



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

WAXAHACHIE CAMPUS

1900 John Arden Dr.
Waxahachie, TX 75165

MIDLOTHIAN CAMPUS

899 Mount Zion Road
Midlothian, TX 76065

MEXIA CAMPUS

901 N. MLK Hwy.
Mexia, TX 76667

- 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




Dual Credit Enrollment Form Instructions




ENROLLMENT FORM INSTRUCTIONS

1. Login using your NC credentials
2. Select your correct High School
3. Select 'No' 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



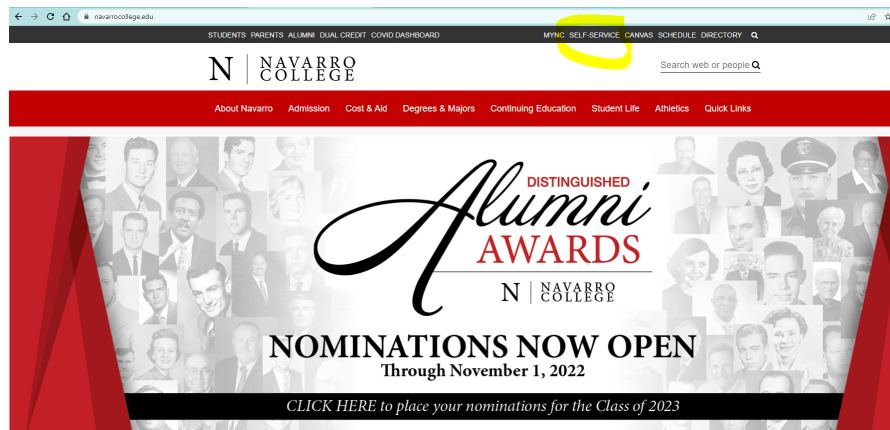
ENROLLMENT FORM INSTRUCTIONS

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 'NO,' you are a returning student
8. Fill in your information accordingly
9. Input PARENT email
10. Electronically Sign

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

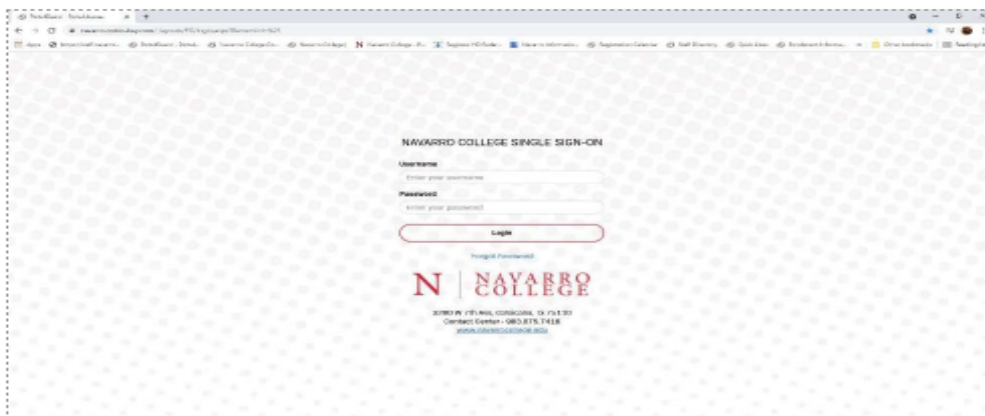
For login help, please contact the Help Desk at: 903-875-7416

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



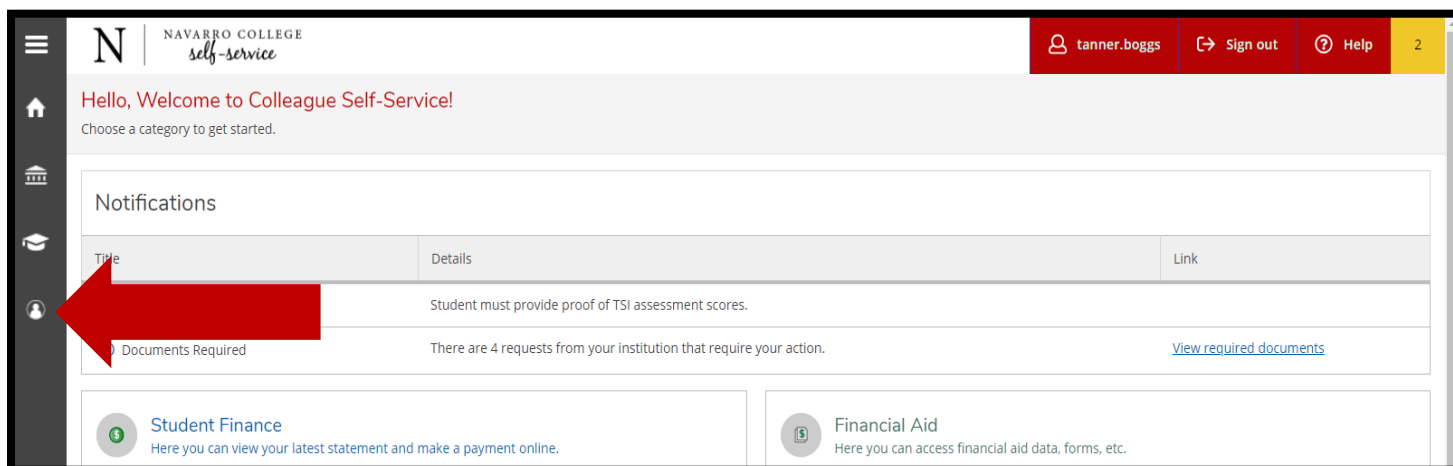
The screenshot shows the Navarro College website. The top navigation bar includes links for STUDENTS, PARENTS, ALUMNI, DUAL CREDIT, COVID DASHBOARD, MYNC, SELF-SERVICE, CANVAS, SCHEDULE, and DIRECTORY. The main content area features a large banner for the 'Distinguished Alumni Awards' with the text 'NOMINATIONS 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

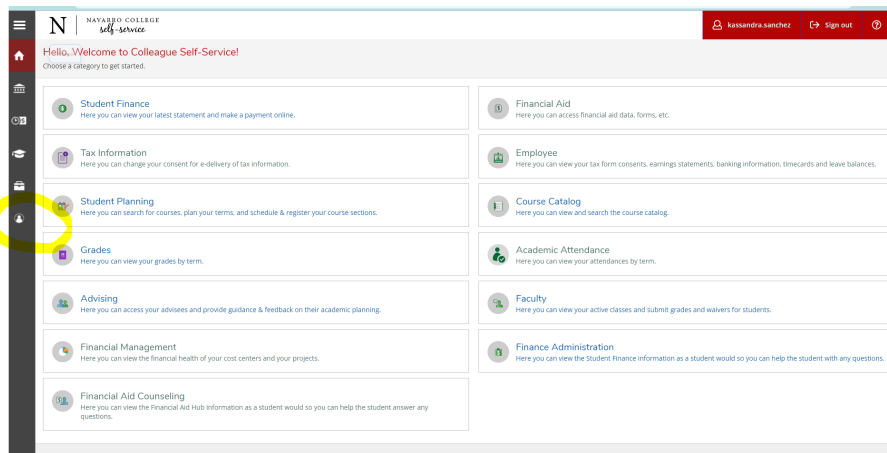


- Returning students sign in. Authentication is usually only required the first time a new student logs in, but a passcode is occasionally required.
- If you are having trouble with login call the Service Desk at 1-800-NAVARRO (628-2776). Hours are 8 am to 5 pm.

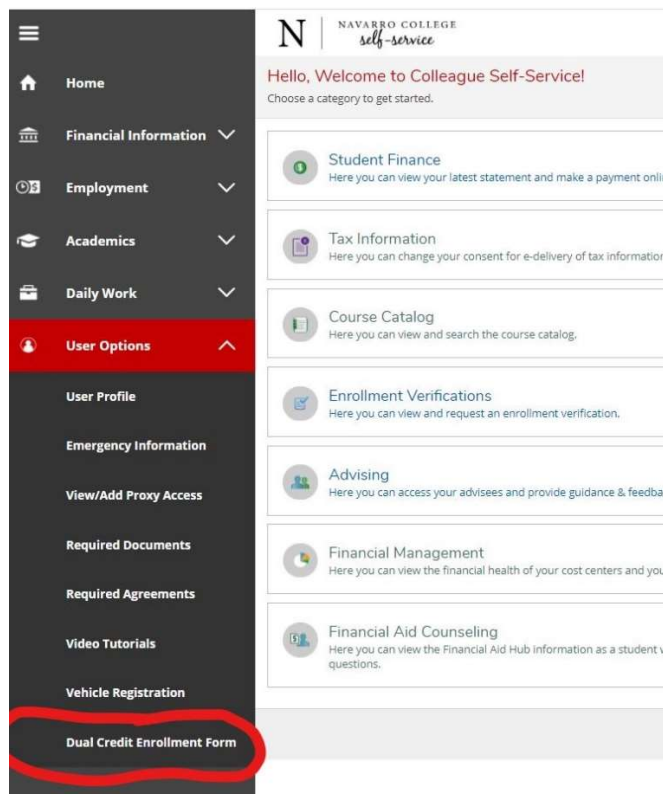
2.) Click on the “User Options” icon.



Self-Service Home: Click on User Options



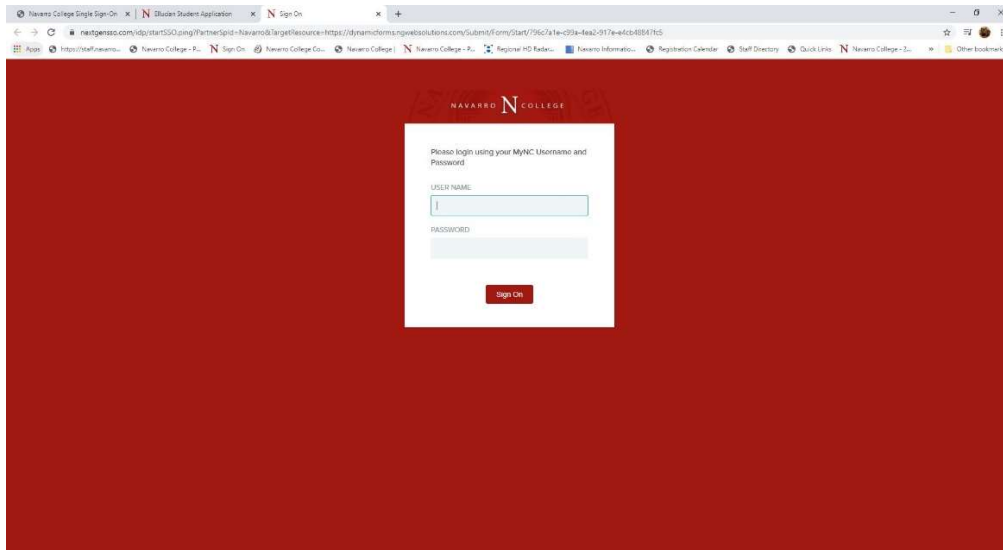
Self Service page left hand bar with icons,



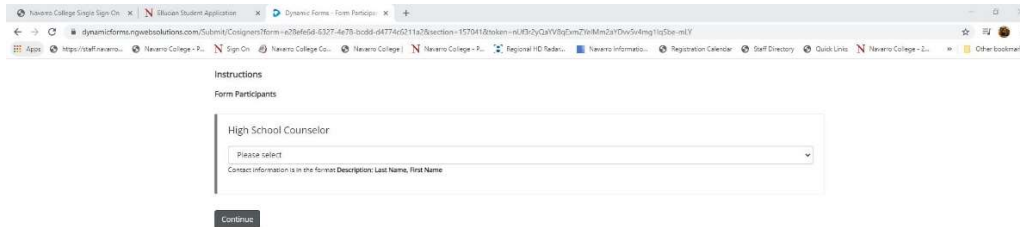
Click on bottom icon, User Options.

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

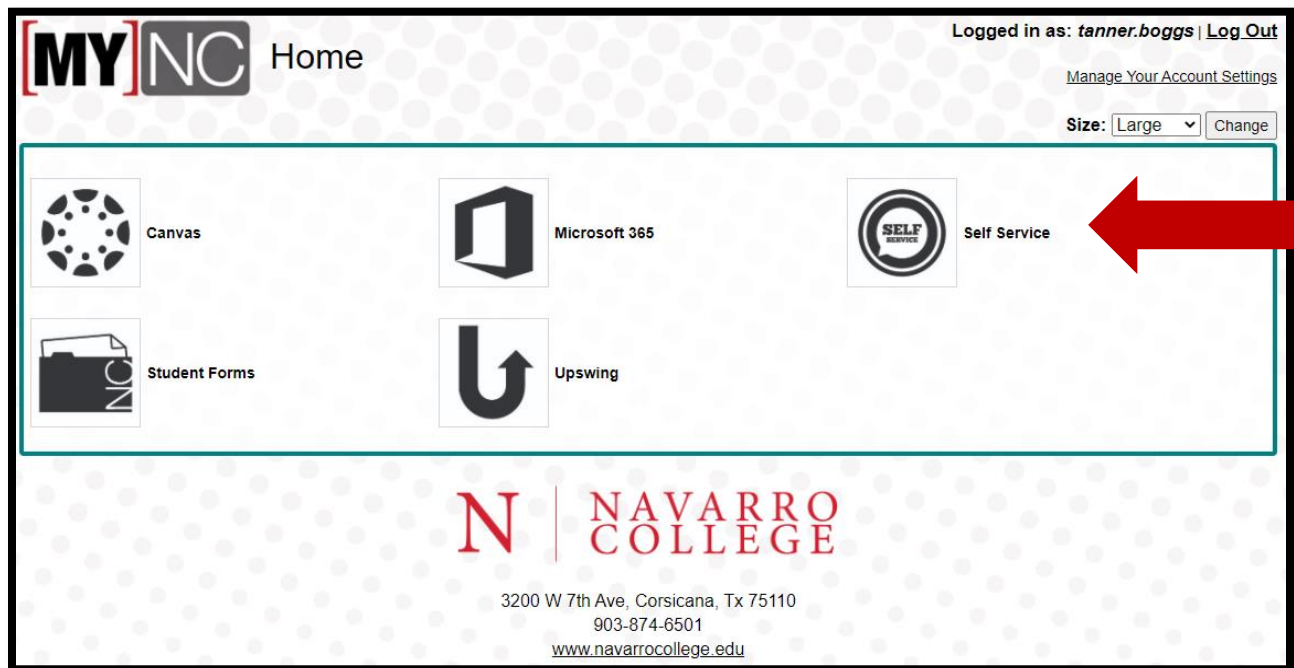
Students type name and date to sign electronically on the last page.

Paying Your Tuition and Fees Online

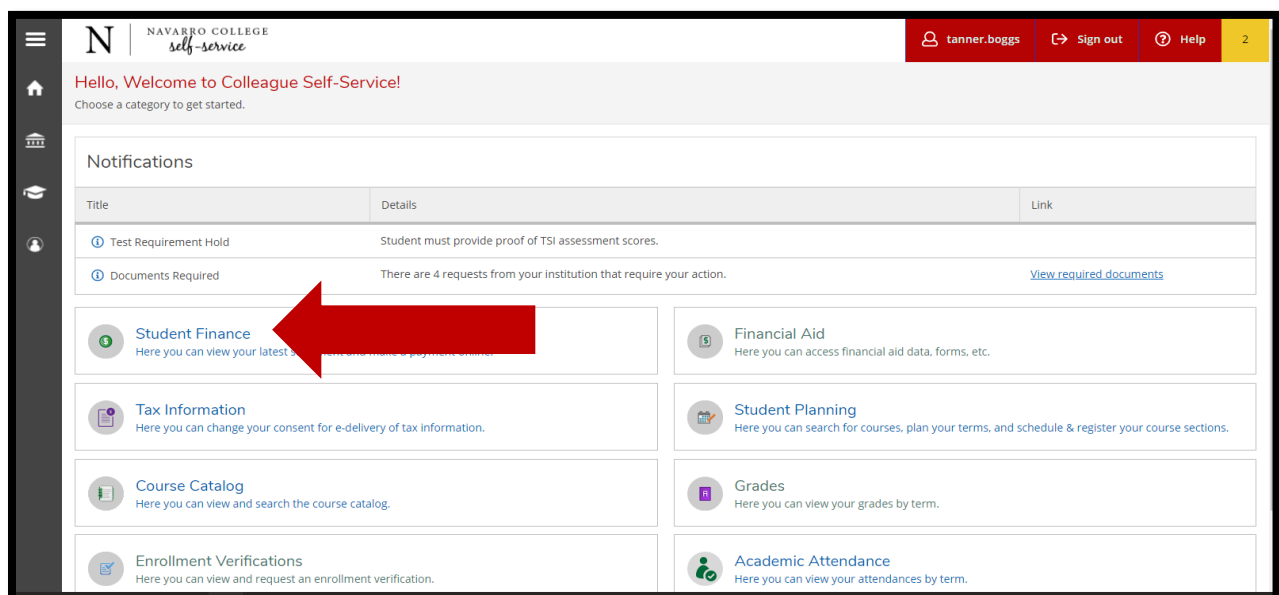
Log into your MyNC account. Once this is complete you should be taken to the screen below.

(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 Overview' section displays 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	

To the right of the table is a 'Helpful Links' section with the following links:

- [Pay Tuition and Fees](#)
- [Refund Dates](#)
- [Select Refund Preference](#)
- [Pay Room and Board](#)

A red arrow points from the 'Pay Tuition and Fees' link in the Helpful Links section to the '\$262.91' amount in the 'Amount Overdue' row of the table.

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' page. 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 in the center of the page reads: '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 from the right side of the page towards the 'Proceed to Processor' button.

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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

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

CORSICANA CAMPUS
3200 W. 7TH Avenue
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901 N. MLK Hwy.
Mexia, TX 76667

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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>