

# ADMISSIONS REQUIREMENTS

## Eligibility for Admission

### High School Graduates

Persons who have completed twelfth grade are eligible for admission to Napa Valley College.

### Non-High School Graduates

Persons who are at least 18 years of age are eligible for admission to NVC. Those under 18 years of age who have a GED or have passed the California High School Proficiency Examination are eligible for admission.

### High School Students

Students currently enrolled in the tenth grade or higher or who are at least 15 years old may take college courses for college credit at Napa Valley College with permission from their high school principal and a parent or guardian.

### Transfer Students

Applicants who are eligible for standard readmission to another accredited college may be admitted with transfer credits in accordance with the evaluation of their transcripts initiated by the Counseling Division. Units earned elsewhere may be applied toward fulfillment of Napa Valley College Graduation requirements only if they are lower division units.

## Residency Requirements

Residents of California may be admitted to Napa Valley College provided they meet entrance requirements. Some programs have additional prerequisite requirements.

### Residence Classification

California Resident: To qualify as a resident of California, applicants must have lived in California for at least a year and a day prior to the start of any semester/session. In addition, applicants must demonstrate that they intend to make California their permanent residence. Military personnel, public school employees, and state employees may be exempt from residency requirements.

Non-resident applicants whose legal residence is outside the state of California are required to pay non-resident tuition in addition to the enrollment fees.

Applicants unable to verify residency (<http://www.napavalley.edu/studentaffairs/AR/Pages/ResidencyRequirements.aspx>) may be exempted from payment of the non-resident tuition if they attended high school in California for three or more years and graduated from a California high school or attained the equivalent thereof.

If the applicant is not a lawful immigrant, a California Non-Resident Tuition Exemption Request (<http://www.napavalley.edu/studentaffairs/FinancialAid/Pages/CADreamAct.aspx>) (AB 540) should be completed and submitted to the Admissions and Records Office. Applicants must provide the college with a copy of their high school transcript showing three years of enrollment in a California high school, and graduation from a high school in California.

Applicants should contact the Welcome Center for complete information about residency requirements. Reference: BP/AP 5015 (<http://www.napavalley.edu/AboutNVC/Trustees/bpmanual/ch5/AP5015.pdf>)

## High School (Dual Enrollment) Students

Students who are in the 10th grade and above or 15 years of age or older may be eligible to enroll at Napa Valley College. Students must complete a High School Permit to Attend Form, have a high school principal and

a parent signature to be able to enroll. A new form is required each semester. All high school students must register in person during the published open registration periods.

High school students enrolling in a physical education course must *first* attend the course, obtain an add code from the instructor, and submit the add code along with the High School Permit to Attend form to the Admissions and Records Office to be registered.

Students can choose to receive high school or college credit for a course. Students who choose high school credit may later submit a request to transfer their units to college credit. Fees may apply.

However, students must pay Accident Insurance, Student Activities Fee, Student Representation Fee, Student Health Fee and Technology Fee. Lab and/or materials fees must also be paid by students. Students may be dropped for non-payment if fees are not paid.

For more information, contact the Admissions and Records Office, (707) 256-7201, or visit the Dual Enrollment for High School Students (<http://www.napavalley.edu/studentaffairs/AR/Pages/HighSchoolStudents.aspx>) webpage.

## Veterans Admission

Students who intend to use Department of Veteran Affairs (VA) educational benefits must contact the NVC Veteran Services Office each semester to complete all necessary forms. It may take the Veterans Administration four to eight weeks to process the documents for benefits, and students should plan accordingly. Those seeking four year degrees are advised to keep track of their entitlement and anticipate any funding limitations.

### Educational Plans

Students who apply for educational benefits from the Department of Veterans Affairs (VA) must be matriculated. At Napa Valley College, this is accomplished by completing assessment and orientation, and meeting with the Veterans Counselor to develop an educational plan.

All students wishing to receive VA educational benefits at NVC must submit for evaluation, official copies of military transcripts, and transcripts from all previously attended colleges, universities and vocational schools. Military transcripts include, but are not limited to, DD-214 Member Copy-4, Community College of the Air Force (CCAF), and Joint Services Transcript (JST).

Credit for experiences in the military service may be allowed as recommended by the American Council on Education and in accordance with the provisions of the NVC Catalog. All applicable transcripts must be on file and evaluated prior to developing an educational plan.

An educational plan is required before NVC can submit a student's enrollment certification to the VA. The process may take several months. Students should have transcripts from all other institutions sent to NVC as early as possible.

## International Students

To be considered as an international student at Napa Valley College, you must submit the following documents:

- Complete an International Student Admission Application.
- Students must complete the equivalent of high school with better than average grades and pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 173 on the computerized test, or 500 on the paper version and 61 on the IBT (Internet Based Test). In addition, they must demonstrate adequate financial resources to complete their education without outside employment.
- Official copies of transcripts from all secondary schools and colleges you have attended. These transcripts must be in English and correspond to the American Grading System.<sup>1</sup>
- A financial statement or tax documents showing that you or your sponsor has the financial resources to pay your tuition and related expenses while you attend Napa Valley College.
- A transfer notification form if you are transferring from another United States School.

<sup>1</sup> Foreign transcripts must be evaluated by an International Evaluation Service. Although we neither endorse nor recommend any particular service, we will provide links to professional services we have accepted evaluations from in the past for the convenience of our students. You can visit the World Education Services website (<https://www.wes.org/>) or by email at [info@wes.org](mailto:info@wes.org).

### When to Apply

Be sure to meet the following deadlines when you are applying to Napa Valley College:

- *Fall Semester:* Submit all materials by May 1.
- *Spring Semester:* Submit all materials by October 1.

### English Proficiency

Most classes will be conducted in English, so you must demonstrate English Proficiency when you apply for admissions. If your native language is not English, you must take the TOEFL.

International students are provided with an orientation to the college and with academic and personal counseling. Additional information regarding admission may be obtained by contacting the Admissions and Records Office, Napa Valley College, 2277 Napa-Vallejo Highway, Napa, California 94558, by e-mail to [dlarson@napavalley.edu](mailto:dlarson@napavalley.edu) or via the International Students website (<http://www.napavalley.edu/studentaffairs/AR/Pages/InternationalStudents.aspx>).

## Registration

All inquiries regarding admission to the college should be directed to the Admissions and Records Office. Students must complete the following steps to begin their academic career at Napa Valley College:

### 5 Steps to Enroll

#### Step 1: Apply for Admission

Complete the online Application for Admission (<https://www.openccapply.net/uPortal/f/u6311s1000/normal/render.uP>). Computers are available in the Welcome Center in Bldg. 1300 and in the McCarthy Library for your convenience. For further information, contact the Welcome Center at (707) 256-7215 or by emailing [WelcomeCenter@napavalley.edu](mailto:WelcomeCenter@napavalley.edu).

#### Step 2: Complete an Orientation

Complete the New Student Online Orientation (<http://www.napavalley.edu/studentaffairs/Counseling/Pages/New-Student-Online-Orientation.aspx>) through Canvas. All students must complete an orientation regardless of educational goal or major. For further

information, contact the Welcome Center at (707) 256-7215, or by emailing [WelcomeCenter@napavalley.edu](mailto:WelcomeCenter@napavalley.edu).

#### Step 3: Determine English and Math Placement

Complete the online placement tool ([https://napavalley.co1.qualtrics.com/jfe/form/SV\\_cvjiQgcOaHCWrDT/#lower](https://napavalley.co1.qualtrics.com/jfe/form/SV_cvjiQgcOaHCWrDT/#lower)) on the Testing and Tutoring Center website to determine course placement for English and math classes. Obtain a copy of your high school transcript so you are prepared to answer questions about your high school performance. All students must complete an NVC application in order to complete the placement tool. For further information, contact the Testing and Tutoring Center at (707) 256-743 or by emailing [ttc@napavalley.edu](mailto:ttc@napavalley.edu).

#### Step 4: Attend a Counseling/Advising (Educational Planning) Session

Complete an abbreviated (one semester) Educational Plan (Ed Plan). Visit the Counseling Services website (<http://www.napavalley.edu/studentaffairs/Counseling/Pages/>) for drop-in hours. New first year students must declare a major by the completion of 15 units and develop a Comprehensive Education Plan by 30 units. Students are only eligible for priority registration upon completion of their Educational Plan. For further information, contact the Counseling Center at (707) 256-7220 or by emailing [NVCCounseling@napavalley.edu](mailto:NVCCounseling@napavalley.edu). Students with IEPs and 504 Plans should contact the (Disabled Students Programs and Services) DSP&S Office at (707) 256-7345 or on their website (<http://www.napavalley.edu/studentaffairs/DSPS/Pages/default.aspx>).

#### Step 5: Register and Pay for Classes

Students may register for classes through the WebAdvisor (<https://webadvisor-12.napavalley.edu/R18LIVE/WebAdvisor/?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=9078651179>) and/or Student Planning system, available up to midnight before the first day of classes. For further information, contact the Admissions and Records Office at (707) 256-7200 or visit the website (<http://www.napavalley.edu/studentaffairs/AR/Pages/arwelcome.aspx>). Payment is due immediately following registration. Students may be dropped for non-payment. Please refer to the Pay-to-Stay website for grace periods. Contact the Cashiers Office at (707) 256-7188 or visit the website (<http://www.napavalley.edu/businessfinance/Pages/cashieroffice.aspx>).

### How to Register for Classes

#### WebAdvisor

Napa Valley College is moving toward an exclusively online application and registration process. All students are encouraged to explore and become familiar with WebAdvisor (<https://webadvisor-12.napavalley.edu/R18LIVE/WebAdvisor/?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=9078651179>), a secure web interface that allows students, faculty, staff, and guests to access the schedule of classes and other important information 24 hours a day, 7 days a week. Student Planning is also available for registering for classes through an electronic Ed Plan.

Registration for credit classes can be completed and is encouraged through WebAdvisor up to midnight before the first day of class. All students register according to their priority registration status, which can be found on the Admissions and Records website (<http://www.napavalley.edu/studentaffairs/AR/Pages/PriorityRegistration.aspx>). After the first day of classes, students will need an add code from their instructor to register.

#### Classes with Waitlists

Waitlists are established for some classes, in the event of full enrollment. Once a seat becomes available, waitlisted students are registered

automatically into class. Students must clear all registration holds prior to getting on the waitlist. Payment and fees apply as per the regular online registration process.

Students may also register for a closed class by receiving permission and an add code from the instructor on the first day of class.

## English, ESL and Math Placement Overview

In 2017, the California Legislature passed AB 705 to reform English and math placement standards and practices for students enrolling in California Community Colleges. To address the new requirements, Napa Valley College has significantly revised the pre-collegiate and freshman English and math curricula and developed new placement processes and standards for all incoming students beginning with registration for the Fall 2019 semester.

### Resources

English and Math Placement Information ([http://www.napavalley.edu/academics/Instruction/Pages/English-and-Math-Placement-\(AB-705\).aspx](http://www.napavalley.edu/academics/Instruction/Pages/English-and-Math-Placement-(AB-705).aspx))

NVC English and Math Placement Tools ([https://napavalley.co1.qualtrics.com/jfe/form/SV\\_cvjiQgcOaHCWrDT/#lower](https://napavalley.co1.qualtrics.com/jfe/form/SV_cvjiQgcOaHCWrDT/#lower))

English as a Second Language Placement Tool ([https://napavalley.co1.qualtrics.com/jfe/form/SV\\_08T1eeBV6YP9BZz/](https://napavalley.co1.qualtrics.com/jfe/form/SV_08T1eeBV6YP9BZz/))

### College-level English

- English Placement ([http://www.napavalley.edu/academics/Instruction/SiteAssets/Pages/English-and-Math-Placement-\(AB-705\)/English%20Placement.pdf](http://www.napavalley.edu/academics/Instruction/SiteAssets/Pages/English-and-Math-Placement-(AB-705)/English%20Placement.pdf))

### College Level ESL

- English as a Second Language Placement (<https://www.napavalley.edu/academics/LADS/esl/Pages/placementtool.aspx>)

### College-level Math

Placement for math follows one of two pathways:

- Statistics Placement Standards-MATH 232 Statistics ([http://www.napavalley.edu/academics/Instruction/SiteAssets/Pages/English-and-Math-Placement-\(AB-705\)/Statistics%20Placement%20Standards-MATH%20232%20Statistics.pdf](http://www.napavalley.edu/academics/Instruction/SiteAssets/Pages/English-and-Math-Placement-(AB-705)/Statistics%20Placement%20Standards-MATH%20232%20Statistics.pdf))
- B-STEM Placement Standards-MATH 106 College Algebra ([http://www.napavalley.edu/academics/Instruction/SiteAssets/Pages/English-and-Math-Placement-\(AB-705\)/B-STEM%20Placement%20Standards-MATH%20106%20College%20Algebra.pdf](http://www.napavalley.edu/academics/Instruction/SiteAssets/Pages/English-and-Math-Placement-(AB-705)/B-STEM%20Placement%20Standards-MATH%20106%20College%20Algebra.pdf))

## Frequently Asked Questions

### What Has Changed?

Students enrolling at Napa Valley College will no longer be required to take math and English placement examinations. New placement rules have been established to maximize the probability that a student will enter and complete transfer-level coursework in English and math within one year.

### How will students know which English or math course they are eligible to take without a required placement exam?

Students will be placed in English and math classes on the basis of their cumulative high school GPA and completed high school courses. NVC is developing an online tool for students to determine which English and

math courses they should take. Guideline placement tables for English and math are included on the following pages for reference.

### Will students be able to complete college-level English and math in the first year at NVC?

Yes. Under the new placement guidelines, most students will be placed into college-level English and math courses in their first year with varying levels of recommended or required support courses based on the student's GPA and course history.

### Will students need to submit their transcripts to NVC?

Yes. Students should be prepared with an electronic copy of their high school transcript verifying their GPA and completed courses when they apply at NVC. Hard copy transcripts are acceptable, as well, but will need to be submitted prior to registration.

### What about students without a high school transcript?

Students without transcripts will be asked to self-report their high school GPA and courses completed.

### Can students opt to start in a pre-collegiate course if they feel they need more preparation before taking a college-level English or math course?

Yes. Napa Valley College will still offer pre-collegiate courses in English and math for students who need additional preparation to be successful in college-level work.

### Can students challenge their placement?

Yes. Napa Valley College allows students to challenge their placement in English and math. Students who wish to challenge placement will be required to demonstrate that they have the necessary skills and/or knowledge to be successful in college-level course without the additional support courses.

## Student Records

### Family Educational Rights and Privacy Act of 1974 (FERPA)

All student records are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. A student may request access to his or her individual records and may challenge the accuracy of the record or the appropriateness of its retention. (BP 5040/S6410 (<http://www.napavalley.edu/AboutNVC/Trustees/bpmanual/ch5/BP5040.pdf>))

A student's consent is needed for the release of records covered by the act. Student consent is not required for release of records to agencies entitled to access under the provisions of the act, e.g., campus officials, other schools, federal educational and auditing officers, and requests in connection with the application or receipt of financial aid. These provisions apply to records the student has requested or given consent to be released. Questions about the colleges records procedures should be directed to the Dean of Enrollment and Outreach Services.

Complaints as to improper release of records may be filed with the Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605.

## Enrollment and Degree Verification

An enrollment verification certifies that a student is attending Napa Valley College during a specific time period. Verifications will provide information about the students status (full-time, part-time, or less than half-time). They can also be completed to indicate a degree received or a certificate of completion.

Visit the Admissions and Records website (<http://www.napavalley.edu/studentaffairs/AR/Pages/EnrollmentVerification.aspx>) for more information on completing an enrollment or degree verification.

## Diploma

Diplomas are awarded after a student has successfully completed a graduation petition, completed all coursework and have cleared all debts with the college. Diplomas are printed three times a year (Fall, Spring, and Summer).

Diplomas will be mailed to the address currently on file in Admissions & Records approximately 12 weeks after the end of the semester. Please verify with the Admissions & Records office that your address is correct. Posting of the degree will appear on the official transcript approximately one month after grades are submitted for the term.

Visit the Admissions and Records website (<http://www.napavalley.edu/studentaffairs/AR/Pages/CommencementDiploma.aspx>) for more information on diplomas.

## Transcripts

Transcripts are confidential records of a student's academic history and will be released only upon written request by the student. Transcripts may be requested through the Admissions and Records website (<http://www.napavalley.edu/studentaffairs/AR/Pages/TranscriptRequests.aspx>). Transcripts will not be released for students with outstanding college debt.

The first two official copies of a student's transcript will be issued at no charge but must be ordered in person; each additional copy is \$5.00. Students should allow at least 7-10 working days to process a transcript request. Rush transcripts are available for pick-up or to be mailed regular USPS Mail the next business day after 12:00 noon for a fee of \$10. plus the regular transcript fee of \$5 per transcript ordered, up to 5 copies. Express service is available for same day receipt of transcript for a fee of \$25 plus the regular transcript fee of \$5 per transcript ordered, up to 5 copies. Transcripts of records prior to 2005 that are on microfilm are not available within this timeline. Certifications of UC and CSU (IGETC and GEC) are not available with a rush or express transcript order.

### Recording on Transcripts

No "W" shall be recorded on the student's transcript when withdrawing from a course according to the following guidelines:

1. Full Term Courses: withdrawal prior to the third week of the term.
2. Short Term Courses (meeting less than the full term length): withdrawal by the 20% point of the length of the course

A "W" will be recorded on the student's transcript when withdrawing from a course according to the following guidelines:

1. Semester Length Courses: withdrawal during the third week through the 12th week of the term.

Short Term Courses (courses less than a semester in length): withdrawal after the 20% point through 75% point of the course.

## Evaluation of Credit from Other Institutions

Napa Valley College accepts many lower division college or university units earned at other accredited institutions. These transferred units may be used to satisfy graduation requirements.

Official transcripts should be sent or delivered in person to:  
Napa Valley College

Admissions and Records Office  
2277 Napa-Vallejo Highway  
Napa, CA 94558

An Admissions and Records Specialist will determine eligibility for, and extent of, credit. In general, there are no limits to the number of units a student may transfer to Napa Valley College. Courses may be used to meet degree requirements at Napa Valley College even if they have been used to meet requirements at another college or even if they are several years old. Napa Valley College does not grant college credit for courses completed at colleges/universities that are not regionally accredited, for life experiences, or for upper division courses. See the graduation requirements (<https://catalog.napavalley.edu/getting-your-degree/>) for more information. Please allow up to 6 weeks for evaluation of transcripts from other institutions.

Priority for transcript evaluation will be given to students that are currently enrolled in classes or receiving financial aid or veteran's benefits. To expedite an evaluation, students must make an appointment with a counselor. For more information, visit the Admissions and Records (<http://www.napavalley.edu/studentaffairs/AR/Pages/NEW-Student-Initiated-Transcript-Evaluation-Request.aspx>) webpage.