

# ADMISSIONS & REGISTRATION

## ADMISSION PROCEDURES

Navarro College maintains an open door admission policy, and students are admitted without regard to race, color, religion, creed, gender, age, national origin, ancestry, disability, marital status, or veteran status. The college reserves the right to verify citizenship and residency status of any applicant.

The Office of Admissions and Records is responsible for administering all admissions policies. Inquiries concerning admissions should be emailed to [admissions@navarrocollege.edu](mailto:admissions@navarrocollege.edu).

The college reserves the right to refuse admission to any student who does not comply with admission requirements. In compliance with Texas House Bill (TX HB) 449 and 1735 adopted in 2019, students are asked at the point of admissions to disclose a) if they have pending conduct charges of violence or sexual misconduct, or b) if they have been expelled, suspended or withdrawn from a previous institution for conduct charges of violence or sexual misconduct. If students answers 'yes' to either of these questions, they are required to provide additional information, submitted electronically to [student.conduct@navarrocollege.edu](mailto:student.conduct@navarrocollege.edu)[13]. The college reserves the right to refuse admission to any student who does not comply with TX HB 449 and 1735 requirements.

An individual may appeal any admissions denial to the Vice President of Enrollment Management and Institutional Effectiveness (VPEMIE) or in the event the refusal was due to conduct, the student may appeal to the Vice President of Student Services (VPSS).

Completion of the following steps are necessary to gain admission to Navarro College:

1 **Application for Admission.** <https://www.applytexas.org>

2 **Official Transcript.**

**Beginning Students.** An official and complete transcript in a sealed envelope bearing the signature of the appropriate official, seal and date of graduation of the applicant's high school record must be filed, or sent electronically, in the Office of Admissions & Records before an application for admission will be considered.

Navarro College will not recognize a student as a high school graduate who has obtained a diploma through a school or online program that requires only payment of a fee with little or no coursework requirements. Graduates of such programs will be considered for admissions on an individual approval basis.

**Transfer Students.** Transfers from another college, including summer/mini session students, are required to present an official and complete transcript in a sealed envelope bearing the signature of the appropriate official and seal from each college attended or sent electronically directly from the institution.

1 **Assessment Scores** Student proficiency in reading, writing, and mathematics must be assessed. This is accomplished by completing the TSI Assessment. Students otherwise qualified or exempted will not be refused admission on the basis of their scores. Results are used in advising and in placing students in the proper course levels.

2 **Proof of Residency** A student may submit a state-issued driver's license or identification card and show proof of having established local residency for 12 months or more without enrollment (or other approved documentation) to determine residency as either in-district, out-of-district, or out-of-state.

The Office of Admissions and Records can provide additional information concerning state requirements.

## SPECIAL PROGRAMS

Certain programs such as Residence Life, as well as instructional areas (e.g. Cosmetology, Welding, Petroleum Technology), Allied Health (e.g. Nursing, OTA, PTA) and Protective Services (e.g. Police, Fire and EMS) will require additional standards of conduct and may involve additional requirements for admissions and sanctions against student misconduct.

## OUT-OF-STATE

Navarro College will not offer distance education classes to students whose primary residence is out of state unless those students are also attending face to face classes on one of the physical campuses of the College District.

Navarro College is currently not a member of the State Authorization Reciprocity Agreement (SARA); therefore, it is not authorized to provide distance learning courses to students whose official residence is located in a U.S. State or Territory which is outside the State of Texas.

*This procedure is available under the Section FB.1 of the Navarro College Board Policy Manual.*