

# 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.

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 authorization 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.

### Other College Transcripts

NVC accepts many lower division college or university units earned at other U.S. regionally accredited institutions. These transferred units may be used to satisfy graduation requirements. Official transcripts should be sent to:

**Napa Valley College**  
**Admissions and Records Office**  
**2277 Napa-Vallejo Highway, Bldg. 1300**  
**Napa, CA 94558**

The 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 NVC even if they have been used to meet requirements at another college or even if they are several years old.

In general, NVC does not grant college credit for courses completed at non-accredited colleges/universities or for upper division courses, however, subject credit for general education coursework may be considered on a case-by-case basis via petition. See the graduation requirements for more information.

Allow at least 8-10 weeks for evaluation of transcripts from other institutions during non-peak periods. During peak periods, evaluations could take longer to process.

Students who are receiving financial aid, veteran's benefits, or who are currently enrolled will receive priority. To expedite an evaluation, students must make an appointment with a counselor. Contact the General Counseling Center in Rm 1339A or call (707) 256-7220.

### 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://myapps.microsoft.com/>). 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

**International students are encouraged to apply to Napa Valley College!**

To ensure timely processing, international students should submit all required application materials by May 1 for fall semester admission and by October 1 for spring semester admission.

All applicants must submit the International Student Application (<https://forms.office.com/r/JQGWLNNHYYE/>).

Applicants must demonstrate adequate financial resources to complete their education without outside employment. A financial statement must be provided showing that you or your sponsor has the financial resources to pay your tuition and related expenses while you attend Napa Valley College.

### English Proficiency

**Classes will be conducted in English; applicants must demonstrate English Proficiency. We accept the following official English test scores submitted directly to Napa Valley College:**

- TOEFL: (<https://www.ets.org/toefl.html>) iBT (45) | Paper-based (450) | Computer-based (133)
- IELTS (<https://ielts.org/>): Band 5.0
- Duolingo (<https://englishtest.duolingo.com/applicants/>): 75

- iTEP (<https://www.itepexam.com/>): Level 3.0 (Undergraduate)
- ELS (<https://www.els.edu/destinations/san-francisco-north-bay/>): Level 109 Completion

### Official Transcript Evaluation

**Applicants must show proof of education equivalent to U.S. high school graduation.**

- Foreign transcripts must be evaluated by a credential evaluation service recognized by NACES. We recommend using World Education Services (<https://www.wes.org/>). For the full list of accepted evaluators, please visit: [naces.org/members](https://naces.org/members) (<https://naces.org/members/>)

**For full application requirements, please visit our website. (<https://www.napavalley.edu/programs-and-academics/academic-affairs/international-students.html>)**

## 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.

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://colss-prod.ec.napavalley.edu/Student/Student/Courses/>)

### How to Register for Classes

#### Self-Service (Student Planning)

Self-Service is a secure web interface that allows students, faculty, and staff to access financial aid information, payment information, and the schedule of classes 24 hours a day, 7 days a week. You must have completed an application and received a student ID and email to register for classes in to Self-Service's Student Planning module. Student Planning also allows students to create and register for classes through an electronic Educational Plan. Visitors may view the schedule of classes through a guest portal (<https://colss-prod.ec.napavalley.edu/Student/Courses/>).

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 authorization 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 authorization from the instructor on the first day of class.

## 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 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CU4Q8B680C3C>))

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. Visit 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. Request or verification of scholarship, unemployment or loan deferment are not submitted through the National Student Clearinghouse. This information would need to be sourced through the original issuer.

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-time 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 submitted a graduation petition and completed all degree and/or certificate requirements. Napa Valley College partners with Parchment for diploma services. Graduates will receive both an electronic and a printed copy of their diploma or certificate. Diplomas are issued three times per year—following the Fall, Spring, and Summer terms.

Diplomas are mailed to the address on file with the Admissions & Records Office approximately 7-9 weeks after the end of the semester. Students are responsible for ensuring that their mailing address is current. Please contact the Admissions & Records Office to verify or update your address.

Degrees are posted to official transcripts approximately 7-9 weeks after final grades have been 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 also be sent electronically. 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 during 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. If requested, transcripts can also be sent electronically. 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).

### **Evaluation of Credit from Other Institutions**

Napa Valley College accepts lower-division coursework completed at regionally accredited colleges and universities. These external credits may be applied toward general education, degree, and graduation requirements, pending official evaluation.

To prevent duplication of coursework students with external credit are strongly encouraged to meet with a Napa Valley College counselor in advance. Counselors can assist in initiating the transcript evaluation process. After the evaluation is completed, students should meet with a counselor to develop a comprehensive educational plan tailored to their academic and career goals.

Send official transcripts to:

Napa Valley College  
Admissions and Records Office  
2277 Napa-Vallejo Highway, Bldg. 1300  
Napa, CA 94558

Students who have completed education outside the United States must have their transcripts evaluated by an independent credential evaluation service. Napa Valley College only accepts evaluations from organizations that are current members of the National Association of Credential Evaluation Services (NACES).

Check out the links below to find approved NACES member organizations to assist you with credential evaluation.

- Applicants must show proof of education equivalent to U.S. high school graduation.
- Foreign transcripts must be evaluated by a credential evaluation service recognized by NACES. We recommend using [World Education Services \(https://www.wes.org/\)](https://www.wes.org/). For the full list of accepted evaluators, please visit: [naces.org/members \(https://naces.org/members/\)](https://naces.org/members/)

Contact us at ANRMail@napavalley.edu if you have additional questions.