# STUDENT SUCCESS DIVISION

HELPFUL INFORMATION

### Dining Hall & Deli - Corsicana

Locations

## Corsicana Location – Kenneth P. Walker Dining Hall Monday - Friday

Breakfast: 7 a.m. to 10 a.m. Lunch: 11 a.m. to 2 p.m. Dinner: 4:30 p.m. to 6:30 p.m.

### Saturday

Closed

### Sunday

Closed

### Rick & Rosie's Convenience Store & Deli Monday – Thursday

Breakfast: 7:30am – 10:00am Lunch: 11:00am – 3:00pm Dinner: 4:00pm – 6:00pm Late Night: 6:30pm – 10:00pm

### **Friday**

Breakfast: 7:30am – 10:00am Lunch 11:00am – 3:00pm Dinner: 4:00pm – 5:00pm

### Saturday

Lunch: 11:00am – 1:30pm Dinner 4:00pm – 6:00pm

### Sunday

Lunch: 11:00am-1:30pm Dinner: 4:00pm – 6:00pm Late Night: 6:30pm – 10:00pm

#### Who is it for?

Walker Dining Hall is open to Students, Faculty, Staff, and the Community

How do Students, Faculty, staff, or community visitors pay for meals?

#### Students

- · Meal Plans are available for all students
  - Students living in Navarro College Residence Halls are required to have a meal plan. The My3Flex meal Plan is included in the room and board price.
  - Purchase meal plans at the Cashier's office (located on the main floor of the Gooch One-Stop Center)
  - Meal plans can be used at the Dining Hall or Deli.
  - All meal plans include: a choice of main course, vegetables, salad, roll, dessert, and a drink.
- Anyone can receive the weekly menu by emailing dining@navarrocollege.edu
- Vegan and healthy choice meals are available (with a reservation Dining Services works with each student to meet their specific diet)

### What is a 10-meal plan? Cost: \$75.00

- The 10-meal plan is a punch card that can carry over from semester to semester until all 10 meals are used.
  - Financial Aid can be used to purchase this plan. The plan must be purchased before refunds are issued

What is a My3Flex Meal Plan? Cost: \$2000 (320 meals per semester \$6.25 per meal)

Sunday: 3 Meals (Brunch, Dinner, & Late Night 6:30pm-10:00pm)

- Monday-Thursday: 3 Meals/Day-Flexibility to use one meal during late-night (6:30pm-10:00pm)
- Friday: 3 meals (Breakfast, Lunch & Dinner)
- Saturday: Brunch & Dinner (2 Meals).
  - Financial Aid can be used to purchase this plan. The plan must be purchased before refunds are issued.

### Faculty/Staff/Community Meal Prices (tax not included in prices)

- 10-meal plans are available for purchase. Cost: \$75.00
- Individual Meals for Deli and Cafeteria

Deli - \$7.50	Cafeteria - \$9.00
1 entrée, 1 side, a dessert and a drink	1 entrée with salad, bread, generous sides, dessert, and a drink

- Kids Meal (ages 12 & under): \$2.77
- Build Your Own Salad: \$0.35/oz
- Entrée Only: \$5.00
- Dessert Only: \$1.25
- Beverages (24 oz to 32 oz)
  - Tea or Water: \$.10-\$0.25 (free refills w/ your own cup)
     Fountain Drink: \$1.25-\$1.50

### Food Options at Other Locations

Locations - Available Monday - Friday. 8 a.m. to 5 p.m. unless otherwise indicated

Eccations - Available Worlday — Haay, 6 a.m. to	5 p.m. diliess otherwise indicated
Waxahachie Location	Midlothian Location
<ul> <li>NC Bookstore Building A – has many options as well as Chick-fil-A sandwiches on Mondays &amp; Wednesdays</li> <li>Vending Machines are available in the hallways of each building</li> </ul>	<ul> <li>NC Bookstore (Building 1) has many options</li> <li>Vending Machines (drink/snack) are available in Building 2 (7:30 a.m. to 9:30 p.m. to accommodate students attending night classes)</li> </ul>
Mexia Location	-
<ul> <li>Vending machines are available (Administration Office Building and the</li> </ul>	
<ul> <li>South entrance of the Classroom Building (8 a.m. to 9 p.m. to accommodate students attending night classes)</li> </ul>	

### Microwaves

Locations - Available Monday - Friday, 8 a.m. to 5 p.m. unless otherwise indicated.

Corsicana Locations Gibson Hall Game	Waxahachie Locations 8 a.m. to 5 p.m.
room 2 (two) Monday - Saturday 10 a.m. to	Beau's Place Building A
11 p.m. and Sundays 2 p.m. to 10 p.m.	Buildings B, C, & D (next to the vending
TRIO (2nd Floor Gooch)	machines)
Fine Arts Building Room 122	

Midlothian Locations 7:30 a.m. to 5 p.m. M-F

- Building 1 (outside of the NC Bookstore
- Building 1 (in the A&R office breakroom)
- Building 2 (next to the vending machines)

Mexia Locations 8 a.m. to 5 p.m.

- Administration Building main lobby
- Classroom Building tutoring room

### **Residence Life (Housing)**

Location – Corsicana Gibson Hall (northwest corner)

The Residence Life Student Handbook can be found on the website by going to Student Life and choosing Housing & Residence Life then Housing Policies.

Holiday Check-out Procedures - Housing Students

### All residents check out before leaving campus between semesters.

- 1) Residents must Sign up for a Genius Appointment to check out of housing
  - a) Dorm students will be sent an email from Residence Life.
- 2) Residents must remove all belongings from their dorm room and check out with a Residence Life staff member. No personal belongings are allowed to be left behind.

### Be Proactive. See Something. Do Something.

Report strange behavior. Report drug or alcohol abuse. Report bullying/cyberbullying. Report depression. Report threats against school.

An **anonymous Crime/Safety/Environmental Report** can be made by completing the form found on the Campus Safety website. Scan to QR Code or go to Student Life on the Navarro College website. Next choose Campus Safety and Parking then Anonymous Crime/Safety/Environmental Reporting to complete the online form.





### Watchdog Alert System

Automatically alerts by phone, email, text message, pager, and PDA of emergency situation that could affect the campus.

Scan the QR code or go to Campus Safety on the Navarro College website and then choose Alerts & Notices.

### Bulldog Life - Learning, Living, and Launching

### Locations

Corsicana Location – Bulldog Market and Staff (R.S. Library)	Waxahachie Location – Bulldog Market Building A
Midlothian Location – Bulldog Market	Mexia Location – Bulldog Market
Building A	Administration Building

#### What is it and who is it for?

• Bulldog Life is a holistic program that combines academic support with other resources to assist students as they learn, live, and launch their lives as productive global citizens

### How do they help students?

- Student Assistance Program
  - Students in need of housing, food, tuition, books, or other assistance, Bulldog Life may be able to help the student find the necessary resources to overcome barriers to their academic success
- Bulldog Market
  - Students can access the Bulldog Market by visiting with the Culture of Caring Director, the Coordinator of Career and Transfer Services, or the District Coordinator of Academic Success
- Career Resources
  - Job Fairs
  - Career Assessment Tool and Advising
  - Resume Review
  - Mock Interviews
  - Professional and Personal Development Workshops
- Tutoring Services See Below

### **Contact Information**

- Kraig Curry, Executive Director of Bulldog Life and TRIO SSS (903)875-7440
- Debbie Richardson, Assistant Director of Bulldog Life (903)875-7738

### **TRIO Student Support Services (SSS)**

Locations - TRIO is located on each of the Navarro College Locations

### What is it and who is it for?

TRIO provides supportive services to program participants in order to increase their likelihood
of achieving academic success. TRIO SSS does have an open application process. Students
may apply at any time throughout the year.

### How do they serve students?

 TRIO SSS serves 300 participants who must have an academic need in addition to meeting one of the following criteria:

- First Generation Student Parents have not earned a Bachelor's Degree
- Come from a Low-Income Family
- · Have a Learning or Physical Disability

What services does TRIO SSS provide to support program participants?

- Academic Advising
- Financial Aid Assistance
- Assistance with completing the FAFSA
- Financial Literacy Education
- Tutoring
- Computer Lab
- Student Success Workshops
- University Transfer Assistance

### **Contact Information**

- Kraig Curry, Executive Director of Bulldog Life and TRIO SSS (903)875-7440
- Syma Moody, Director of Retention and Success and Assistant Director of TRIO SSS (903)875-7721
- Carol Jones, Academic Advisor (903)875-7743
- LaShonda Harrison, Academic Advisor (903)875-7713
- Luis Lopez, Academic Advisor/Retention Specialist (903)875-7455
- Ellis County TRIO SSS Academic Advisor (972)923-6468

### **Accessibility and Accommodations Services**

### Locations

Corsicana Location – Bulldog Life (R.S. Library)	Waxahachie Location – As Needed Building A-125
Midlothian Location – As Needed	Mexia Location – As Needed

#### What is it and who is it for?

Accessibility and Accommodations Services ensures equal access of facilities, activities, and
programs by providing reasonable and appropriate accommodations for qualified students with
regard to disabilities and with regard to the potential for success as defined in Section 504 of the
Amended Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990,
Section 508 of the Rehabilitation Act of 2000, and the ADAAA of 2009.

### How do they help students?

Students must complete an application and submit documentation that verifies that the student's
condition meets the definition of a disability as defined by applicable laws (i.e., the ADA and
Section 504). Eligible students will receive an accommodation letter for each semester the
student registers with the Disability and Access Services office. Each student is expected to
deliver the letter(s) to his/her professor(s). Accommodations are not retroactive.

Accommodations, if approved by the Accessibility and Accommodations Services Office, are effective the date the student provides his/her letter to the instructor.

- Assistance with Service Animals and Assistance or Emotional Support Animals (ESA)
- Service Animals are permitted in any Navarro College building that the general public has access to. Assistance or Emotional Support Animals are only allowed in the room within a residence hall of the student and no other buildings.
- Assistance with educational issues pertaining to pregnancy, postpartum recovery, and other physical or mental health concerns

Contact Information: Debbie Richardson, Assistant Director of Bulldog Life - (903)875-7738

### Counseling - Bulldog Mental Wellness Center (BMWC)

#### Locations

Corsicana Location – Gibson Hall (northwest corner) – By appointment	Waxahachie Location – By appointment
Midlothian Location – By appointment	Mexia Location – By appointment

### What is it and who is it for?

 Free and confidential individual counseling services are available for all students

### How do they help students?

- Individual Counseling
- Crisis Counseling
- Mental Health and Medication Referrals
- Drug and Alcohol Education and Referrals as needed

#### Contact Information

- Amber Denny, Student Services Coordinator (903)875-7670
- counseling@navarrocollege.edu





### **Testing**

#### Locations

Corsicana Location – GOOCH One-Stop Center	Mexia Location – Room 202
Midlothian Location – Building 1	Waxahachie Location – Building A, Room 112

What is it, who is it for, and how does it help students?

 The Testing Center provides a quiet non-disruptive setting in which all students may test for college placement (TSI), credit by examination (CLEP), entrance into Allied Health Programs (TEAS), higher education equivalency (GED), as well as for online and distance education courses.

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- All testing is by appointment. It's recommended that the student makes the appointment 48 hours prior to the date they wish to test. Students are not permitted to begin a test within one hour of closing.
- Testing Center hours vary for each location. Hours can be found on the Testing Center page on the Navarro College website. testing.navarrocollege.edu

### Contact Information:

- Corsicana (903)875-7457 Mexia (254)562-3848

- Midlothian (972)775-7208 Waxahachie (972)923-6429

### Student Activities/Student Government Association/Multicultural Programs

### Locations

Corsicana Location – Bulldog Life (R.S. Library)	Mexia Location – NCBA 100
Midlothian Location – Building 2 Room 119	Waxahachie Location – Building A Room 159

What is it, who is it for and how does it help students?

- Student Activities all students
- Clubs and Organizations see the website for rules and regulations regarding clubs
- Student Government Association (SGA) -all students
- Recreation Sports all students
- Multicultural Programming all students

#### Contact Information

- Hannah Basden, Coordinator of Student Activities (903)875-7570
- Paula Taylor, Coordinator of Multicultural and Leadership Programming (903)875-7373

### Student Grievance Procedure

#### Location

Information regarding the Student Grievance Procedure can be found on the Navarro College website.

What is it and who is it for? ALL students

### How does it help students?

A student grievance may encompass any dissatisfaction, complaint, or perceived injustice a person may have while associated with the college, as a current, prospective, or past student.

### Contact Information

- Lee Owens, Director of Student Development (903)875-7371 or (903)875-7681
- Michael Landers, Executive Director of Student Services and Athletics (903)875-7488
- Sina Ruiz, Vice President of Student Success (903)875-7379 or (903)875-7376
  - Kristi Garcia, Exec. Administrative Assistant to VPSS (903)875-7379

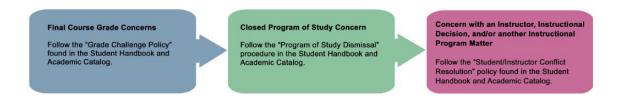
#### STUDENT DISCRIMINATION GRIEVANCE PROCEDURE CHART



### Initial Conflict Protocol



### **Instructional Complaint**



### Title IX

Locations - Corsicana Drane Hall Office #115

What is it and who is it for?

All students, employees, and applicants for admission

How does it help students and employees?

 Reporting discrimination, sexual harassment, sexual violence, stalking, domestic violence, and dating violence helps keep our campus community safe.

What services does Title IX provide to support students, employees, and applicants for admission?

- Provides resources and supportive measures
- Investigates complaints
- · Provides Title IX Orientation for incoming freshman and transfer students

- Conducts training opportunities for students and staff
- Ensures compliance with Title IX rules and regulations

#### Contact:

- Hannah Raines, Director of Academic Compliance, Title IX Coordinator (903)875-7623
- Luis Lopez, Academic Advisor/Retention Specialist, Title IX Deputy Coordinator for Students (903)875-7455
- Marcy Ballew, Vice President of Operations, Title IX Deputy Coordinator for Personnel (903)875-7330
- Lee Owens, Director of Student Development, Title IX Investigator (903)875-7681

### Student Initiatives

#### Locations

Corsicana Location	All Locations	
Residence Life - Learning, Living, Launching	<ul> <li>Retention</li> <li>Tutoring</li> <li>Care Reports</li> </ul>	

What is it, who is it for and how does it help students?

- Residence Life the following are focused on students living in the dorms
  - Living, Learning, and Launching
  - It's all about connecting people which leads to increased academic engagement, and a fun, successful, and satisfying College experience. The goal is to help a resident engage intellectually outside of the classroom

Contact: Marisol Arenivas, Director of Residence Life – (903)875-7540

- Retention and Success
  - Faculty can fill out an Early Intervention form on staff.navarrocollege.edu
  - There are several options to list including missing assignments, low attendance, low test grades
  - Success Coaches will be alerted and will reach out to students
  - Faculty can also download their class roster on staff.navarrocollege.edu and this will include the Success Coaches email address
  - Success Coaches will also be listed on XSROS in Colleague so that faculty can communicate with them one- on-one regarding a student.
  - The CARES report on staff.navarrocollege.edu will now include a tab for ACADEMIC concerns. This form will be available throughout the semester. Assigned Success Coaches will be alerted.

Contact: Dr. Syma Moody, Director of Retention and Success – (903)875-7721

### Important Dates for staff.navarrocollege.edu

Fall 2025 Faculty Intervention Dates	1 <sup>st</sup> 8-Weeks	16-Weeks	2 <sup>nd</sup> 8-Weeks
Classes Begin	8/25/2025	8/25/2025	10/20/2025
Never Attended Staff Report	8/28/2025	9/4/2025	10/23/2025
Official Census Rosters	9/3/2025	9/9/2025	10/28/2025
Early Intervention Staff Report	9/12/2025	9/30/2025	11/7/2025
Mid-term Grades	9/22/2025	10/20/2025	11/14/2025
Last Day to Drop	10/3/2025	11/18/2025	11/18/2025
Final Grades	10/20/2025 <b>by noon</b>	12/15/2025 <b>by noon</b>	12/15/2025 <b>by noon</b>

### Tutoring – for all students

- Tutoring Services provides instruction from both Navarro professors, peer mentors, and Tutoring Services staff. This range of available academic help allows the student to stay on track with the professor's schedule, while at the same time providing instruction in a safe, confidential environment.
- Online Tutoring Services are also available and can be found on the Single Sign-On Portal and in Canvas as well as the Tutoring Services Student Resources page on the Navarro College website – tutor.navarrocollege.edu

Contact: Nancy Chaney, District Coordinator of Academic Success - (903)875-7382

### Care Reports – for all students

- A Care Report can be submitted for either a discipline situation or for a mental health concern,
  - Care Reports related to behavior will be sent to the Director of Student Development
  - Care Reports for mental health concerns will be sent to the Bulldog Mental Wellness Center
- An email has been sent to all employees regarding how to submit a Care Report. A video link with step- by-step instructions was included in the email.

Contact: Mental Health – Amber Denny (903)875-7670 counseling@navarrocollege.edu

Contact: Behavioral – Lee Owens, Director of Student Development – (903)875-7681

Contact: Academic – Dr. Syma Moody, Director of Retention and Success – (903)875-7721

## College and Career Success Coaching (Advising) / Health Professions / Carl Perkins Continuing Technical Education Success Center

### Locations

Corsicana Location – Gooch One-Stop	Waxahachie Location – Building A,
Center, 2 <sup>nd</sup> Floor	Rms A131-A134
	College Navigator Location – Bldg C, Rm 104
Midlothian Location – NCMC (Building 1),	
Room 107	Mexia Location – Business Office, Rm 103
College Navigator Location – Bldg. 2, Rm 114	

### What is it and who is it for?

College Career Success Coaches (CCSC) offer a wide variety of support services to students

What services do Success Coaches provide students?

- Educational Planning
- · Resource Referral
- Academic Support
- Career Planning
- Interventions
- Transfer Assistance
- Housing Probation
- · Rise: Lauch

Students can meet with a Success Coach by:

- Scheduling an appointment
  - In person
  - Phone
  - Virtually

Contact: Dr. Syma Moody, Director of Retention and Success – (903)875-7721

- Corsicana, Midlothian, and Waxahachie (903)875-7397
- Mexia (254)562-3848
- advising@navarrocollege.edu

### Health Professions Programs

Contact: Patti Binger, Coordinator of Operations/Advisor

Waxahachie – (972)923-5121

Career & Technical Education (CTE)

Contact: Misty Tarver, Director of Carl Perkins CTE Success Center - (972)875-7571

- Corsicana & Mexia CTE (903)875-7574
- Midlothian & Waxahachie CTE (972)923-6470

### **College Bookstores**

### Location

Corsicana Location – Albritton Building (East end) and Beautique & Books (W. 2 <sup>nd</sup> Ave)	Waxahachie Location – Building A
Midlothian Location – NCMC Floor 1	Mexia Location – NCBA

### What is it and who is it for?

- · Books, Immediate Access, school and office supplies, spirit clothing, and more
- All students, faculty, staff, and community are welcome to visit the College Bookstores

### Hours of Operation

Monday-Friday 8:00 a.m. to 5:00 p.m.

### Contact Information

- Corsicana and Mexia
  - Bookstore Direct Line (903)875-7387
  - Terri Mitchell, Director of College Services (903)875-7386
  - Angela Enriquez, Assistant College Stores Director (903)875-7385
  - Kelly Puckett, Auxiliary Specialist (903)875-7388
- Midlothian and Waxahachie
  - Bookstore Direct Line Midlothian (972)775-7261
  - Bookstore Direct Line Waxahachie (972)923-6402
  - Erin Green, Assistant College Stores Director Ellis County Locations (972)923-6445
  - Bailey Venable, Accounting Clerk (972)923-6402 (Waxahachie)
  - Angel Newman, Auxiliary Specialist (972)775-7261 (Midlothian)

Visit Beautique and Books on location in Corsicana – 3205 W. 2nd Avenue

- Did you know you can call ahead for your favorite Starbucks drink?
- Contact Information (903)872-8088

Hours of Operation (August – May)

Monday-Friday 7:00 a.m. to 6:00 p.m. and Saturdays 8:00 a.m. to 2:00 p.m. (Summer hours vary)

### Institutional Research and Effectiveness

Location - Gooch One-Stop Center Room 316

What does the Office of Institutional Research and Effectiveness do?

 The Office of Institutional Research and Effectiveness (IRE) provides information, research, and data analysis to support decision making and promotes effectiveness through ongoing, systematic planning and evaluation that results in empowerment and success for all members

of the Navarro College community.

### **Program Review**

- The 2025-2026 Program Review Cycle is now open.
- An email announcing the program review opening for the year went out the week of August 4th. All changes to the program review process are detailed in the power point that was attached.
- Program review help is available during training times & you can schedule a time with the
  office if needed.

### End of Course Evaluations for Fall 2025

- 1st 8wk will be available to students 9/29/2025 10/10/2025
- 16wk and 2<sup>nd</sup> 8wk will be available to students 11/17/2025 12/5/2025

### **Contact Information**

- Susan Womack, Director of Institutional Research and Effectiveness (903)875-7390
- Sarah Gaines, Institutional Effectiveness Analyst (903)875-7735
- Aubrey Stonerock, Institutional Research and Effectiveness Specialist (903)875-7396

### Contact Information

### Students

What can the Contact Center assist the student with?

- Logins/Resets for NC Single Sign-On for MYNC, Self-Service & Canvas
- Logins/Resets for Microsoft 365
- WIFI Login
- NC Library Databases Login (same as the password used for MYNC and student's email)
- Computer Login
- Online Tutoring Login
- On-Boarding process for new or returning students
- General questions of Navarro College & student records

### What information does the Contact Center need in order to assist the student?

 When calling or emailing the Contact Center, students will need to provide their student ID # or full name and date of birth.

What can the Contact Center *not* access to assist the student with?

- Logins/Resets for Scholarships
- Logins/Resets for You Science
- Logins/Resets for Bank Mobile
- Logins/Resets for Parchment
- Logins/Resets for Applications in Canvas such as Cengage (Mindtap), Hawkes, McGraw-Hill, or Pearson
- · Codes for Books

Logins for Dorm WIFI

Password Reset for Single Sign-on or email

If you have signed in successfully at least once, you can reset your own password.

For NC Single Sign-On resets, please login with your username and click "Forgot Password".
 Select "Reset Forgotten Password" and "Continue". A new password will be sent to your email from Master User. If a password is changed, it takes approximately 15 minutes to process to Microsoft.

For Email resets, click on "Forgot Password" and it will send you a text with a code for you to reset your password. If you have <u>never</u> successfully signed into NC Single Sign-on or your email, you will not be able to reset your password and will need to contact the Contact Center.

### **Login Instructions for all Student Online Resources**

### **Must be Admissions Complete:**

- Once the student is **Admissions complete**, they will receive an email with their username and random password. They will need to reset the password. If a password is changed, it takes approximately 15 minutes to process through Microsoft.
- The same password will then be used for all systems (Single Sign-on, MYNC, Navarro College email, Self-Service, Canvas, Student Forms).

It is highly recommended that users set up the Microsoft Authenticator when logging into the Microsoft system.

## From the MYNC Home page, you will be able to access Canvas, Self-Service, Microsoft 365, and Student Forms

### Email

- To sign into your student email, click on Microsoft 365.
  - Your Microsoft email address your Single Sign-on username username@nc.navarrocollge.edu (lowercase)
  - Example: <u>jane.doe@nc.navarrocollege.edu</u> Some email accounts will have numbers added after their name.

Troubleshooting – if you have trouble logging in, one of the following could be a reason

- You will need to contact the Contact Center at (903)875-7416 or <u>contactcenter@navarrocollege.edu</u> for your username.
- Returning students may need their password reset so please contact the Contact Center at (903) 875-7416 or <u>contactcenter@navarrocollege.edu</u> to reset your password.

### Login Instructions for Wifi, Computers, and Library Database

Wifi

- To sign into the Wi-Fi, go to your Wi-Fi settings and choose NC Student.
  - Wi-Fi username: firstname.lastname (lowercase and the same as your Single Sign-on username)
  - Wi-Fi password: the same as your password for email and MYNC

### Computers

- Username: firstname.lastname (lowercase and the same as your Single Sign-on username)
- Password: the same as your password for email and MYNC

### Library Database

- Go to https://www.navarrocollege.edu/library/resources/databases.html
  - Username: firstname.lastname (lowercase and the same as your Single Sign-on username)
  - Password: the same as your password for email and MYNC

### Employee Login instructions for MYNC and Email

### **MYNC**

- Visit navarrocollege.edu and click on MYNC or mync.navarrocollege.edu
  - You should have received your Single Sign-on Username and random Password via your personal email address. Be sure to reset the password.
  - The same password will be used for both MYNC and Navarro College email.
  - From the MYNC Home page, you will be able to access Canvas, Self-Service, Microsoft 365, Student Forms, Staff Forms, Attendance Record, SafeColleges, Staff, and Colleague

#### **Employee Email**

- Click on Microsoft 365 It is highly recommended that users set up the Microsoft Authenticator when logging into the Microsoft system.
  - Same Sign-on username and password.
  - If you are a student and an employee, you will continue to use the same username and password for your Single Sign-on. Your username will change from username@nc.navarrocollege.edu to username@navarrocollege.edu. You will start receiving your student emails in your new employee email, and your password will not change.

### Contact Center Hours of Operation

Monday-Friday, 8:00 a.m. to 5:00 p.m.

### Contact Information

- (903)875-7416
- contactcenter@navarrocollege.edu