



EPCC DUAL CREDIT PROGRAM

FALL 2025

IMPORTANT DATES TO REMEMBER

DUE

DATES | **EPCC SEMESTER Start and End Dates:** August 25 to December 12, 2025

06-06-25 **CRF Due Date:** Monday, March 24 to Friday, June 6
Ensure instructor(s) is/are credentialed to teach the onsite courses prior to submitting your CRF.

07-07-25 **ONLINE ERF Due Date:** Monday, March 24 to Monday, July 7

07-25-25 **ONSITE ERF Due Date:** Friday, June 6 to Friday, July 25

08-22-25 **ADD/DROP ERF ONSITE Courses and ONLY Drop ONLINE Courses**

To ADD Students: Monday, June 9 to Friday, August 22

To DROP Students: Monday, June 9 to Monday, **September 8**

09-08-25 **DC/ECHS Census Date:** Monday, September 8, 2025

09-09-25 **Drops | Withdrawals AFTER Census Date** – Student is dropped with a “W”

- Instructor Initiated Withdrawal Form – Tuesday, September 9 to Friday, **November 7**
- Student Initiated Drop – Tuesday, September 9 to Wednesday, **November 12**

11-12-25 **Last Day to Withdraw with “W”** – Tuesday, September 9 to Wednesday, November 12

GRADES DUE for Onsite Courses: 12-09-25 to 12-16-25

BANNER Closes at 8:00 a.m., on Tuesday, December 16, 2025

Dual Credit Calendar Guide – Fall 2025

START Date: 08-25-25

END Date: 12-12-25

DC/ECHS CENSUS Date: 09-08-25

Last Day to **Withdraw** with a “W” November 12, 2025

COURSE REQUEST FORM (CRF)

March 24 – June 6 High School submits the Course Request Form through My.EPCC.EDU portal. 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, June 6.**

ENROLLMENT ROSTER FORM (ERF)

(For ONLINE Courses)

March 24 – July 7 High School submits the Enrollment Roster with **only** eligible students through My.EPCC.EDU portal. 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.

ERF is due no later than Monday, July 7.

ENROLLMENT ROSTER FORM (ERF)

(For ONSITE Courses)

June 6 – July 25 High School submits the Enrollment Roster with **only** eligible students through My.EPCC.EDU portal. 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.**

ERF is due no later than Friday, July 25.

ADD/DROP FORM

(ONSITE Courses and Only DROP Online Courses)

To ADD Students: June 9 – August 22
To DROP Students: June 9 – September 8

High School will submit through My.EPCC.EDU portal 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.

All forms must be completed in their entirety.

DROPS/Withdrawals After Census Date – 09/08

FAX to DC/ECHS 831-2416

Student will receive a “W”

- “Instructor Initiated Withdrawal” Form – Due no later than Friday, **November 7, 2025**. Used by faculty to drop students up to the twelfth week who are not in pursuit of the course objectives, must have the instructor's signature.
- “ECHS-DC Student Initiated Drop form after Census” – Due no later than Wednesday, **November 12, 2025**.
 - ✚ 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 the student, high school and EPCC counselor, and Principal/Assistant Principal signatures. The 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.

TESTING – Important Information

- ✓ Placement Test must be administered no later than Friday, **August 1, 2025**. 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.

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 – Fall 2025

START Date: 08-25-25

END Date: 12-12-25

DC/ECHS CENSUS Date: 09-08-25

Last Day to **Withdraw** with a "W" November 12, 2025

EPCC DC/ECHS

DC/ECHS Admissions/Registration Staff:

Abigail Aguilar-Favela, Admission & Registration Specialist

aaqui365@epcc.edu 915-831-3144

Erika Garcia, Admission & Registration Specialist

etapia6@epcc.edu 915-831-2401

Claudia Jaramillo, Admission & Registration Specialist

cjaramil@epcc.edu 915-831-2276

Norma Salas, Admission & Registration Specialist

nsalas18@epcc.edu 915-831-2470

Mariana Tellez, Admission & Registration Specialist

Mtelle54@epcc.edu 915-831-2079

Soledad Vallejo, Admission & Registration Specialist

sreyes34@epcc.edu 915-831-2811

DC/ECHS Administrative Office Staff:

Jacqueline Loera, Administrative Office Assistant

jloera33@epcc.edu 915-831-2408

Griselda Hermosillo, Administrative Associate

ghermosi@epcc.edu 915-831-2405

Salma S. Villela

Associate Director of Dual Credit & ECHS

svillel6@epcc.edu 915-831-2404

Fax Number: 915-831-2416

GRADES

Submit all letter grades between December 9 – 16, 2025
(Including hard copy)

BANNER closes at 8:00 a.m., on Tuesday, December 16, 2025.

Reminders

- Use the EPCC Dashboard
- 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. High School Contact can obtain this information from the EPCC Dashboard – Student Status Report.