



## EPCC DUAL CREDIT

SPRING 2021

### IMPORTANT DATES TO REMEMBER

- DUE DATES**      **EPCC SEMESTER Start and End Dates:** January 19 to May 15, 2021
- 10-16-20**      **CRF Due Date:** Friday, October 16  
Ensure instructor(s) is/are credentialed to teach the onsite courses prior to submitting your CRF.
- 11-02-20**      **ONLINE ERF Due Date:** Monday, November 2  
(Use ADD/DROP form to **Remove** students prior to Census)
- 11-13-20**      **ONSITE ERF Due Date:** Friday, November 13
- 01-15-21**      **ADD/DROP ERF ONSITE Courses and ONLY Drop ONLINE Courses**  
**To ADD Students:** Monday, November 16 to Friday, January 15  
**To DROP Students:** Monday, November 16 to Monday, February 1
- 02-01-21**      **DC/ECHS Census Date:** Monday, February 1, 2021
- 02-02-21**      **Drops | Withdrawals AFTER Census Date** – Student is dropped with a “W”
- Instructor Initiated Withdrawal Form – Tuesday, February 2 to Friday, **April 9**
  - Student Initiated Drop – Tuesday, February 2 to Wednesday, **April 14**
- 04-14-21**      **Last Day to Withdraw with “W”** – Tuesday, February 2 to Wednesday, April 14
- 05-03-21**      **Early Admission Forms for Students Enrolling in Fall 2021**  
Due no later than Monday, May 3, 2021

**SUBMIT LETTER GRADES: 05-10-21 to 05-18-21**

**BANNER Closes at 8:00 a.m., on Tuesday, May 18, 2021**

# Dual Credit Calendar Guide – Spring 2021

**START** Date: 01-19-21

**END** Date: 05-15-2021

**DC/ECHS CENSUS** Date: 02-01-21

Last Day to **Withdraw** with a “W” April 14, 2021

## COURSE REQUEST FORM (CRF)

**September 21 – October 16** High School submits Course Request Form to Karla Duran, Daniel Garibay and Griselda Hermosillo **AND** copy their Designated Specialist. CRF requires EPCC Course *Name/Number*, Start/End **DATES**, Start/End **TIMES**, name of **Credentialed Instructor** or Facilitator, name of person completing the CRF and all required contact information. **LAB information must be included** (Start/End **TIMES** and meeting **DAYS**) if applicable. Ensure instructor(s) is/are credentialed to teach the onsite courses before submitting your CRF.

**CRF is due no later than Friday, October 16.**

## ENROLLMENT ROSTER FORM (ERF)

**(For ONLINE Courses)**

**October 16 – November 2** High School submits Enrollment Roster with **only** eligible students to their Designated Specialist **AND** copy Karla, Daniel and Griselda. ERF must include students EPCC ID# and DOB. **The HS is responsible for verifying eligibility prior to listing a student on the ERF. Ineligible students will not be enrolled. Online courses fill/close quickly.** High School may not exchange a registered student for a new student to an online course. Students under Academic Suspension require EPCC Counselor approval **PRIOR** to listing on the ERF.

**ERF is due no later than Monday, November 2.**

## ENROLLMENT ROSTER FORM (ERF)

**(For ONSITE Courses)**

**October 16 – November 13** High School submits Enrollment Roster with **only** eligible students to their Designated Specialist **AND** copy Karla, Daniel and Griselda. ERF must include students EPCC ID# and DOB. **The HS is responsible for verifying eligibility prior to listing a student on the ERF. Ineligible students will not be enrolled.** Students under Academic Suspension require EPCC Counselor approval **PRIOR** to listing on the ERF.

**ERF is due no later than Friday, November 13**

## ADD/DROP FORM

**(ONSITE Courses and Only DROP Online Courses)**

**To ADD Students: November 16 – January 15**

**To DROP Students: November 16 – February 1**

High School will submit the ADD/DROP Form to **ADD**, **DROP** and **CHANGE** students from one course to another for only **ONSITE** courses. The ADD/DROP Form can also be used **Only** to **DROP** students from online sections. Send form to Designated Specialist and copy Karla, Daniel and Griselda.

**All forms must be completed in their entirety.**

## EARLY ADMISSION FORM (EA)

**The Early Admission form is due no later than Monday, May 3 for Fall 2021.**

## DROPS/Withdrawals After Census Date, 02/01

Student will receive a “W”

- “Instructor Initiated Withdrawal” Form – Due no later than Friday, **April 9, 2021**. Used by faculty to drop students up to the twelfth week who are not in pursuit of the course objectives, must have instructor signature.
- “ECHS-DC Student Initiated Drop form after Census” – Due no later than Wednesday, **April 14, 2021**.
  - ✚ For students wishing to drop a course
  - ✚ HS administrator wishing to drop a student from a course(s)

*Utilize Student Initiated Drop form after Census. This must have student, high school and EPCC counselor, and Principal/Assistant Principal signatures. Reason for the withdrawal must be stated.*

- “W” Letter Grade – may affect Financial Aid upon graduating from High School for students continuing their education at EPCC.

## GRADES

**Submit all letter grades between May 10 – 18, 2021.**  
(Including hard copy)

**BANNER** closes at **8:00 a.m.**, on **Tuesday, May 18, 2021.**

**IMPORTANT PLEASE NOTE:** In order to ensure compliance with state rules and regulations, students final enrollment status must be complete by the stated deadlines.

Only with mitigating circumstances will be given consideration for any exceptions to deadlines.

# Dual Credit Calendar Guide – Spring 2021

**START** Date: 01-19-21

**END** Date: 05-15-2021

**DC/ECHS CENSUS** Date: 02-01-21

Last Day to **Withdraw** with a “W” April 14, 2021

## EPCC DC/ECHS

### DC/ECHS Admissions/Registration Staff:

**Jenette Fasolino**, Admission & Registration Specialist

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### DC/ECHS Administrative Office Staff:

**Karla Duran**, Administrative Office Assistant

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**Griselda Hermosillo**, Administrative Associate

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Dr. Cassandra Lachica-Chavez,  
Executive Director of Admissions and Registrar

[clachica@epcc.edu](mailto:clachica@epcc.edu) 831-2580

**Fax Number: 831-2416**

## TESTING – Important Information

- ✓ Placement Test must be administered no later than **Friday, January 8, 2021**. For ONSITE COURSES only.
- ✓ **Testing Students at the High School** - Please contact Testing Services at 831-3221 or 831-2344 to report test results for upload into EPCC system.
- ✓ Test scores uploaded after the testing deadline will be used for the following semester.
- ✓ Reminder: Test students only **ONCE** on the same day.

## Reminders

- Use the EPCC Dashboards
- HS has access to daily EPCC Student enrollment status
- HS may use APPLYTX Counselor Suite
- Ensure instructor(s) is/are credentialed to teach the onsite courses before submitting your CRF.
- All students must have textbooks by the first day of class
- Students enrolled in ONLINE courses must have and know their **USERNAME, PASSWORD and ID NUMBER** by the first day of class

## **NOTE for students taking ONLINE courses:**

Students will need their **username** to log on. Please encourage your students to print and provide you with a copy of the letter e-mailed to them once their admissions application is processed. It contains the students **EPCC ID#, EPCC e-mail address and Username**. If the student's **e-mail address** is: [johndoe2cp@epcc.edu](mailto:johndoe2cp@epcc.edu) their **username** would be: **johndoe2** (the first part of the **e-mail address**).

09.09.20

**IMPORTANT PLEASE NOTE:** In order to ensure compliance with state rules and regulations, students final enrollment status must be complete by the stated deadlines.

Only with mitigating circumstances will be given consideration for any exceptions to deadlines.