# 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 with the intention of admission to Navarro College. The Office of Admissions and the Registrar's Office are responsible for administering all admissions policies. Inquiries concerning admissions should be directed to the Navarro College Admissions office and emailed to admissions@navarrocollege.edu.
The College reserves the right to refuse admission to anyone who does not comply with admission requirements set forth by Navarro College. In compliance with Texas House Bill (TX HB) 449 and 1735 adopted in 2019, students are required at the point of admissions to disclose the following:

1. if they have pending conduct charges of violence or sexual misconduct,
2. if they have been expelled, suspended, or withdrawn from a previous institution for conduct charges of violence or sexual misconduct.

If prospective students or applicants answer 'yes' to either of these questions, they are required to provide additional information/documentation to the Office of Student Development, submitted electronically via email to: student.conduct@navarrocollege.edu. The prospective student/applicant's information will be sent to the Office of Student Development for further processing. Their admissions status will be pending until admissions clearance has been determined by the Office of Student Development.
*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 Student Success or in the event the refusal was due to conduct, the student may appeal to the Executive Director of Student Services.

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

1. Application for Admission https://www.applytexas.org
2. Official Transcript
3. Required assessment scores

***Beginning Students***
**NEW APPLICANTS**
An official and complete high school transcript in a sealed envelope bearing the signature of the appropriate high school official, institutional seal and date of graduation of the applicant's high school record must be filed or sent electronically via secure transmission to be considered for admission to Navarro College.
Navarro College will not recognize an applicant/prospective student as a high school graduate who has obtained a diploma through 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**
Individuals transferring from another college or university with the intention of attending any semester/term at Navarro College, including summer terms and mini session, are required to present an official and complete transcripts in a sealed envelope bearing the signature of the appropriate official and seal from each of the colleges/universities previously attended or sent electronically via secure source transmission delivered directly from the institution to the Navarro College Office of Admissions.

1. *Assessment Scores: College* proficiency in reading, writing, and mathematics must be assessed. This is accomplished by completing the TSIA2 or equivalent assessment. Those otherwise qualified or exempted will not be refused admission based on their scores. Test 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 as 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 the Registrar's Office 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. BSN, ADN,, OTA, PTA, etc. ) 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. Contact those areas of study directly for more information.

**OUT-OF-STATE**
Navarro College is a member of the National Council of State Authorization Reciprocity Agreements (NC-SARA) and is therefore authorized to permit out-of-state students to enroll in distance education classes. Out-of-state students must follow the same admissions processes and requirements as in-state students. This procedure is available under the Section FB.1 of the Navarro College Board Policy and Administrative Procedures Manual.

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern

Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website.