ADMISSIONS & REGISTRATION

METHODS OF ADMISSION

Prospective students are responsible for meeting all admission requirements. **Failure to meet all requirements will cause the student's transcript to be withheld and the student will be blocked from future registrations.** Admission to Navarro College may be by one of the following methods:

1. **High School Graduate:** An applicant who is a graduate of an accredited high school, both public and private, will be admitted to Navarro College upon presentation of a properly authenticated high school transcript verifying that the student has graduated. High school students are strongly recommended to follow the State Board of Education's recommended 24-unit High School Program to help be fully prepared for college following graduation.
2. **High School Equivalency (HSE):** An applicant who is not a high school graduate may be admitted by successfully completing a test of high school equivalency and providing a GED transcript with passing scores. The GED test is administered at Navarro College and applicants interested in gaining admission by this method should inquire at the Testing Center or the Adult Education Program office.
3. **Individual Approval:** Students may apply for individual approval at the Office of Admissions. The student must be enrolled and attending the Navarro College Adult Education classes/HSE class and will agree to attempt to pass the HSE prior to the beginning of the next semester and failure to do so will be justification for the student to not be allowed to enroll the following semester. If a student is not attending HSE classes, they understand that they will be dropped from their college classes.
4. **Transfer from Another College or University:** Students transferring to Navarro College from other institutions of higher education must turn in official transcripts from all U.S. (and U.S. territories) institutions attended, to the Office of Admissions and Records. Transcripts must be no older than three years from the date the transcript was printed to comply with the state records and retention law, established by the Texas State Library and Archives Commission. Students seeking admission after having not attended for a year or longer must also submit a new application.
   Credit for courses in which a passing grade ("D" or better) has been earned may be transferred to Navarro College from the following institutions:
   a. Institutions that are regionally accredited.
   b. Higher Learning Commission
      - Middle States Association of Colleges and Schools Commission on Higher Education
      - New England Association of Schools and Colleges
      - Northwest Association of Colleges and Schools Commission on Colleges
      - Southern Association of Colleges and Schools Commission on Colleges
      - Western Association of Schools and Colleges Accrediting Commission for Senior Colleges
      - Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges

   c. Institutions that are not regionally accredited.
      Students transferring credits from these institutions will be evaluated by the Executive Dean on a case-by-case basis. Factors that will be considered relating to these courses include:
      - Course Grade.
      - Contact/Credit Hours.
      - Student Learning Outcomes.
      - Faculty Credentials.
      - Level.
      - Content.
      - Quality.
      - Comparability; and
      - Degree program relevance.

It shall be the student's responsibility to provide all transcripts and documents necessary to evaluate any prior educational experience.

1. Students who complete coursework at colleges and universities outside the United States will be considered on a case-by-case basis. All foreign credentials submitted to the college must include the original plus a certified English translation. An official evaluation of foreign credentials must be completed before transfer credit can be granted. The student is responsible for arranging for credential evaluation. A list of acceptable professional evaluation services is available in the Office of International Students. A student is expected to pay all costs of translation and/or evaluation of foreign credentials.

Students who register but fail to list on the admissions application other colleges or universities attended, or who are otherwise ineligible to attend Navarro College, will be subject to dismissal with forfeiture of all tuition and fees.

1. **Home School:** Students who have completed high school in a home school setting must provide a home school high school transcript clearly displaying the following information:
   A. Student Name (First, Middle, Last) and date of birth
   B. For each course completed, include the following

1. Specific Course Title
2. Units of Credit for each
3. Time Frame or semester in which completed
4. Grade Received

1. Description of grading system used such as a grade scale or grade key.
2. Graduation Date (month/day/year) indicating completion of secondary school education.
3. The name of the home school administrator who organized, taught, and evaluated course work, if not the parent; named in item G below, include the name of the home school administrator.
4. The following statement, or one substantially similar, shall appear above the parent signature line described below:

I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated, and under the laws governing the state and country in which the home school occurred.

1. Name and address of parent or legal guardian with space for their signature. The transcript is to be signed in the presence of a Notary Public (see item H below).
2. The transcript must be notarized; to include:
   Notary Public Signature
   Printed Name
   Date
   State and County
   Date Commission Expires

The transcript containing the original notarized seal must be sent to the college Admissions and Records Office.

1. International Students. The Office of International Students oversees all aspects of International Student admissions to Navarro College. For admission purposes, international students should apply using the following steps:

1. International application (provided in application packet.) or complete online at www.goapplytexas.org
2. Navarro college admission application (available on the College Website and/or in the International Student Advising and Admission Office)
3. Navarro College Financial Statement Form (Signature of the sponsor must be notarized) (provided in application packet available)
4. Affidavit of support and ***original*** bank statement certified by a bank official showing sufficient financial support. at the level of $15,021 USD or more for at last three months duration. MUST BE OFFICIAL. (Provided in application packet available)
5. Official high school, GED, and college transcripts submitted in both the native language and English translation, if applicable. If a college transcript is being presented to accept hours for transfer, it must be evaluated course-by-course by a credential company as provided by the Office of International Students. InCred (International Credential Evaluations) https://www.incredevals.org/students/ is an approved credential evaluation company that is accepted by Navarro College.
6. Minimum TOEFL paper-based score of 500; computer-based score of 173; or Internet-based of 61. (see TOEFL waiver section in application packet). We also accept a 5.5 or higher on the IELTS exam.
7. Application fee of $80 (please make check or money order payable to Navarro College) or pay online at https://commerce.cashnet.com/navarroem?CNAME=INT
8. Housing deposit of $240. International Students pursuing studies at the Corsicana campus can reside on campus in College Housing: https://www.navarrocollege.edu/residence/application-process.html
9. Tuberculosis Test Results (this is required before the I-20 can be issued: written proof of negative TB skin test or clear chest X-ray required)

1. Third Party Waiver allowing a third party to receive ONLY sealed and completed packet from applicant and mail for applicant
2. If you would like us to send you acceptance letter and I-20 to a foreign address, please send us a pre-paid mailing label from UPS or Fed Ex.(please note that the Acceptance Package Form must be accompanied with the payment)
3. Acceptance Package Form

For detailed information, please feel free to visit the international student website at https://www.navarrocollege.edu/international/forms-and-information.html
For questions, please contact the Navarro College Office of International Students at nc.international@navarrocollege.edu

CONTACT INFORMATION

Navarro College
Office of International Students
Gooch Building, Admissions & Records
3200 W. 7th Avenue
Corsicana, Texas 75110
Main Phone: +1(903) 875-7700
Email: nc.international@navarrocollege.edu
Monday - Friday
8:00 a.m. - 5:00 p.m
Please note the deadlines for admissions for International Studens

Fall	July 15
Spring	November 15

Summer April 15

1. **Career & Technical Programs.** Although Navarro College has an “open door” admission policy, some career and technical programs have limited enrollments. Those programs include, but are not limited to, Associate Degree Nursing, Vocational Nursing, Medical Laboratory Technology, Occupational Therapy Assistant, Physical Therapy Assistant, Emergency Medical Tech, Paramedic, Fire Academy, and John Deere Ag Tech. Applicants wishing to enter one of these limited access programs should contact the appropriate dean or department chair for program requirements and admission procedures.
2. **Early Admissions Program for Eligible High School Students.** The Early Admissions Program at Navarro College offers an opportunity for eligible high school students to earn college credits while still enrolled in their high school subject under the following conditions:

1.
2. Participants must be entering their freshman year in high school and have written approval of the high school and parent/guardian.
3. Students must have successfully completed the TSIA2 Assessment or be exempt as a result of the State of Texas end of course exams.
4. Students must adhere to all policies of the college and high school including daily attendance requirements. Navarro College assumes no responsibility for loss of eligibility of high school students enrolled in this program to participate in University Interscholastic League activities. Students who meet the above criteria will be accepted into Navarro College on individual approval.

1. **Dual Credit Enrollment.** The Dual Credit Program at Navarro College offers an opportunity for high school students to take college-level academic or career and technical courses for both high school and college credit. Such courses are offered based upon a written agreement between participating independent school districts and Navarro College and follow the provisions relating to courses for joint high school and college credit listed in Section 130.008 of the Texas Education Code. For additional information regarding dual credit enrollment, contact the Dean of Dual Credit.
2. **Summer/Mini Session Students from Other Colleges.** A student who is enrolled in another college, and who expects to return to that school in the fall, will be admitted to the summer/winter mini session of Navarro College upon presentation of an official transcript from the records office of the other college showing the number of semester hours completed. Such transfer students must adhere to the same rules and standards concerning admission procedures and placement testing as all other students.
3. **Returning Students.** Students returning to Navarro College after an absence of one spring or fall semester will re-enter under the catalog and programs in effect at that time. Technical programs change frequently, depending on industry requirements, and new degree plans may require additional coursework. Student returning to Navarro College after two or more consecutive regular semesters during which the student is not enrolled in a public institution shall submit an updated Apply Texas application (www.goapplytexas.org), proof of residency and official transcripts from institutions attended after the last enrollment at Navarro College.

ADULT EDUCATION AND LITERACY

The Adult Education and Literacy (AEL) Program is funded by the Texas Workforce Commission (TWC) to provide English language, math, reading, and writing instruction to help students acquire the skills needed to succeed in the workforce, earn a high school equivalency, or enter college or career training. Our AEL Program serves adults who are at least 16 years old and/or are beyond the compulsory school attendance age and meet any of the following criteria: function below the high school level, lack a high school credential, are unable to speak, read or write in English which substantially impairs their ability to find or retain employment. Instruction is free of charge in Navarro, Ellis, Kaufman, and Rockwall counties.

Students must qualify for the Adult Education Program through a state approved test. The instruction in the AEL Program is designed to assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency.

The high school equivalency (HSE) preparation classes help support participants in achieving the Texas Certificate of High School Equivalency (TxCHSE). These classes are designed for adults who did not complete a formal high school education. A TxCHSE may be issued to adults who successfully complete a HSE examination, verifying that the holder has demonstrated a level of educational competence equivalent to that of a high school graduate. The certificate may be used to meet job requirements and for admittance to college.

ESL (English as a Second Language) classes are designed to provide English instruction to those who are not fluent in reading, writing, or speaking the English language. Additional program classes include Citizenship, designed to assist the student in preparing for the 100 question Naturalization test and completion of the N-400 Form to apply for citizenship . These students are also co-enrolled in Navarro College Continuing Education business classes that focus on Entrepreneurship. Integrated Education and Training classes support students in basic skills acquisition in direct relation to approved Continuing Education (CE) and Career and Technical Education (CTE) classes. These classes promote student success in the CE and CTE classes and in attaining an industry recognized credential or license. Students must test for grant eligibility prior to enrollment in this program. Tuition assistance is available for CE and CTE classes.

Registration for all of these programs is available at ncael.myoneflow.com.
For more information, please call our office at (903) 875-7464.

Admission Appeals

Any student denied admission to Navarro College may appeal this decision in writing to:
Admissions Committee
c/o Director of Admissions, Navarro College
3200 West 7th Avenue
Corsicana, TX 75110
The student may appeal the decision of the Admissions Committee within five (5) business days from the date of notification. Appeals of the committee's decision must be made in writing to the Vice President of Student Success. The Vice President of Student Success will review the information provided. Within three (3) business days after receiving the written appeal, the Vice President of Student Success will make a determination (i) that the decision should stand; or (ii) that the decision of the Admissions Committee should be overturned.