

# ADMISSIONS REQUIREMENTS

## Eligibility for Admission

### Admissions and Concurrent Enrollment

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the superintendent/president or his/her/their designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.

The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The superintendent/president shall establish procedures for evaluating the validity of a student's high school completion.

### Admissions

- Any student whose age or class level is equal to grade 10 or higher, or at least 15 years of age, is eligible to attend as a special part-time student for advanced scholastic or vocational courses.
- Any student in an adult education program administered by a school district or noncredit program administered by a community college district that is pursuing a high school diploma or high school equivalency certificate, and receives the recommendation of the administrator of the student's adult school or noncredit program of attendance, is eligible to attend as a special part-time student.
- Any student whose age or class level is equal to grade 10 or higher, or at least 15 years of age, is eligible to attend as a special full-time student.
- Any student enrolled in grade 10 or higher, or at least 15 years of age, may attend summer session.

Reference: BP 5010 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CBFTFK77254D>)

### Residency Requirements

- California residence: To qualify as a resident of California for tuition purposes, applicants must have lived in California for a year and a day prior to the start of the semester they wish to enroll. In order to be classified as a resident of California you need to:
  - a. Establish clear intent that you are making California your home; and
  - b. Reside in California for at least one year and one day prior to the start of the semester in which you anticipate enrolling; and

- c. Be a U.S. Citizen, permanent resident or hold a valid Visa which allows residency to be established.

- Out-of-State: Applicants whose legal residence is outside the state of California are required to pay nonresident tuition in addition to the enrollment fees.

For more information on residency requirements, please visit the website (<http://www.napavalley.edu/admissions-and-aid/admissions-and-records/residency.html>).

### High School (Dual Enrollment) Students

Students enrolling in a college class while in high school are considered dual-enrollment students. A new High School Permit to Attend is needed for each term you wish to enroll in college courses while you are in high school. CCAP students will only be required to submit one form per class per academic year (as instructed by CCAP program staff).

You may only register or add courses that are listed on your High School Permit to Attend Form. If you wish to add a class not listed on the Permit to Attend Form, you must complete another form. When registering for a Dance or Kinesiology class, you must request an add code from the instructor on the first day of class. Registration prior to the first day of class is not possible. Please make sure you DROP your class(es) if you are no longer able to attend. Check the Admissions and Records Registration Calendar for drop dates.

If you need further assistance, you may make an appointment with Maria Lopez (<https://napavalley.craniumcafe.com/malopez8/>), Admissions and Records Specialist.

Please visit the High School Student Checklist (<https://www.napavalley.edu/admissions-and-aid/what-type-of-student-are-you/high-school-dual-enrollment.html>) for the steps to enroll.

### Transfer Students

Students who have attended other colleges and/or universities may submit official transcripts to be considered for credit toward Napa Valley College programs and degrees. Please visit the Transfer Center (<https://www.napavalley.edu/student-services-and-resources/transfer-center/>) for support and guidance.

### Veterans

Students who intend to use Department of Veteran Affairs (VA) educational and/or vocational 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.

### Priority Registration

To be considered for priority registration, you must:

- Complete the following: Application for Admission, assessment process, orientation and educational planning (<https://www.napavalley.edu/admissions-and-aid/#five-steps>).
- New students are required submit a copy of their DD Form 214 (Member-4 or Service-2 copy) or NOBE (Selected Reserve) to the Financial Aid/Veterans Services Office and request priority registration.
- Continuing students who are approved for priority registration will automatically receive priority registration for the following semester. Returning students who did not attend for a full school year must request priority registration.

- Register for classes online on MyNVC (<https://selfservice.napavalley.edu/Student/Account/Login/?ReturnUrl=/Student>). You may also make a registration appointment with a counselor at (707) 256-7220.
- An education plan needs to be on file for priority registration. Call (707) 256-7220 to make an appointment to develop your Educational Plan.

All students must PAY-TO-STAY in classes. If you are eligible for VA educational or vocational benefits, call (707) 256-7322 to check if your fees may be deferred.

For more information, please visit the Veterans Services website (<https://www.napavalley.edu/student-services-and-resources/veterans-services/>).

### 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 (<https://www.napavalley.edu/admissions-and-aid/admissions-and-records/documents/International%20Student%20Application.pdf>).
- Students must complete the equivalent of high school with better than average grades.
- 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. \*
- 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. For an explanation on expenses and average monthly budgeting, please click on this link (<https://www.usnews.com/education/community-colleges/napavalley-college-CC05743/>) to learn more.
- A transfer notification form if you are transferring from another United States School.
- International students should apply to the college:
  - For fall semester admission all materials should be submitted by May 1.
  - For spring semester admission all materials should be submitted by October 1.

### ENGLISH PROFICIENCY

- Your 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 complete the ESL placement process ([https://napavalley.co1.qualtrics.com/jfe/form/SV\\_08T1eeBV6YP9BZZ/](https://napavalley.co1.qualtrics.com/jfe/form/SV_08T1eeBV6YP9BZZ/)).
- International students are provided with an orientation to the college and with academic and personal counseling. International Student office hours are by appointment only (closed Fridays in summer) Please email in advance for available meeting times.

Please visit the website (<https://www.napavalley.edu/admissions-and-aid/what-type-of-student-are-you/international-students.html>) for more information on the admissions process for International Students.

<sup>1</sup> Foreign transcripts must be evaluated by an international evaluating service. Please see the links below for providers of international transcript evaluation.

- World Education Services (<https://www.wes.org/>)
- Josef Silny & Associates, Inc. International Education Consultants (<https://www.jsilny.org/>)

## Registration

### 5 STEPS TO ENROLL

Applications for admission to Napa Valley College are accepted at any time for any future semester. All Students must complete the 5 Steps to Enroll, which include orientation, assessment and an abbreviated educational plan. Students who are enrolling for personal development may complete only Steps 1 and 5: Apply for Admission (<https://www.napavalley.edu/admissions-and-aid/what-type-of-student-are-you/first-time-students.html>) and Register and Pay for Classes (<https://selfservice.napavalley.edu/Student/?hideProxyDialog=false>).

1. Apply Online for Admission (<https://www.openccapply.net/gateway/apply/?cccMisCode=241>)
2. Complete an Orientation (<https://www.napavalley.edu/student-services-and-resources/general-counseling/new-student-online-orientation.html>)
3. Determine English and Math Placement (<https://www.napavalley.edu/student-services-and-resources/testing-center/placement-tools.html>)
4. Attend a Counseling (Ed Planning) Session (<https://www.napavalley.edu/student-services-and-resources/general-counseling/>)
5. Register and Pay for Classes (<https://selfservice.napavalley.edu/Student/Account/Login/?ReturnUrl=/Student>)

### How to Register for Classes Self-Service (Student Planning)

All students are encouraged to explore and become familiar with Self-Service (<https://selfservice.napavalley.edu/Student/courses/>), 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 Educational Plan.

Registration for credit classes can be completed and is encouraged through Self-Service 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 (<https://www.napavalley.edu/admissions-and-aid/admissions-and-records/priority-registration.html>). 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.

### placement tools

Napa Valley College's placement tools place students into English, English as a Second Language (ESL), chemistry and math classes.

English, chemistry and math placement is based on high school performance. To ensure accuracy, it is important that the information provided be reflected in a student's high school transcript.

The ESL placement tool will help a student, who wants to improve their English skills, choose an appropriate class level. The tool will show examples of class expectations and, based on these examples, a student can choose their own point of entry. Students are encouraged to review the ESL webpage (<https://www.napavalley.edu/programs-and-academics/divisions-and-departments/language-arts-and-developmental-studies/english-as-a-second-language/placement-tool.html>), consult the college catalog, or meet with a counselor to learn of their placement options, and their rights to access transfer level coursework.

The Spanish Placement Tool will help you find the appropriate Spanish class for your level. If you have taken a Spanish class before or if Spanish is spoken in your home, you are not subject to prerequisites. You may sign up directly for the appropriate class. Use this placement tool as a guide for finding the correct level.

You can find links to all placement tools on our website (<https://www.napavalley.edu/student-services-and-resources/testing-center/placement-tools.html>) under Testing Center.

### Frequently Asked Questions

#### HOW IS MY ENGLISH AND MATH PLACEMENT DETERMINED?

Placement is based on completed high school course work and overall unweighted high school GPA. Further information, including placement standard tables, can be found on the Academic Affairs English, ESL and math placement website (<https://www.napavalley.edu/programs-and-academics/academic-affairs/english-and-math-placement.html>).

#### WHEN CAN I REGISTER FOR THE ENGLISH, MATH, AND/OR CHEMISTRY CLASS I WAS PLACED?

Placement results are uploaded into student records within one business day after completion of the tool. Students can register for class(es) after the results are uploaded.

#### CAN I CHALLENGE MY ENGLISH AND MATH PLACEMENT?

Yes, there is a challenge process. For more information, please contact the Testing Center at (707) 256-7437 or [TTC@napavalley.edu](mailto:TTC@napavalley.edu) to challenge your English placement and the Counseling Department at (707) 256-7221 or [NVCCounseling@napavalley.edu](mailto:NVCCounseling@napavalley.edu) to challenge your math placement.

#### HOW CAN I VIEW MY ENGLISH AND MATH PLACEMENT?

Students can view their placement tiers in Student Planning.

## 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 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGGRJ76E2EB2>))

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 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.

Students may receive an enrollment verification through the National Student Clearinghouse by visiting their website at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) (<http://www.studentclearinghouse.org/>). Students will receive an immediate verification for a small \$2.50 fee. Just go to the student clearinghouse website, enter in your information, and print out your official verification.

If students choose to submit their request to the Admissions & Records Office, please be aware that the request will be mailed to the National Student Clearinghouse. If a third party is requesting a verification, please notify the requestor that the National Student Clearinghouse is the authorized agent providing degree, certificate, enrollment, loan deferments, scholarships, and unemployment verifications for Napa Valley College.

For questions or additional information, please contact the National Student Clearinghouse Customer Service Office at:

(703) 742-4200  
Monday - Thursday 9 am - 7 pm  
Friday 9 am - 5 pm EST.

Or contact the corporate office at:

National Student Clearinghouse  
2300 Dulles Station Boulevard, Suite 300  
Herndon, VA 20191

## Classification of Students

Napa Valley College students are classified as follows:

- Full-Time: A student who is registered for 12 or more units per semester, nine or more units per summer session. Veterans on full-me benefits, athletes, and students with foreign student visas must carry at least 12 units.
- Part-Time: A student is registered for fewer than 12 units per semester or fewer than nine units per summer session.

- Freshman: A student who has completed fewer than 30 semester units.
- Sophomore: A student who has completed 31-60 semester units, or who has 60 or more units but does not hold a degree.
- High School Dual Enrollment/Special Admit: Eligible 9<sup>th</sup> to 12<sup>th</sup> grade high school students with permission from their parent and high school principal to enroll in college courses.

## Diploma

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

Your diploma 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.

If you have any questions, please email to [ANRmail@napavalley.edu](mailto:ANRmail@napavalley.edu) or visit the website (<https://www.napavalley.edu/admissions-and-aid/admissions-and-records/diplomas.html>).

## Transcripts

Napa Valley College has retained Parchment to accept transcript orders over the internet via a secured website. Parchment will facilitate your request for a minimal charge (this is in addition to the regular transcript fee and any special handling charges) for up to five addresses per order. Please note transcript requests held for pick up will be disposed of if not claimed within a period of three months from date of transcript issue.

### PROCESSING TIME FOR OFFICIAL TRANSCRIPTS

Regular transcript orders are processed approximately 7 - 10 business days from the time the order has been made and the authorization signature page has been received by Parchment.

Rush Service transcripts are sent by USPS mail the next business day. If requested, transcripts can be picked-up in the Admissions & Records Office the next business day after 12:00 (noon). The transcript will be available the designated pick-up period during regular business hours; Monday - Thursday 9am to 5pm and Friday from 9am to 12pm. Transcripts will not be released without photo identification.

Express Service Transcripts are sent by USPS mail the same day as long as the order is made before noon that day. Orders can be picked-up the same day in the Admissions & Records office Monday - Thursday 9am to 5pm and Friday from 9am to 12pm and may take up to one hour for processing. Transcripts will not be released without photo identification.

All transcript orders are sent via regular USPS mail.

### FEES FOR TRANSCRIPTS

- Regular transcripts are \$5.00 per transcript.
- The Rush service fee is \$10.00 for up to five, plus \$5.00 per Transcript
- The Express service fee is \$25.00 for up to five, plus \$5.00 per transcript.

If you have not yet received your two free transcripts, contact A&R Mail ([anrmail@napavalley.edu](mailto:anrmail@napavalley.edu)).

## 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. Please see a counselor for guidance on which courses to take so that you do not duplicate coursework earned at another institution or initiate a transcript evaluation.

We recommend you bring unofficial transcripts to your counseling appointment and submit official transcripts to the Admissions and Records office for future evaluation.

Send official transcripts to:  
Napa Valley College  
Admissions and Records Office  
2277 Napa-Vallejo Highway, Bldg. 1300  
Napa, CA 94558  
ATTN: Evaluations

Foreign transcripts must be evaluated by an international evaluating service. Please see the links below for providers of international transcript evaluation.

- <https://www.wes.org> (<https://www.wes.org/>)
- <https://www.jsilny.org> (<https://www.jsilny.org/>)

Contact us at [ANRMail@napavalley.edu](mailto:ANRMail@napavalley.edu) if you have additional questions.