



Returning Dual Credit Student Enrollment Checklist

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

- 1.) Meet with high school counselor to discuss class schedule.
- 2.) Submit the dual credit enrollment form through your self-service account.

-Instructions attached

*Once you submit your form it will go straight to your high school counselor and they will list the classes that you want to be enrolled in, approve your form, attach any 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.

- 3.) 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



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

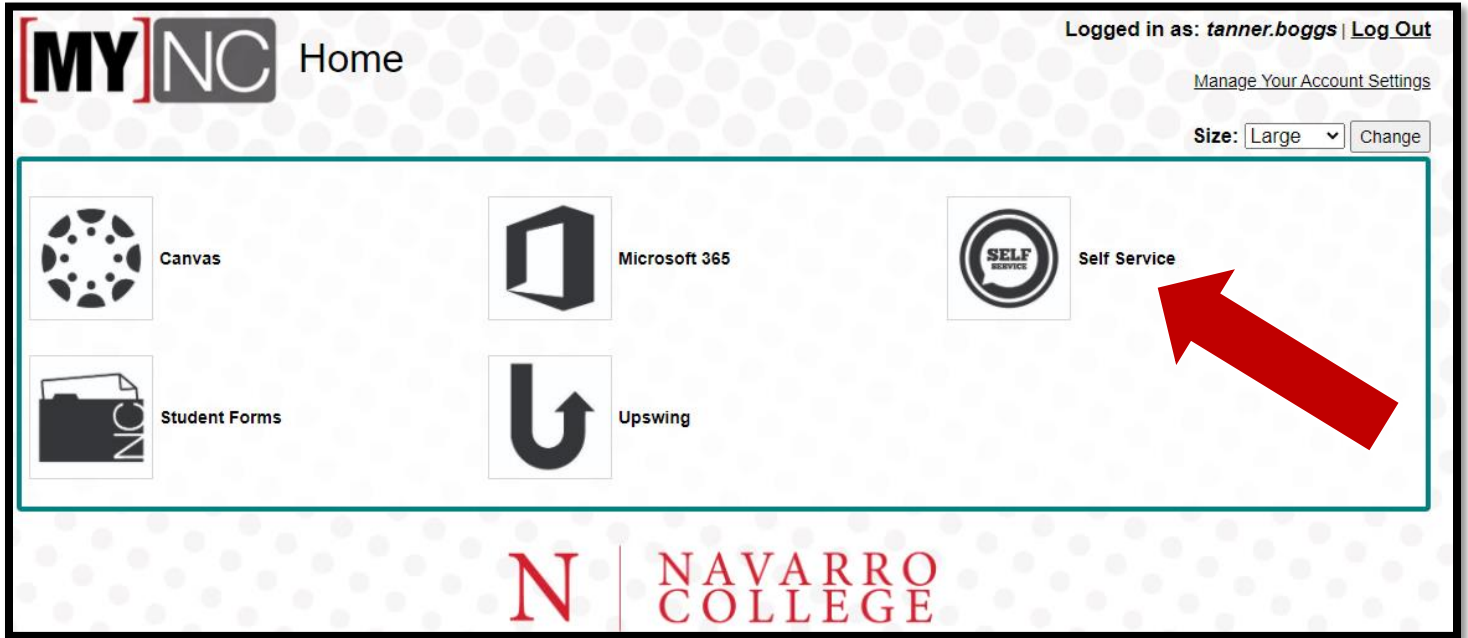
If you need assistance or cannot log in, you can contact the Help Desk at 903-875-7416

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

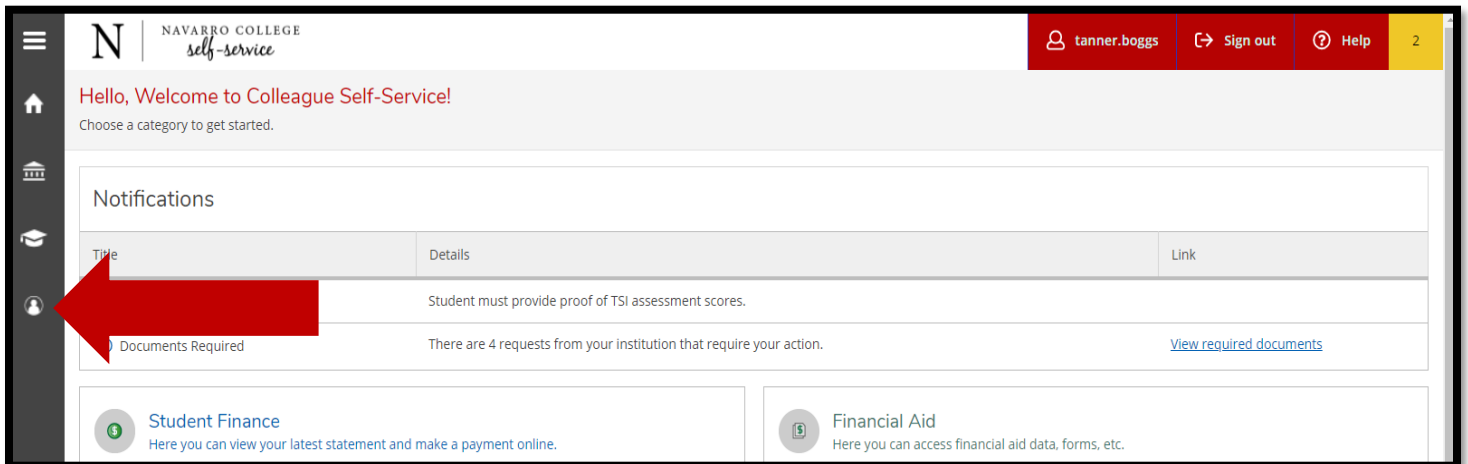


COMPLETING THE DUAL CREDIT ENROLLMENT FORM

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)

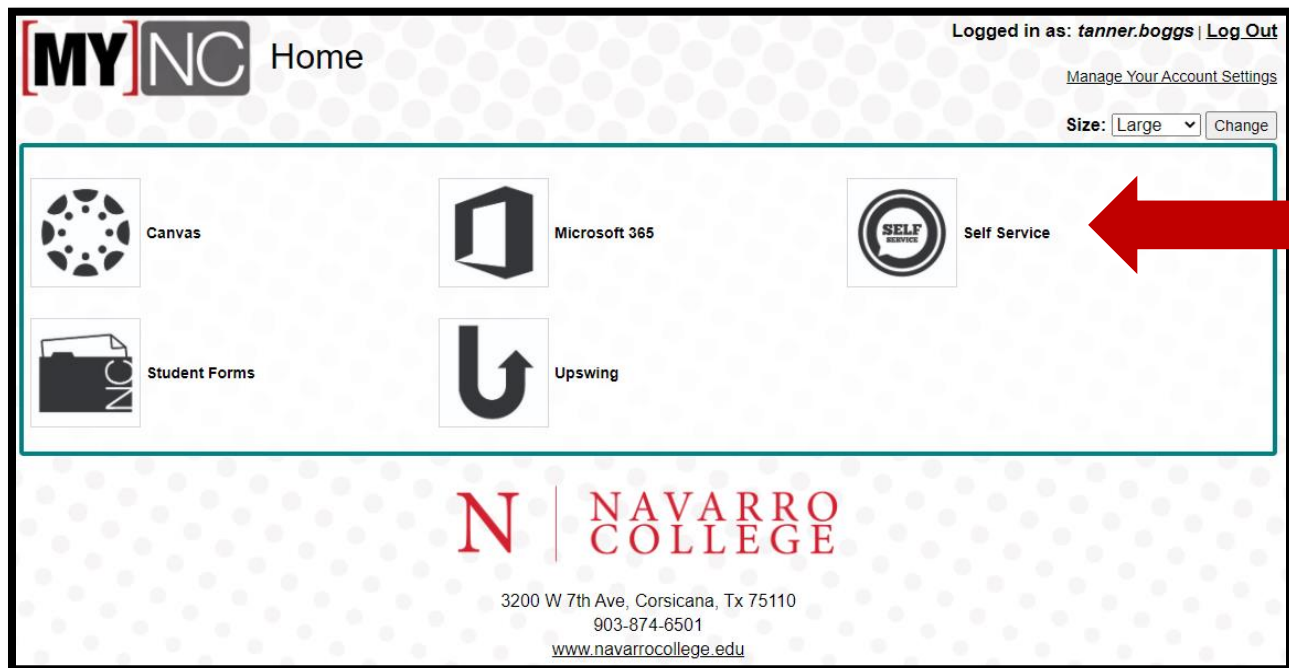
The screenshot shows the Navarro College login form. The form is centered on a dark red background. It contains fields for 'USER NAME' (with 'rachael.alfred' entered) and 'PASSWORD' (with masked characters). A 'Sign On' button is at the bottom.

Paying Your Tuition and Fees Online

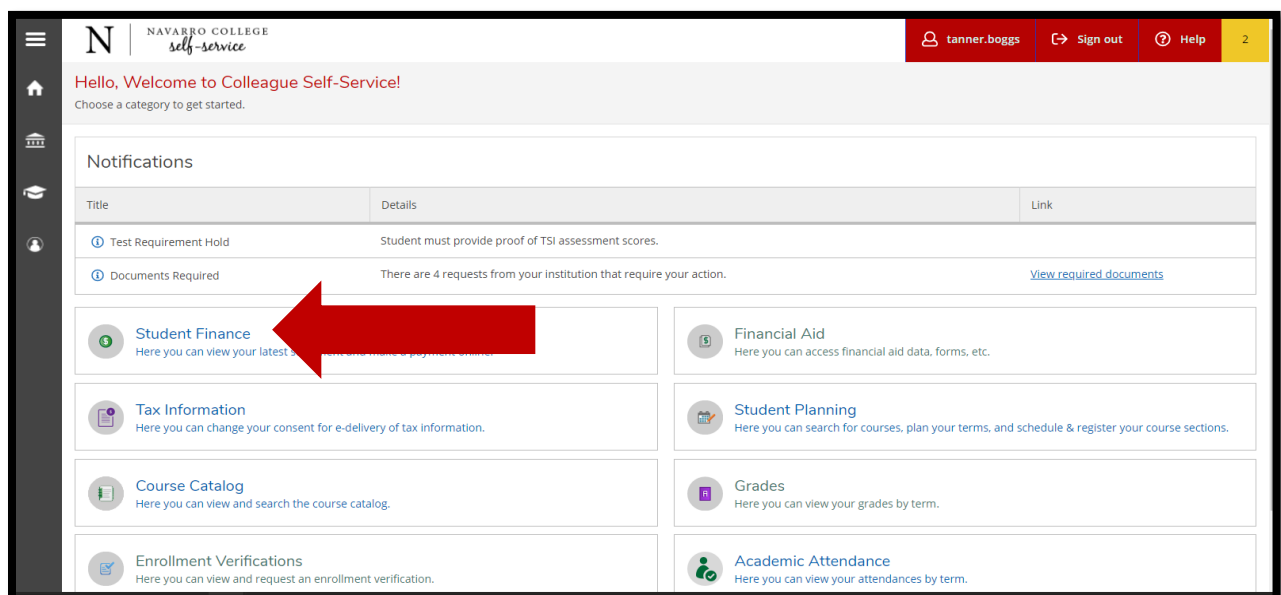
Log into your MyNC account. Once this is complete you should be taken to the screen below.

(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, 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 \$\$\$! 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

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



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>