

DUAL CREDIT ENROLLMENT PROCESS

STEP 1: HAVE YOUR STUDENT DISCUSS OPPORTUNITIES AND VERIFY ELIGIBILITY WITH THEIR HIGH SCHOOL COUNSELOR.

STEP 2: APPLY TO NAVARRO COLLEGE.

- Apply online at: www.applytexas.org

Note: The email address provided in this application will be used to communicate important information such as, enrollment status and billing. Please supply an e-mail address that is checked regularly.

STEP 3: FERPA PROXY (PARENT PORTAL)

- Adding a FERPA Proxy (Parent or Guardian) to your student account:
<https://www.youtube.com/watch?v=9SBcl9bZz6E&t=33s>

STEP 4: FULFILL TESTING REQUIREMENTS

- Students will work with High School Counselor to determine needed testing requirements.

STEP 5: PROVIDE BACTERIAL MENINGITIS VACCINATION RECORD.

- Provide High School Counselor with proof of Bacterial Meningitis vaccine.

STEP 6: ENROLLMENT PROCESS

- This will be done with the student at their high school campus.
- For first time Dual Credit students, parent will receive an email to approve participation in the Dual Credit program.
- After parent approval, counselor will approve and upload required documents.
- After registration has been processed students will receive a confirmation e-mail including instructions for logging into their student account on Self Service. Students will be able to view their registration statement and class schedule on Self Service at: www.selfservice.navarrocollege.edu

STEP 7: LOG ON TO STUDENT SELF SERVICE ACCOUNT TO MAKE ON-LINE PAYMENT (Must be done each semester).

- Payment **MUST** be made by Navarro's published deadlines. These deadlines can be found at www.navarrocollege.edu
- Ways to Make Payment: Preferably, on-line through Self Service OR by phoning or visiting the Business office at a campus location near you. Please visit the link below for information on each option.

<http://www.navarrocollege.edu/costs-aid/payment-options/>

Questions? Email dual.credit@navarrocollege.edu.