

# 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](http://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](http://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](http://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](mailto:dual.credit@navarrocollege.edu).