



## EPCC DUAL CREDIT/EARLY COLLEGE HIGH SCHOOL

FALL 2020

### IMPORTANT DATES TO REMEMBER

#### DUE

**DATES** | EPCC SEMESTER Start and End Dates: August 24 to December 12, 2020

**06-05-20** CRF Due Date: Wednesday, April 1 – Friday, June 5

**07-10-20** ERF (**ONLINE Courses at ECHS**) Due Date: Wednesday, April 1 to Friday, July 12  
(Use ADD/DROP form to **Remove** students prior to **Census**)

**07-17-20** ERF (**Courses at EPCC CAMPUS**) Due Date: Wednesday, April 1 to Friday, July 17

**07-24-20** ERF (**ONSITE Courses at ECHS**) Due Date: Monday, May 11 to Friday, July 24

**09-07-20** ADD/DROP ERF **ONSITE ECHS AND EPCC Campus Courses**  
To ADD Students: Wednesday, April 1 to Monday, August 24  
To DROP Students: Wednesday, April 1 to Monday, September 7

**09-07-20** DC/ECHS Census Date: Monday, September 7, 2020

**09-08-20** Drops | Withdrawals AFTER Census Date – Student is dropped with a “W”

- Instructor Initiated Withdrawal Form – Tuesday, September 8 to Friday, **November 8**
- Student Initiated Drop – Tuesday, September 8 to Wednesday, **November 11**

**11-11-20** Last Day to Withdraw with “W” – Tuesday, September 8 to Wednesday, November 11

**GRADES DUE** for Onsite Courses: **12-07-20 to 12-15-20**

**BANNER Closes at 8:00 a.m., on Tuesday, December 15, 2020**

# Early College High School Calendar Guide - Fall 2020

START Date: 08-24-20

END Date: 12-12-20

DC/ECHS CENSUS Date: 09-07-20

Last Day to **Withdraw** with a "W" November 11, 2020

## COURSE REQUEST FORM (CRF)

**(ONSITE and ONLINE Courses at ECHS)**

**April 1 – June 5** ECHS submits Course Request Form to Hugo Dominguez, Daniel Garibay, Griselda Hermosillo, AND copy Carlos Joel Gonzalez and their Designated Staff. 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.

**CRF is due no later than Friday, June 5.**

## ENROLLMENT ROSTER FORM (ERF)

**(ONLINE Courses at ECHS)**

**April 1 – July 10** ECHS submits the Enrollment Rosters with **only** eligible students using the students EPCC ID # and DOB to their Designated Staff and copy Hugo, Daniel, Griselda, and Carlos. **The ECHS is responsible for verifying eligibility prior to listing a student on the ERF. Ineligible students will not be enrolled. The ERF is submitted ONLY once. Any drops after first ERF is submitted must be sent using the ADD/DROP form.** Students under Academic Suspension require EPCC Counselor approval **PRIOR** to listing on the ERF.

**ERF is due no later than Friday, July 10.**

## ENROLLMENT ROSTER FORM (ERF)

**(Courses at EPCC Campus)**

**April 1 – July 17** ECHS submits the Enrollment Rosters with **only** eligible students using the students EPCC ID # and DOB to their Designated Staff and copy Hugo, Daniel, Griselda, and Carlos. **The ECHS is responsible for verifying eligibility prior to listing a student on the ERF. Ineligible students will not be enrolled. The ERF is submitted ONLY once. Any adds or drops after first ERF is submitted must be sent using the ADD/DROP form.** Students under Academic Suspension require EPCC Counselor approval **PRIOR** to listing on the ERF.

**ERF is due no later than Friday, July 17.**

## ENROLLMENT ROSTER FORM (ERF)

**(ONSITE Courses at ECHS)**

**May 11 – July 24** High School submits Enrollment Roster with **only** eligible students to their Designated Staff and copy Hugo, Daniel, Griselda, and Carlos. 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. Any adds or drops after first ERF is submitted must be sent using the ADD/DROP form.** Students under Academic Suspension require EPCC Counselor approval **PRIOR** to listing on the ERF.

**ERF is due no later than Friday, July 24.**

## ADD/DROP FORM

**(ONSITE ECHS and EPCC Campus Courses)**

**To ADD Students: APRIL 1 – AUGUST 24**

**To DROP Students: APRIL 1 – SEPTEMBER 7**

ECHS will submit the ADD/DROP Form to ADD, DROP and CHANGE students from one course to another for only ONSITE and EPCC Campus Courses. The ADD/DROP Form can also be used only to drop students from online sections. Send form to Designated Staff and copy Leslie, Griselda, and Carlos.

## INSTITUTIONAL RESEARCH-IDENTIFICATION FORM (IR-ID Form)

This is a multi-use form and should be submitted electronically to the DC/ECHS office (**Hugo, Daniel and Griselda**) for student verification when ID's are issued by Campus Life. IR requires it for reporting purposes.

## PERMANENTLY REMOVED FORM (PRF)

ECHS submits the PRF to DC/ECHS office (**Designated Staff, Hugo, Daniel, and Griselda**) to permanently remove students no longer attending the ECHS from the system. ECHS must ensure student has been dropped from all enrolled courses prior to submitting the PRF. Report relocation if known.

## All forms must be completed in its entirety

ECHS is responsible for ensuring that students are on track with their EPCC degree plan and high school curriculum requirements.

## TESTING - Important Information

- ☀ Please contact Testing Services at 831-3221, 831-2344 for testing sites and schedules.
- ☀ Placement Test must be administered no later than **Friday, July 31, 2020.**
- ☀ Test scores uploaded after the testing deadline will be used for the following semester.
- ☀ Reminder: Test students only **ONCE** on the same day.
- ☀ Students not passing placement prior to the start of the class cannot be enrolled as they did not satisfy prerequisites before the beginning of the course.

**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.

# Early College High School Calendar Guide - Fall 2020

**START** Date: 08-24-20

**END** Date: 12-12-20

**DC/ECHS CENSUS** Date: 09-07-20

Last Day to **Withdraw** with a "W" November 11, 2020

## EPCC DC/ECHS

### DC/ECHS Admissions/Registration Staff:

**Jenette Fasolino**, Admission & Registration Specialist  
[jfasolin@epcc.edu](mailto:jfasolin@epcc.edu) 831-2415

**Claudia Jaramillo**, Admission & Registration Specialist  
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**Norma Salas**, Admission & Registration Specialist  
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**Dolores Tapia**, Admission & Registration Specialist  
[mtapia@epcc.edu](mailto:mtapia@epcc.edu) 831-2883

**Leticia Valadez**, Admission & Registration Specialist  
[lvalade3@epcc.edu](mailto:lvalade3@epcc.edu) 831-2401

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### DC/ECHS Administrative Office Staff:

**Hugo Dominguez**, Administrative Office Assistant  
[hdomin52@epcc.edu](mailto:hdomin52@epcc.edu) 831-2460

**Daniel Garibay**, Administrative Office Assistant  
[dgariba8@epcc.edu](mailto:dgariba8@epcc.edu) 831-2408

**Griselda Hermosillo**, Administrative Associate  
[ghermosi@epcc.edu](mailto:ghermosi@epcc.edu) 831-2405

**Carlos Joel Gonzalez**, Associate Director  
[cgonz477@epcc.edu](mailto:cgonz477@epcc.edu) 831-2404

**Fax Number: 831-2416**

## GRADES

Submit all letter grades between **December 7 – 15, 2020.**  
(Including hard copy)

**BANNER** closes at 8:00 a.m., on Tuesday, December 15, 2020

## Withdrawals After Census Date

- **“Instructor Initiated Withdrawal” Form** - Due no later than Friday, **November 6, 2020.** 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, **November 11, 2020.**

- ✚ 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.*

## Reminders

- Use Secure Server
- ECHS has access to daily EPCC enrollment status
- ECHS may use APPLYTX Counselor Suite
- Facilitators **must** be assigned for online courses
- 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

01.10.20

**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.