

EL PASO COMMUNITY COLLEGE

Instructions for Dual Credit Student Withdrawal (Dropping Classes)

Before you complete the Student Initiated Drop Form, meet with your high school Counselor and contact EPCC Counselors Dianna Williams at 831-2326 or Gloria Miller at 831-2642.

To complete the form:

1. Write in your name, your EPCC id#, the Term/Year (example Fall 09, Spring 09).
2. For each course you are dropping, write in the CRN, COURSE#, COURSE NAME and LAST DATE ATTENDED.
3. Have your high school counselor sign the Student Initiated Drop Form for each course you are dropping.
4. Initial the line for “___I am not subject to the drop limit (enrolled in a Texas College/University prior to Fall 2007 or am currently a Dual Credit Student).”
5. Sign and date the Student Initiated Drop Form.
6. Fax the Student Initiated Drop Form to the El Paso Community College, Attention: Daryle E. Hendry, Director of Admissions and Registrar, (915) 831-3197.