



DUAL CREDIT **CONTACTS**

ADMINISTRATION OFFICE

1900 John Arden Dr.
Waxahachie, TX 75165
(972) 923-6431

CORSICANA CAMPUS

3200 W. 7TH Avenue
Corsicana, TX 75110
(903) 875-7527

WAXAHACHIE CAMPUS

1900 John Arden Dr.
Waxahachie, TX 75165
(972) 923-6424

MIDLOTHIAN CAMPUS

899 Mount Zion Road
Midlothian, TX 76065
(972) 775-7243

MEXIA CAMPUS

901 N. MLK Hwy.
Mexia, TX 76667
(254) 562-3848

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.applytexas.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

-OR-

Email us at dual.credit@navarrocollege.edu

Completing the Apply Texas Application

1. Go to: <https://goapplytexas.org/>
2. Click **"Get Started"**
 - ✦ If you already have an Apply Texas account, sign in and skip to step 5.
3. In the **"Sign up with a new account"** box. Create your Username (no spaces) and Password and then Click **"SIGN UP"**.
 - ✦ The email address you use will be assigned to your username for your ApplyTexas account and will be the email that you use to complete and submit this application. **MAKE SURE YOU CAN LOG INTO THE EMAIL YOU USE.**
4. Go to your email account, open email from ApplyTexas, and verify your ApplyTexas account. Once confirmed, click **"Continue"**.
 - ✦ You will receive an email confirmation of your created account form Apply Texas.
5. Input your **"USERNAME"** and **"PASSWORD"** and CLICK on **"LOGIN"**.
 - ✦ **Complete ALL 3 Steps for the application:** (Fill in all required fields) **YOU MUST INPUT YOUR SOCIAL SECURITY NUMBER WITH PROFILE INFORMATION FOR REPORTING PURPOSES. FAILURE TO INPUT YOUR SOCIAL SECURITY NUMBER WILL RESULT IN DELAYED PROCESSING OF YOUR APPLICATION.**
 - ✦ **1.) Edit and Complete your profile**
 - ✦ Click **"Edit Profile"** at the top of the screen and fill in all required blanks. (All fields with * must be filled in.)
 - ✦ On page 10, Click **"DONE"** to save your full profile.
 - ✦ **2.) Start an application to a school**
 - ✦ Click **"Start/Edit Applications"** in top right-hand box.
 - ✦ Click **"Start a New Application"**. (Each page has **"Instructions for this page"** at the top if needed)
 - ✦ Select **"Navarro College (Corsicana)"** in the select the institution drop down menu.
 - ✦ Select **"Dual Credit"** in application type drop down menu.
 - ✦ Select the semester you will **START** taking courses.
 - ✦ Select **"Academic"** for core course(s) or associate degree or Select **"Technical"** for CTE workforce certificates or degrees.
 - ✦ It is recommended for majority of dual credit students they Select **"A.S in General Studies"** for first choice major drop down menu.
 - ✦ Click **"Select choices and start application"** button at bottom of screen.
 - ✦ **3.) Submit your application and wait for contact.**
 - ✦ If application box does not give option to **"Submit this application"** then Click the **"+"** sign next to Admissions application to correct or finalize questions.
 - ✦ Click **"DONE"** and in the bottom of the box Click **"Submit this application"**.
 - ✦ Read and Verify Required Information- **Check the boxes to verify.**
6. Click **"SUBMIT"** at the bottom of page.
 - ✦ You will receive an email confirmation that your application has been successfully submitted with confirmation number. **Congratulations! You have applied to Navarro College!**



FIRST TIME LOGIN & RESET INSTRUCTIONS FOR NC ONLINE RESOURCES

MyNC Single Sign-On Login Instructions

To login in to your MyNC account:

You can access MyNC directly at mync.navarrocollege.edu or by clicking on the MyNC link on the Navarro College website

To login, use the following:

1. Go to mync.navarrocollege.edu
2. Your login username is:
 - firstname.lastname (lowercase)
 - Example: jane.doe
3. Your password will be NcYYYYSSSS! (YYYY=your 4 digit birth year & SSSS=the last 4 digits of your social)
 - Example: If you were born in 1980 and the last 4 digits of your Social Security Number is 1234 your password would be Nc19801234!

(Note: This is your login for all your Navarro Accounts.)

Self-Service Login Instructions

To login to your Self-Service:

1. Go to mync.navarrocollege.edu and follow the above login steps for MyNC
2. Click on Student Self-Service under Campus Applications in MyNC

Canvas Login Instructions

To login to your Canvas account:

1. Go to mync.navarrocollege.edu and follow the above login steps for MyNC
2. Click on Canvas under Campus Applications in MyNC

Student Email Login Instructions

To login to your Webmail account:

1. Go to mync.navarrocollege.edu and follow the above login steps for MyNC
2. Click on Student Webmail under Campus Applications in MyNC
3. Use your email account username (this is the same as your MyNC username + @nc.navarrocollege.edu)
 - Example: jane.doe@nc.navarrocollege.edu

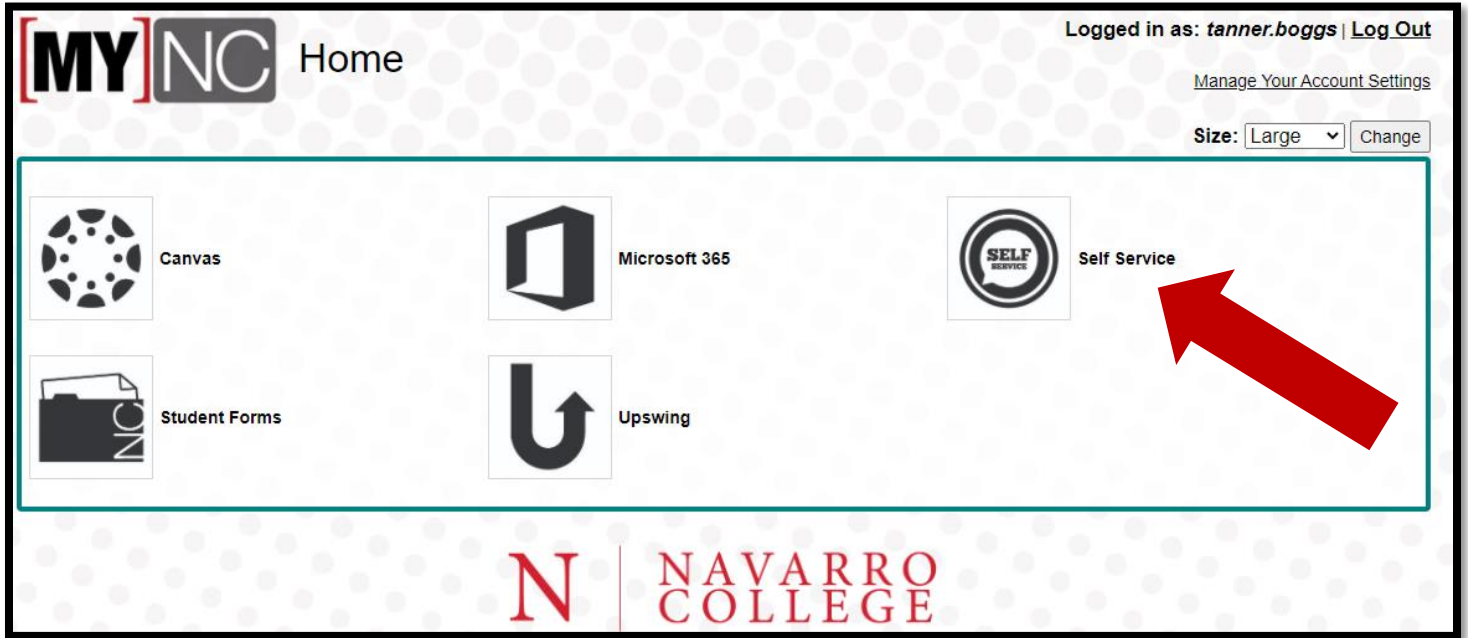
If you need assistance or cannot log in, you can contact the Help Desk at 903-875-7416

You can also visit: <http://www.navarrocollege.edu/service-desk/> and chat live
Monday-Thursday 7:30am-6:30pm and Friday 7:30am-5:00pm
or email servicedesk@navarrocollege.edu

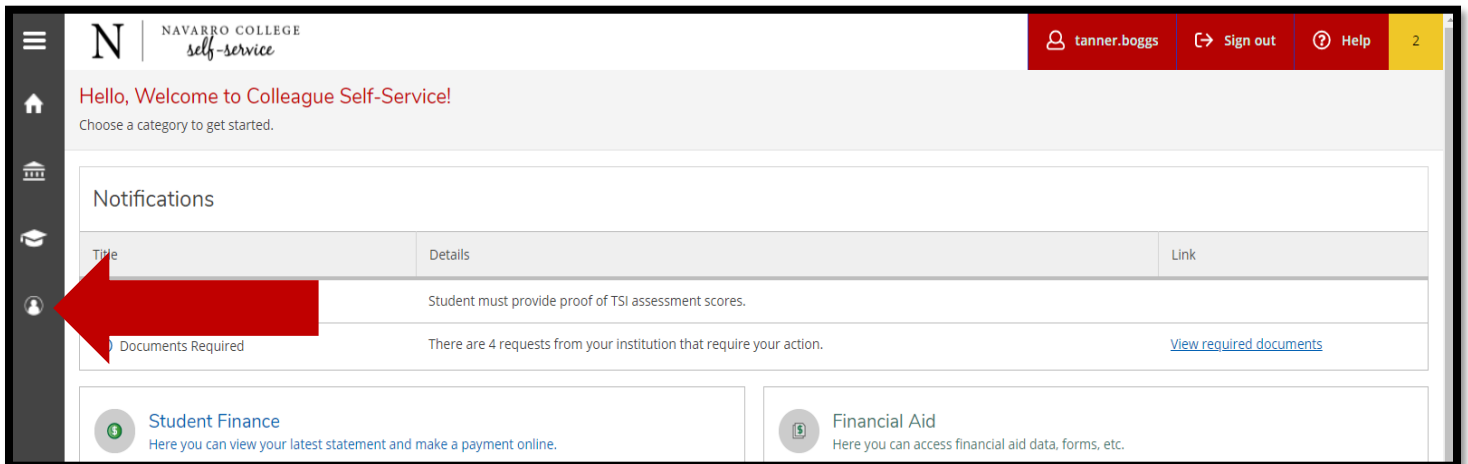


COMPLETING THE DUAL CREDIT ENROLLMENT FORM

1.) Log into your mync.navarrocollege.edu account and open your self-service page.



2.) Click on the "User Options" icon.



3.) Scroll down and click “Dual Credit Enrollment Form”

The screenshot shows the Navarro College self-service portal. The left sidebar menu is expanded to show 'Dual Credit Enrollment Form' at the bottom. A red arrow points to this menu item. The main content area shows a welcome message, a notifications table, and several service tiles including Student Finance, Financial Aid, Student Planning, Course Catalog, and Grades.

Title	Details	Link
Test Requirement Hold	Student must provide proof of TSI assessment scores.	
Documents Required	There are 4 requests from your institution that require your action.	View required documents

4.) Type in your log in again and you will be taken to the dual credit enrollment form. Fill in the blanks, submit, and you’re done.

Note: If you are a new student your parent must approve your form via the parent email you list on your form (No business emails)

The screenshot shows the Navarro College login form. The form is centered on a dark red background. It contains fields for 'USER NAME' (filled with 'rachael.alfred') and 'PASSWORD' (filled with dots). A 'Sign On' button is at the bottom.



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

-OR-

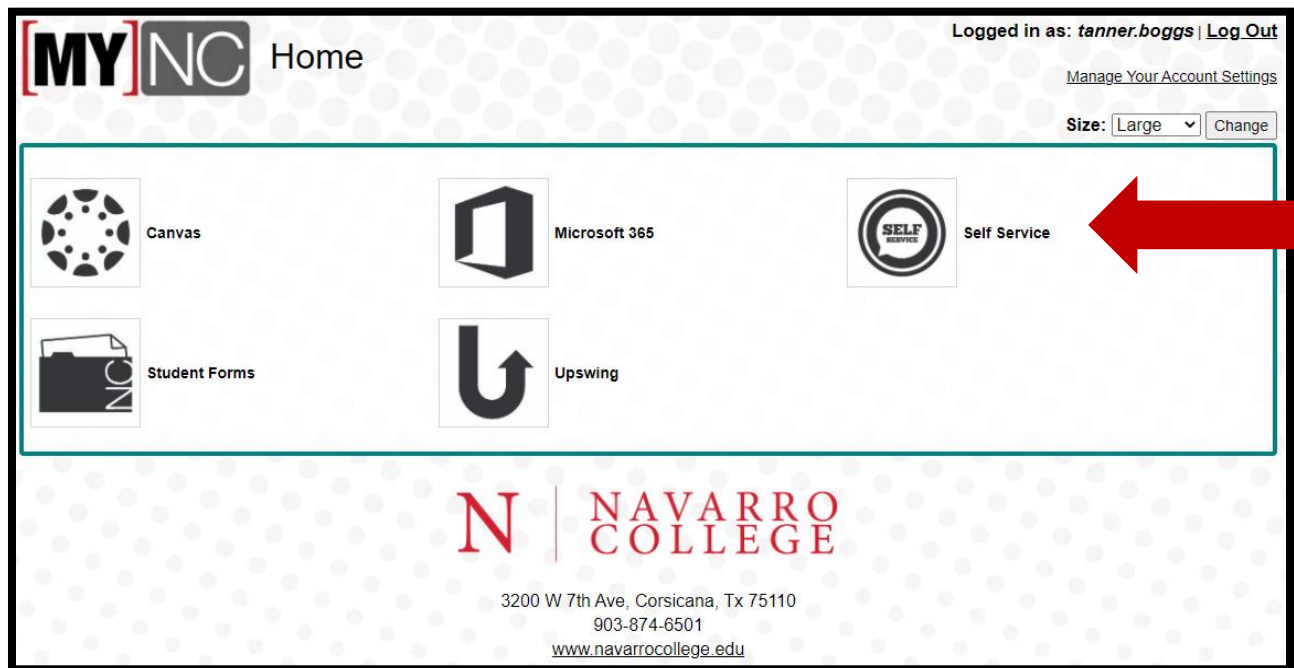
Email us at dual.credit@navarrocollege.edu

Paying Your Tuition and Fees Online

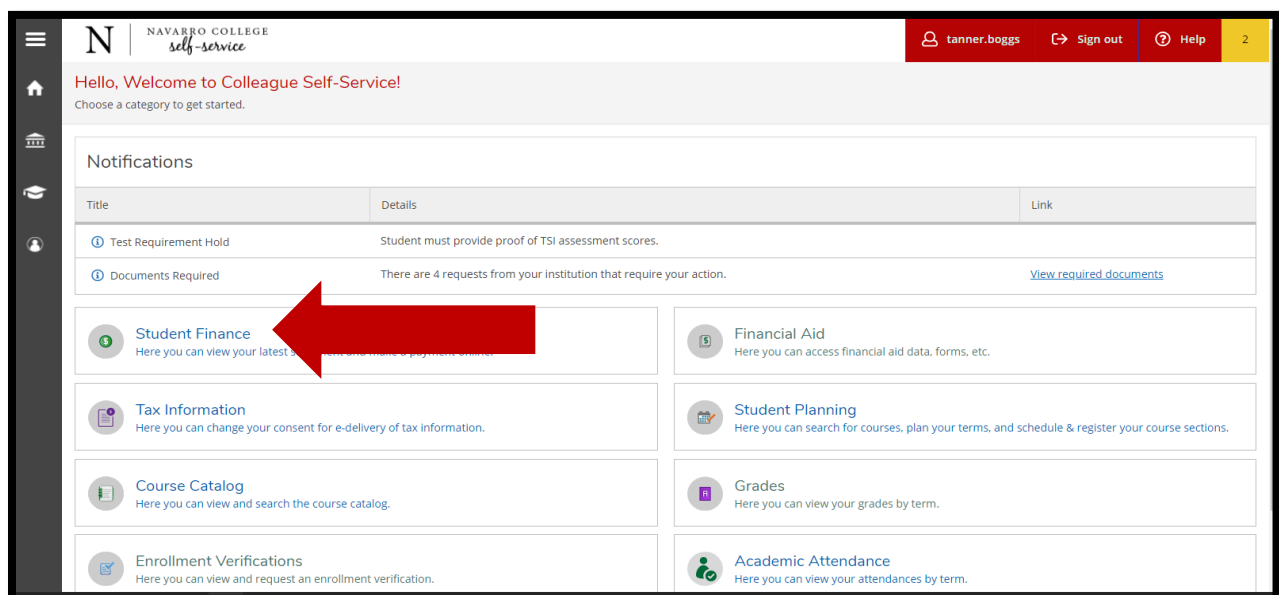
Log into your MyNC account. Once this is complete you should be taken to the screen below.

(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	Account Activity
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, it says 'Review your account and proceed to processor'. A message states: 'A new window will open and redirect you to our payment processor, Nelnet Campus Commerce.' Below this message is 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 \$\$\$! COURSE MATERIALS AT A DISCOUNTED RATE!

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
- 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	\$130.00 PER COURSE
BIOL 1322	\$84.00 (LAB MANUAL SOLD SEPARATELY) *
BIOL 1406/1407	\$84.00 (LAB MANUAL SOLD SEPARATELY) *
BIOL 1408/1409	\$87.00 (LAB MANUAL SOLD SEPARATELY) *
BIOL 2401/2402	\$87.00 (LAB MANUAL SOLD SEPARATELY) *
BIOL 2404	\$87.00 (LAB MANUAL SOLD SEPARATELY) *
BIOL 2420	\$87.00 (LAB MANUAL SOLD SEPARATELY) *
BUSI 1301/BUSI 2301	\$115.00 PER COURSE
COSC 1301	\$119.00 PER COURSE
ECON 2301/ECON 2302	\$62.00 PER COURSE
GOVT 2305/GOVT 2306	\$76.00 PER COURSE
HIST 1301/HIST 1302	\$87.00 PER COURSE
MATH 1314/MATH 1324/MATH 1325/MATH 1332/MATH 1342	\$93.00 PER COURSE
MATH 1350/MATH 1351	\$138.00 PER COURSE
MATH 2412/MATH 2413	\$76.00 PER COURSE
PSYC 2301	\$54.00 PER COURSE
PSYC 2314	\$157.00 (LECTURE + VIRTUAL CHILD)
SPAN 1411/SPAN 1412	\$103.00 PER COURSE
SPCH 1311/SPCH 1315	\$54.00 PER COURSE
SOCI 1301	\$87.00 PER COURSE
SOCI 1306/SOCI 2301/SOCI 2319	\$76.00 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

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(972) 775-7243

MEXIA CAMPUS
901 N. MLK Hwy.
Mexia, TX 76667
(254) 562-3848



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
or email us at 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>