

DUAL CREDIT ENROLLMENT PROCESS

RETURNING STUDENTS

NOTE: ANNOUNCEMENTS FOR TESTING REQUIREMENTS FOR DUAL CREDIT ENROLLMENT WILL BE COMING. PLEASE COMPLETE STEPS 1 BY MAY 1ST SO THAT COUNSELORS AND NAVARRO COLLEGE CAN BEGIN COURSE SECTION PLANNING.

STEP 1: REGISTRATION - LOG ON TO NC SELF-SERVICE ACCOUNT

- Link to Self-Service/Dual Credit Enrollment Form:
<https://login.navarrocollege.edu/layouts/PG/login.aspx?ReturnUrl=%2Fssso%2Fgo.ashx>
- Students Guide to Completing Dual Credit Enrollment Form:
<https://youtu.be/c0ASVLCgu7U>
- Complete the Dual Credit Enrollment Form (Marking “NO” I am not a new DC Student).
- Counselors will upload any updated admissions documents needed and approve the student to be registered.

STEP 2: FERPA PROXY (PARENT PORTAL)

- Add a FERPA Proxy (Parent or Guardian) to your student account if you do not already have one:
<https://www.youtube.com/watch?v=9SBcl9bZz6E&t=33s>

STEP 3: PAYMENT - LOG INTO STUDENT SELF-SERVICE ACCOUNT TO MAKE ONLINE PAYMENT IF HIGH SCHOOL IS SELF PAY (Must be done each semester).

- Upon registration by Navarro College, students will receive a confirmation email and further information to the email addresses provided.
- Payment cannot be made until registration is complete (includes steps above and meeting testing requirements)
- 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/>
- Payment Deadlines May-Mini Due: **May 8th** and Summer I & II Due: **May 30th**
- Payment Deadline Fall 2020 Tentative Due Date: **August 14th**

Questions? Email dual.credit@navarrocollege.edu

Overview of the Navarro College Dual Credit Program: <https://youtu.be/siwz1qhJBk0>