

ADMISSIONS & REGISTRATION

METHODS OF ADMISSION

The Office of Admissions and the Registrar's Office are both responsible for administering all admissions policies. Inquiries concerning admissions should be directed to the Navarro College Admissions Office and emailed to [Office of Admissions](#). Navarro College has no application fee and accepts the [ApplyTexas application](#) for domestic students. International applicants will complete the admission application found on the [International Admission](#) website, the ApplyTexas application. Individuals who do not enroll within one year of the semester for which they applied will be required to reapply and be readmitted.

- Domestic Applicants: [ApplyTexas](#)
- International Applicants: [International Student Admission](#)

Applicants intending to enroll in Navarro College are required to and responsible for meeting all admission requirements set forth by Navarro College.

Failure to meet all requirements will result in: student's Navarro College transcript withheld and/or the inability of future registrations.

METHODS OF ADMISSION

Admission to Navarro College may be obtained by one of the following methods:

1. High School Graduate
2. High School Equivalency (HSE)
3. Transfer from Another College or University
4. Returning Students
5. Transient (Summer/Mini Session Students from Other Colleges)
6. Summer/Mini Session Student from Other Colleges
7. Non-Degree Seeking Applicants
8. Special Admissions
 - a. Home-Schooled
 - b. Dual Credit Enrollment
 - c. Career and Technical Programs/Closed Admission Programs
9. International Applicants
10. Immigrant and Refugee Applicants
11. Veteran and Military Applicants

- 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 from high school. a.) 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 has obtained high school completion by a General Education Development or High School Equivalency test and has obtained passing scores and who meets all other admissions requirements to Navarro College will be admitted. Applicants choosing this method of admission must submit passing test scores and follow Navarro College standards for admission by submitting all other admissions requirements. For more information on how to obtain a GED test administered at Navarro College, contact the Navarro College Adult Education & Literacy Program Office or the Navarro College Testing Center.
- 3. Transfer From Another College or University:** Applicants transferring to Navarro College from other institutions of higher education are required to submit all official transcripts from all U.S. (and U.S. territories) institutions previously attended, to the Office of Admissions, even if no credit was earned. Note: An applicant transferring from another college cannot ignore their previous academic record and seek admissions solely based on their high school transcript or only a portion of their college coursework. 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](#).
Transfer applicants must verify Texas Success Initiative (TSI) status and take the TSI assessment if scores of proof of exemption is not provided.
Eligible transfer applicants pursuing a Navarro College credential will have their transferable credits recorded on their transcript by the completion of their first term. Those transferring credits from non-regionally accredited institutions must submit a petition and provide documentation verifying course equivalency and faculty credentials, as outlined in the required form. Applicants should contact the Registrar's Office for more information.
- 4. Returning Students:** Individuals seeking readmission after one year of the semester for which they previously applied will be required to reapply for admission to Navarro college, verify residency and be readmitted.

Those returning to Navarro College after one spring or fall semester will re-enter under the catalog and programs in effect at the time of most recent admission application. Note: Technical programs change frequently, depending on industry requirements, and new degree plans may require additional coursework. Those returning to Navarro College after two or more consecutive regular semesters during which the individual is not enrolled at Navarro College but did enroll in a public institution must submit an updated [ApplyTexas application](#), proof of current residency and, including those obtained after the last application for admission to Navarro College was submitted.

1. Credit for courses in which a passing grade ("D" or better) has been earned may be transferred to Navarro College from the following institutions:

Navarro College will accept transfer credits from college and universities that are accredited by one of the six regional accrediting bodies recognized by the U.S. Department of Education:

- a. Middle States Commission on Higher Education (MSCHE)
- b. New England Commission of Higher Education (NECHE)
- c. Higher Learning Commission (HLC)
- d. Northwest Commission on Colleges and Universities (NWCCU)
- e. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- f. WASC Senior College and University Commission (WSCUC)

2. Course Equivalency and Applicability - While credit may be accepted, it is subject to Navarro College's course equivalency review to determine how the credit applies to a student's degree plan. Some degree plans/programs of study may require a minimum of "C" or higher for specific courses.

3. Limitations on Transfer Credit - there may be restrictions on the maximum number of transfer credits that can be applied toward a degree at Navarro College. Consult with the specific department or an academic advisor for clarification. 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:

- a. Course Grade
 - b. Contact/Credit Hours
 - c. Student Learning Outcomes
 - d. Faculty Credentials
 - e. Level
 - f. Content
 - g. Quality
 - h. Comparability
 - i. Degree program relevance

It is the applicant/prospective student's responsibility to provide all transcripts and documents necessary to evaluate any prior educational experience.

Foreign credentials will be considered on a case-by-case basis. All submitted foreign academic records must include the original documents along with a certified English translation. Before transfer credit can be granted, an official evaluation of these credentials must be completed. It is the responsibility of the applicant to arrange for the credential evaluation through an approved evaluation service. Applicants should check with the Office of Admissions for a list of recognized foreign credential evaluation companies. Additionally, applicants are responsible for covering all costs associated with the translation and evaluation of their credentials. Those who register but fail to disclose previous attendance at other college or universities on the admission application, or who are otherwise ineligible to attend Navarro College, will be subject to dismissal with forfeiture of all tuition and fees.

5. Transient (Summer/Mini Session Students from Other Colleges)

Sometimes called visiting students, typically over the summer or mini term.

An individual who is enrolled in another college/university, and they consider that college/university their home institution, and who expects to return to that school after the completion typically of one term at Navarro College, will be admitted to Navarro College upon presentation of an official transcript from the records office of the other college showing the number of semester hours completed. Such students must adhere to the same rules and standards concerning admission procedures and placement testing as all other students.

Applicants not seeking a degree or a certificate, who intend to enroll in a college credit course, are subject to the same admission requirements as applicants who may be seeking a degree or certificate, with some exceptions.

6. Non-Degree Seeking Applicants

Applicant is an individual who enrolls in Navarro College courses with the intent of earning a degree or certificate from Navarro College. Individuals are not required to declare a degree or certificate pursuant of Texas Education Code §51.9685. Non-degree-seeking students may be waived from the Texas Success Initiative Assessment (TSIA/TSIA2). Non-degree seeking transfer students need only submit an official transcript from the most recently attended accredited college or university. At any point the student becomes degree-seeking, all regular admission requirements will apply. Students may be asked to submit official transcripts from other institutions to meet prerequisite requirements for specific courses.

7. Special Admissions

- a. Home-Schooled
- b. Dual Credit Enrollment
- c. Career and Technical Programs/Specialized Programs

a. **Home Schooled:** Applicants under 18 years of age seeking admission based on completing high school-level independent study/home school in a non-traditional setting, instead of through a public or accredited private high school, may be admitted with individual approval.

The individual:

Must submit an independent study/home school high school transcript clearly displaying the following information:

- Student Name (First, Middle, Last)
- Student's date of birth

For each course completed, the following is required:

- Each specific course title
- Units of credit for each course

- Time frame and semester in which each course was completed
- Grade received and description of grading system used.

- a. Grade scale or grade key Graduation Date (month/day/year) indicating completion of secondary school education.
- The name of the home school administrator who organized, taught, and evaluated course work, if not the parent; include the name of the home school administrator.
 - The following statement, or one substantially similar, shall appear above the parent signature line described: "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."
 - Name and address of parent or legal guardian with space for their signature.

The transcript document must be signed in the presences of a Notary Public, be notarized and to include:

- Notary Public Signature
- Printed Name
- Date
- State and County
- Date Notary Commission Expires.
- Notary Stamp

The transcript containing the original notarized seal must be sent to the Navarro College Office of Admissions.

b. 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. For more information please contact Navarro College's Dual Credit department.

c. Career & Technical Programs/Closed Admission Programs

Although Navarro College has an "open door" admission policy, some career and technical programs have limited enrollments and are considered closed admission programs. Programs include, but are not limited to, Bachelor of Science in Nursing, Associate Degree Nursing, Vocational Nursing, Medical Laboratory Technology, Occupational Therapy Assistant, Physical Therapy Assistant, Emergency Medical Technician, Paramedic, Fire Academy, and John Deere Ag Tech. Those seeking admission to a closed admission program must be first admitted to Navarro College and then apply separately to the specific closed admission program they plan to enroll in. Admission to Navarro College does not guarantee acceptance into these closed admission programs. Admission to these programs is at the discretion of the academic departments. Those wishing to enter one of these closed admission programs should contact the appropriate dean or department chair for program requirements and admission procedures.

8. International Students

The Office of International Admissions oversees international student admissions to Navarro College. All international admission decisions are made by committee. All requirements must be met prior to an applicant being admitted to Navarro College and an I-20 being issued. International applicants who do not meet all international admission requirements set forth by Navarro College will not be considered for admission until the admission requirements have been met.

Navarro College International admission application can be found on the International website. International applications are not accepted from ApplyTexas. Those who complete the ApplyTexas application for International Admission will not be considered for admission until the appropriate admission application has been successfully submitted.

Completion of all admissions requirements are listed below. Note that all requirements must be met to be admitted to Navarro College and the I-20 being issued.

- International Student admissions applications can be found on the [International Student](#) page.
- Navarro College Financial Statement Form (Signature of the sponsor must be notarized)
- Official Bank Statement - Bank statements must be certified by a bank official showing support at the level of \$15,021 USD or more for at least three consecutive months. Tuition is approximately \$3,300 per 15 credit hour semester.
- Official Transcripts - a.) All official High School, GED, and College transcripts. b.) All transcripts must be translated to English and evaluated to an credible translation agency to fulfill this requirement.
- English Proficiency Scores: Those seeking International Admission to Navarro College are permitted to demonstrate English proficiency using either the TOEFL or Duolingo exams. a.) TOEFL - Paper-based TOEFL scores of 500 or more, Internet-based TOEFL scores of 61 or more. b.) IELTS scores of 5.5 or more will also be accepted. c.) See TOEFL waiver (listed in application) for further exemptions. d.) Duolingo English Score - Minimum score of 95.
- Medical Certifications a.) Tuberculosis Statement, along with a certified doctor's note of written proof of a negative, b.) Tuberculosis/Mantoux/Clear Chest X-ray and c.) Bacterial Meningitis Vaccination record (only applies to those who are under 22 years of age) along with certified vaccination of bacterial meningitis shot.
- Completed Statement of Understanding
- Passport Information: a.) A copy of the front page of your passport biography and all previous U.S. visas granted to student. b.) Transfer Clearance Form- only required for international students already studying in the U.S. who are applying to transfer into Navarro College. All other applicants are not required to complete this step.

For questions, please email the [International Student Office](#).

Navarro College International Students admissions deadlines:

- Fall: July 15
- Spring: November 15
- Summer: April 15

9. Immigrant and Refugee Applicants

Students must submit verification of immigrant card or I-94 Refugee Permit.

Other non-immigrant students:

Navarro College does not sponsor M-Visas and those individuals holding a visa other than F-1 should reach out to the [International Student Office](#) before applying as to determine their individual status and ability to enroll based on USCIS guidelines.

10. Veteran and Military Applicants

Navarro College is approved for Veteran's education and training. Consult with Navarro College's Veteran's Representative located in the Navarro College Financial Aid office. The veteran or eligible dependent student may review requirements for eligibility and apply for Veterans/Military benefits at the [Navarro College Veterans](#) website.

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](#).