vehicle Registration
   3. Complete the Vehicle Registration Form

CASHIER'S OFFICE
Corsicana Campus: 903.875.7750
Waxahachie Campus: 972.937.6411
Midlothian Campus: 972.775.7200
Mexia Campus: 254.562.3848, ext. 5252
Website: payfor.navarrocollege.edu

OFFICE OF ADMISSIONS AND RECORDS/REGISTRAR'S OFFICE
Phone: 903.875.7700
Email: admissions@navarrocollege.edu
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<tr>
<th></th>
<th>2. PURCHASE BOOKS AND SUPPLIES ONLINE</th>
<th>BOOKSTORE</th>
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<tbody>
<tr>
<td></td>
<td>1. Log on to <a href="http://bookstore.navarrocollege.edu">http://bookstore.navarrocollege.edu</a> and select a campus</td>
<td>Corsicana and Mexia Campuses:</td>
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<tr>
<td></td>
<td>2. Click on Purchase Textbooks</td>
<td>Phone: 903.875.7386</td>
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<tr>
<td></td>
<td>CURBSIDE PICK-UP</td>
<td>Email: <a href="mailto:terri.mitchell@navarrocollege.edu">terri.mitchell@navarrocollege.edu</a></td>
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<td>To schedule a curbside pick-up, call the Bookstore on any campus to make arrangements.</td>
<td>Phone: 903.875.7385</td>
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<tr>
<td></td>
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<td>Email: <a href="mailto:nancy.johnson@navarrocollege.edu">nancy.johnson@navarrocollege.edu</a></td>
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<td>Phone: 903.875.7388</td>
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<tr>
<td></td>
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<td>Email: <a href="mailto:jim.botkin@navarrocollege.edu">jim.botkin@navarrocollege.edu</a></td>
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<td>Waxahachie Campus:</td>
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<td>Phone: 972.923.6445/6446</td>
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<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:erin.green1982@navarrocollege.edu">erin.green1982@navarrocollege.edu</a></td>
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<tr>
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<td>Midlothian Campus:</td>
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<td>Phone: 972.775.7241</td>
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<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:angel.newman@navarrocollege.edu">angel.newman@navarrocollege.edu</a></td>
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