



## EPCC DUAL CREDIT

SPRING 2026

### IMPORTANT DATES TO REMEMBER

DUE DATES	EPCC SEMESTER Start and End Dates: January 20 to May 15, 2026
10-17-25	<b>CRF Due Date:</b> Friday, October 17 Ensure instructor(s) is/are credentialed to teach the onsite courses prior to submitting your CRF.
11-07-25	<b>ONLINE ERF Due Date:</b> Friday, November 7 (Use <b>ADD/DROP</b> form to <b>Remove</b> students prior to Census)
11-21-25	<b>ONSITE ERF Due Date:</b> Friday, November 21
01-16-26	<b>ADD/DROP ERF</b> <b>ONSITE Courses and ONLY Drop ONLINE Courses</b> <b>To ADD Students:</b> Friday, November 14 to <b>Friday, January 16</b> <b>To DROP Students:</b> Friday, October 10 to <b>Monday, February 2</b>
02-02-26	<b>DC/ECHS Census Date:</b> Monday, February 2, 2026
02-03-26	<b>Drops   Withdrawals</b> <b>AFTER</b> Census Date – Student is dropped with a “W” <ul style="list-style-type: none"><li>• Instructor Initiated Withdrawal Form – Tuesday, February 3 to Friday, <b>April 10</b></li><li>• Student Initiated Drop – Tuesday, February 3 to Wednesday, <b>April 15</b></li></ul>
04-15-26	<b>Last Day to Withdraw with “W”</b> – Tuesday, February 3 to Wednesday, April 15

**GRADES DUE for Onsite Courses: 05-11-26 to 05-19-26**

**BANNER Closes at 8:00 a.m., on Tuesday, May 19, 2026**

# Dual Credit Calendar Guide – Spring 2026

**START** Date: 01-20-26

**END** Date: 05-15-2026

**DC/ECHS CENSUS** Date: 02-02-2026

Last Day to **Withdraw** with a “W” 04-15-2026

## COURSE REQUEST FORM (CRF)

**September 22 – October 17** High School submits the Course Request Form through My.EPCC.EDU platform. 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 17.**

## ENROLLMENT ROSTER FORM (ERF)

**(For ONLINE Courses)**

**October 10 – November 7** High School submits the Enrollment Roster with **only** eligible students through My.EPCC.EDU platform. 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 Friday, November 7.**

## ENROLLMENT ROSTER FORM (ERF)

**(For ONSITE Courses)**

**October 10 – November 21** High School submits the Enrollment Roster with **only** eligible students through My.EPCC.EDU platform. 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, November 21**

## ADD/DROP FORM

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

**To ADD Students: November 14 – January 16**

**To DROP Students: October 10 – February 2**

High School will submit through My.EPCC.EDU platform 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.**

## EARLY ADMISSION FORM (EA)

**The Early Admission form is due no later than Friday, June 5 for Fall 2026.**

## DROPS/Withdrawals After Census Date, 02/03

Student will receive a “W”

- “Instructor Initiated Withdrawal” Form – Due no later than Friday, **April 10, 2026**. Used by faculty to drop students up to the twelfth week who are not in pursuit of the course objectives, and must have the instructor's signature.
- “ECHS-DC Student Initiated Drop form after Census” – Due no later than Wednesday, **April 15, 2026**.
  - ✚ For students wishing to drop a course
  - ✚ HS administrator wishing to drop a student from a course(s)

*Utilize the Student Initiated Drop form after the Census. This must have the student, high school, 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 11 – 19, 2026.**  
*(upload a copy)*

**BANNER** closes at **8:00 a.m.**, on **Tuesday, May 19, 2026.**

**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 2026

**START** Date: 01-20-26

**END** Date: 05-15-2026

**DC/ECHS CENSUS** Date: 02-02-2026

Last Day to **Withdraw** with a “W” 04-15-2026

## EPCC DC/ECHS

### DC/ECHS Admissions/Registration Staff:

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## TESTING – Important Information

- ✓ Placement Test must be administered no later than **Friday, January 9, 2026**. 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 EPCC Dashboards Reports
- 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. The high school contact may obtain this information from the “Student Status Report” in the EPCC Dashboards. 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**).

09.09.25

**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.