



El Paso
Community
College

Dual Credit Handbook for Parents and Students

The Best Place to Start *and Finish!*

Table of Contents

Section 1 – Welcome and Introduction	1
Letter from the Dean, Dual Credit and Early College High School	1
About Dual Credit	2
About Early College High School	2
EPCC Courses and Access to Programs	2
Section 2 - Information for Students	3
Student Eligibility	3
Eligibility Criteria	3
Application/Registration Requirements for Dual Credit	3
Placement Testing/Test Scores for Placement	4
Family Educational Rights and Privacy Act (FERPA) of 1974	5
Rights of Individuals with Disabilities	6
Specific Criteria for Home-Schooled Students	7
Student Responsibility	7
Student Expectations	7
Attendance Policy	8
Tutorial Assistance	8
Library Resources.....	8
College Transcripts.....	9
Withdrawing/Dropping a Course	9
Financial Aid	9
Student Academic Issues	9
Section 3 - Definitions	10
Section 4 – Resources and Services	11
Banner System	11
Blackboard.....	11
Bookstore	11
Campus Life	11
Career and Transfer Services Center	11
Center for Students with Disabilities	11

EPCC E-Mail.....	12
Honors Program.....	12
Libraries	12
Testing Services	12
Tutorial Services.....	12
Online Catalog	12
Download your Grades.....	12
Print a transcript request form online for official transcripts	12
Download your Unofficial Transcripts	12
Texas Common Course Numbering System (TCCNS.org)	13
Obtain Your Degree Plan Online.....	13
Download your Degree Evaluation	13
Steps to Degree Evaluation	13
Answers to Frequently Asked Dual Credit Questions	13
Section 5 - Contact Information	14
College Mailing Address	14
Phone, Office of the Dean, Dual Credit and Early College High Schools	14
Helpful Phone Numbers.....	14

Section 1 - Welcome and Introduction

Letter from the Dean of Dual Credit and Early College High Schools



Fall 2017

Dear Parents,

El Paso Community College is delighted that your son or daughter has expressed an interest in taking college courses for dual credit. As a parent, you would be transitioning from a difficult leadership role to an equally difficult support role.

What is expected of college students varies greatly from what is expected of high school students. Completing college courses successfully requires a high level of responsibility, motivation and self-discipline.

Before deciding if dual credit is the right choice for your teenager, it is crucial to understand that college instructors will teach the same course regardless if it is taught at the high school, online, or at an EPCC campus. The course objectives and calendar will be clearly laid out in the college syllabus. The course will adhere to the college course requirements and grading policies, some quite different from a high school course. If these policies are not implemented, college credit cannot be granted.

At times, high school extra-curricular activities may conflict with a college course and this may be a difficult choice. Students will need to learn to talk to their instructor to make arrangement for receiving handouts, classroom information, obtaining lecture notes, or turning in work. Parents and students should seriously discuss priorities before enrollment in a college course for high school credit. The college grade will be a permanent record posted on their EPCC transcript which they will need if they transfer to a four-year university.

This is a great opportunity as even taking one college course while in high school doubles the chances your child will graduate from high school, pursue a postsecondary certificate or degree, and complete it.

We hope that you and your child consider this great opportunity and enroll at EPCC, the Best Place to Start and Finish!

Sincerely,

A handwritten signature in black ink that reads "Tonie Badillo".

Tonie Badillo, Dean
Dual Credit and Early College High Schools
El Paso Community College

About Dual Credit

The Dual Credit Program provides an opportunity for qualified high school students to enroll in college-level courses. You can earn college credit and high school credit at the same time by taking EPCC college courses for dual credit at your high school campus. This experience can significantly increase your prospects for success and graduation from college and/or university and it's free!

About Early College High School

We are proud to collaborate with your Early College High School to provide you with the opportunity to experience challenging and high-quality college courses while completing your high school requirements. After completion of the two-year college degree you would have acquired the confidence to succeed academically at the four-year college or university of your choice.

EPCC Courses and Access to Programs

We welcome you to research EPCC's degree plans and the courses that are offered at the high school. The choice will benefit you as you continue to pursue a college degree. For steps on how to download EPCC's Degree Plans, visit www.epcc.edu/catalog.

EPCC offers pathways toward Associate of Arts, Associate of Science, Associate of Applied Science, and Certificates of Completion as described in the college catalog. Admission to these programs is based on college admission requirements and individual program policies as outlined in the catalog and throughout this handbook.

Section 2 - Information for Students

Student Eligibility

El Paso Community College offers you the opportunity to enroll in college courses for dual credit at various private, parochial, and regional high schools. There are certain criteria and requirements that you will need to meet in order to be able to take advantage of this opportunity.

Eligibility Criteria

1. As a condition of participating in the Dual Credit Program, your principal, you, and your parent/legal guardian must sign a Request for High School Early Admissions/Dual Credit Program Form (EA) available at www.epcc.edu/dualcredit authorizing EPCC to release assessment scores, grades, and academic progress reports to the high school.
2. You must complete the admissions process and take the EPCC placement test and/or provide EPCC approved additional test scores in math, reading and writing, as well as course specific placement test scores where applicable. You must also meet program specific requirements (e.g., immigration status, holds and placement testing issues). Students will be permitted to enroll only in college level courses for which they are eligible (as determined by the current EPCC course placement rules) and must meet all course prerequisites prior to being enrolled.
3. You must maintain a minimum Grade Point Average (GPA) of 2.0 to remain in the program.
4. If you are pursuing a Career and Technical Level One Certificate, you are exempt from TSI requirements for enrollment in courses under the certificate. If you are interested in this option, you should contact a Dual Credit counselor.

As an Early Admissions student, you are eligible to take additional college courses at night, on weekends and/or in the summer for college credit only. However, you would be responsible for paying tuition and purchasing your books. For more information, contact a Dual Credit Counselor. **Note:** Summer enrollment is considered one semester (check with your Dual Credit high school contact for summer class enrollment).

Application/Registration Requirements for Dual Credit

EPCC's Dual Credit Student Services Office works closely with each high school to ensure students meet all EPCC early admission requirements for Dual Credit. In collaboration with your high school, you will need to complete the following:

1. Fill out an Application for Admission at www.applytexas.org.

2. Fill out an Early Admissions Form and sign it. Have your parent or guardian and your high school principal sign it.
3. Have your school provide EPCC with an official copy of your current transcript reflecting eligible test scores. (If test scores are not posted, the high school must submit test scores).
4. Print and save a copy of the Letter of Acceptance to EPCC.
5. Take EPCC's PAAM and TSI placement test.
6. Attend a New Student Orientation (NSO).

Once all requirements are met, the Dual Credit Office will enroll you in the college course(s) according to the rosters submitted by your high school. Your first point of contact for any questions or concerns regarding your dual credit enrollment should be addressed to the high school administration or contact for resolution.

Note:

- You may take as many courses as permitted by law. Make sure that you enroll in courses that apply to your degree plan.
- College developmental level courses are not offered to dual credit students.
- Financial aid is not available while you are a high school student.

Once you submit your admission application to EPCC, you will receive your EPCC user ID Number, Username and EPCC e-mail address as part of your acceptance letter through the personal e-mail address you provided on the APPLYTEXAS application.

Make sure to check this email frequently. Here is a sample of what your email address will look like:

johndoe2@my.epcc.edu

Once you have your EPCC ID# and Username, go to my.epcc.edu

Use your email address (username @my.epcc.edu) and your EPCC password to log in.

For additional assistance, visit a campus Academic Computing Services (ACS) lab or call the Service Desk at (915) 831-6440.

Placement Testing/Test Scores for Placement

Prior to scheduling the Texas Success Initiative Assessment (TSI), you need to have completed the Pre-Assessment Activity Module (PAAM). It is an online module required by state law. You will not be allowed to take the TSI assessment until you have completed the PAAM. Go to www.epcc.edu and click on Prospective Students and then Placement Testing for additional information.

Family Educational Rights and Privacy Act (FERPA) of 1974

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy and accuracy of educational records. It affords students who are taking classes that earn college credit the following:

- The right to inspect and review their educational records maintained by the school;
- The right to request that the school correct errors in their educational records;
- The right to consent in writing to the disclosure of personally identifiable information from their educational record, except under certain permitted situations; and
- The right to file a complaint with the Family Policy Compliance Office (FPCO) regarding an alleged violation under FERPA.

It should be understood that these FERPA rights reside with the student - regardless of their age - in regards to Dual Credit and Early College High School classes where college credit is being earned.

FERPA does allow the release of Directory Information without prior written consent. At EPCC, Directory Information includes:

- Name (last name, first name, middle initial)
- Address (street address, city, state, zip code)
- Area code and phone number
- College e-mail address
- Age and birth year
- Major or program of study at EPCC
- Classification (freshman, sophomore)
- Enrollment status (full-time, part-time)
- Dates of attendance at EPCC
- Credit hours completed and in-progress at EPCC
- Degrees earned and dates of degrees at EPCC

Students currently enrolled at EPCC may request that all or part of their directory information be withheld from the public by filing a written request at the time of registration. Such a request will remain in effect until the student authorized its removal in writing. Release of any additional information pertaining to student records must be authorized in writing by the student, except as authorized under the law.

Admissions & Registration determines what constitutes an educational record, and what may be disclosed without prior written consent. However, it is best to assume that written consent is always required in order to release student information to a third-party.

Admissions & Registration will supply students with information related to their college records and refer those student requiring additional assistance to the proper college official or office. Admissions & Registration can be reached at (915) 831-2150. Please visit www.epcc.edu/catalog for additional information.

Rights of Individuals with Disabilities

The EPCC Center for Students with Disabilities (CSD) has offices at all five campuses: Mission del Paso, Northwest, Rio Grande, Transmountain and Valle Verde. The CSD provides students, regardless of disability, if qualified, an equal opportunity to complete their educational goals through the provision of accommodations based upon their individual disability.

If you are interested in taking college courses for dual credit in your high school or early college high school, it is important to understand that EPCC is guided by the Americans with Disability Act (ADA). The special education student in public school is under the Individuals with Disabilities Education Act or IDEA. There are differences in appropriate accommodations between these acts that need to be understood by faculty, students and parents. In a Dual Credit/ECHS class, the SPED student will be under the jurisdiction of the ADA, not IDEA. The ADA offers accommodations at the college level whereas IDEA requires modifications at the high school level.

Accommodations change *how* a student learns the material. A modification changes *what* a student is taught or expected to learn.

To receive department services, you must:

- Identify yourself as a person with a disability
- Schedule an appointment to see a CSD Counselor and bring documentation. Seeing a Counselor is required prior to taking the TSI and at the beginning of each college course if accommodations are needed. Accommodations are not retroactive.

If you qualify for IDEA or 504 and want to take college courses for dual credit in your comprehensive or early college high school, you will need to take the Texas Success Initiative (TSI) with college level accommodations.

To take the TSI with accommodations, you will need to:

- Make an appointment to meet with a Counselor at the CSD located at any of the EPCC campuses.
- Make arrangements with the high school TSI Coordinator to take the TSI with CSD Counselor approved accommodations.
- After passing the TSI, contact the CSD counselor each semester for appropriate class accommodations for any College class taken.

For further information and assistance, contact the CSD at (915) 831-2426 or visit www.epcc.edu/csd.

Specific Criteria for Home-Schooled Students

Home-Schooled students must provide documentation consisting of transcripts and curriculum indicating that the home high school course being replaced by the college course and the course is required for high school graduation. These documents must be submitted to a Dual Credit Counselor. For further information, call:

- Selestee Cardoza - (915) 831-3315
- René Chavez - (915) 831-2026
- Dianna Williams - (915) 831-2663

Student Responsibility

The instructor is available to answer questions about course materials or class policies. If you have any concerns about your performance in the course or are not sure of an assignment, you should speak with the instructor.

Student Expectations

As a Dual Credit student, you should remember that you are taking a college course in all aspects. You are expected to follow the same curriculum that is used for on-campus students and the responsibilities are the same. College courses sometimes deal with controversial issues or subject matter that high school courses may not address, which can provide new challenges for the Dual Credit student. Nonetheless, as a Dual Credit student you should be prepared and interact with the instructor as any on-campus college student. All college students should expect to invest at least double the time out of class as the time spent in class in reading, studying, and preparing for college course assignments. To be successful and to ensure completion in a one-hour class of instruction, you should spend two hours studying and completing class assignments daily.

You should pay careful attention to your instructor's system for assigning grades. Often the college grading system is different from the system that the high school uses. The instructor's grading system is covered in the course syllabus that you will receive during the first week of class. If you have questions or concerns in a Dual Credit course, it is your responsibility to ask the instructor what you need to do to improve and succeed in the class.

El Paso Community College has established a system of rights and responsibilities for students collectively known as the "Student Code of Conduct". It helps to explain students' rights, responsibilities, grievances, complain procedures, rules and regulations for general student behavior, discipline policies, and general guidelines that all students are expected to follow.

Visit www.epcc.edu/catalog for additional information.

Attendance Policy

While you are a student at EPCC, it is your primary responsibility to attend classes and complete the coursework to earn a grade. The instructor's attendance policy is covered in the course syllabus that students receive in the first week of class; it outlines the topics, test dates, assignments, grading criteria for the class, course objectives, instructor's office location, phone number and scheduled office hours so you can contact the instructor if you have any questions or concerns. In college, absences are handled differently than in high school. Student's absences due to illness or participation in a school function may be counted against students. Additionally, students should not expect to receive extra credit for attending class.

Visit www.epcc.edu/catalog for additional information.

Tutorial Assistance

As an EPCC Dual Credit Student, you have access to the same support services as any EPCC student. Several types of academic support are available and may be of help to you:

- Tutorial Support Services provides students with many resources including in-person tutoring, study-guide resources, and online tutoring.
www.epcc.edu/tutorialservices
- The Valle Verde and Rio Grande Writing Centers offer face-to-face and online tutoring to students taking English and other courses.
www.epcc.edu/WritingCenterValleVerde
- The Pre-testing, Retesting Program (PREP) can help you improve your college placement scores by providing computer assisted tutorials in Math, Reading, and Writing.
www.epcc.edu/OfficeofStudentSuccess/PREP

For general information about services, go to the EPCC website www.epcc.edu/tutorialservices. You are welcome to come to any on-campus tutoring center during scheduled hours.

Library Resources

While the resources of the high school library meet most of the research needs of Dual Credit students, you may access the EPCC system as well. Every EPCC student is given an ID number by the admissions/registrar office. You can use this to access the full resources of the EPCC library databases. You may also come in during regular library business hours to any of the EPCC campuses. EPCC is an institution of higher education and the college library provides materials that support and supplement the educational process; no effort is made to either censor or filter any materials from its collections.

College Transcripts

The college credits you receive for successfully completing a college course for Dual Credit will always be part of your permanent college record. Whether it is now or later in life, this credit will be useful to you as you continue with your educational endeavors.

Withdrawing/Dropping a Course

Dual Credit Students must contact the designated high school Dual Credit contact before withdrawing from a college class. This action will ensure high school graduation requirements can still be met.

Students may drop a college course and return to a regular high school course at any time before the EPCC final drop date. It is the responsibility of the student to verify with the EPCC academic counselor that he/she has been officially withdrawn/dropped from a course. Students can find the final drop date on the syllabus, EPCC website, and/or through the designated high school contact.

If the high school drops a student from a course BEFORE the census date (see section 4 for definition) the course will not appear on the college transcript. If a student drops a course AFTER the census date, on or before the “last day to withdraw”, the course is recorded on the transcript with an assigned grade of “W”.

Financial Aid

Students participating in the Dual Credit Program at EPCC must have completed at least 67% of the courses taken with at least a 2.0 cumulative grade point average (equivalent to a “C” grade). Courses finished with a grade of F, W, or I are not counted as completed. Students who do not meet the above criteria are placed on Financial Aid Suspension which may jeopardize Financial Aid eligibility at EPCC after high school.

Visit www.epcc.edu/catalog “Financial Aid/Dual Credit” for additional information.

Student Academic Issues

The EPCC Counselor’s role is to support and guide students in the comprehensive or early college high schools. However, if you have a concern with the Dual Credit or College instructor, you should talk to the instructor first to see if a solution can be found. If you still have a concern, EPCC encourages you to contact the EPCC discipline coordinator managing the course, or the Instructional Dean who supervises the dual credit instructor.

Section 3 - Definitions

Census Date - official date used by EPCC as a cutoff to certify class enrollment on the certified roster. High Schools offering Dual Credit must follow the Census Date noted in the Calendar Guide. The date varies depending on the length of the semester. EPCC's Census Date is the 12th day of class from the start of a regular 16-week semester. Note: "day of class" means the first official day the college is open and conducting classes.

Course Syllabus - it is a detailed description of each instructor's specific course requirements. It includes assignments, grading criteria, text(s) and materials, classroom policies for attendance, drops, late work, re-writes, make up work and a detailed course calendar.

Dean - the College official in charge of a division of studies to include the students and faculty. Each comprehensive or early college high school college is assigned to a campus where a dean oversees all administrative matters.

Dual Credit Program - a cooperative partnership between school districts and EPCC enabling high school students to earn college credits while completing the requirements for a high school graduation.

Dual Credit Student - a high school student who meets the eligibility requirements for the Dual Credit Program and enrolls in an EPCC approved course. Upon successful completion of the course, the student will earn credit for high school and college.

Early Admissions - attendance of high school students in college courses prior to graduation from high school or home school. Early admissions students receive college-level academic credit transcribed to their EPCC transcript.

Instructor - a full or part time faculty member who meets the credentialing requirements of the Southern Association of College and Schools Commission on Colleges (SACSCOC) which accredits EPCC.

On-Line Courses - entirely over the Internet taught by a credentialed college instructor. The high school provides computer access for students to participate in an online course with a high school facilitator present.

On-Site Courses - classes offered at the student's home high school campus.

Student Code of Conduct - a system of rights and responsibilities for EPCC students. Visit www.epcc.edu/currentstudents for additional information.

Section 4 - Resources and Services

As a student enrolled in college courses for Dual Credit, you have access to additional EPCC resources that are available to all EPCC college students. Below are some of the resources available at the five full-service campuses, strategically located throughout the El Paso area. These resources will help you complete your courses successfully. Visit www.epcc.edu/campusresources for additional information.

Banner System - Allows students to access and manage online information such as looking up classes, registration, schedules, grades, and transcript.

- To access the Banner System, go to www.epcc.edu, click on Current Student, and then MyEPCC in the drop-down menu.
- Logon to my.epcc.com with your EPCC username and password. Choose the Web Banner link.

Blackboard - The Blackboard Learning Management System is the online course delivery portal.

- Visit the Distance Learning Support Services Homepage at www.epcc.edu/DistanceLearning/Pages/CurrentStudents.aspx

Bookstore - There are EPCC Bookstores located at all five EPCC campuses.

- Visit epcc.bncollege.com for general and contact information

Campus Life - You can receive a college picture ID card and have the opportunity to participate in an active EPCC campus life through a variety of group activities made available through Campus Life.

- Visit the Campus Life Homepage at: www.epcc.edu/campuslife for more information about Campus Life opportunities.

Career and Transfer Services Center - This center assists currently enrolled students with career planning, job placement, cooperative education, and transfer services.

- Visit the Career Services Homepage at: www.epcc.edu/CareerServices

Center for Students with Disabilities - This center provides students, regardless of disability, if qualified, an equal opportunity to complete their educational goal through the provision of accommodations based upon their individual disability.

- Visit the CSD Homepage at: www.epcc.edu/CSD

EPCC E-Mail (my.epcc.edu) - my.epcc.edu is the student portal system at EPCC.

- You can access MyEPCC by going to www.epcc.edu and clicking on Current Students and selecting MyEPCC from the drop-down menu.

Honors Program - This program provides an avenue for challenging academic opportunities and is open to all students enrolled in college level courses.

- Visit the Honors Program Homepage at: www.epcc.edu/HonorsProgram

Libraries - There are EPCC Libraries at all five campuses. They provide instruction service, access to information, and materials that enhance academic growth, and personal enrichment.

- Visit the EPCC Libraries Homepage at: www.epcc.edu/library

Testing Services - EPCC Testing Services provides new and currently enrolled students with a wide range of testing services.

- Visit the Testing Services Homepage at: www.epcc.edu/TestingServices

Tutorial Services - Tutorial Services provides a variety of tutoring programs and services to help you succeed in your classes.

- Visit the Tutorial Services Homepage at: www.epcc.edu/tutorialservices

Online Catalog

Go to www.epcc.edu, click on Catalog/Schedules, and select the EPCC Catalog for your current year. Use arrow keys to navigate through the catalog.

Download your Grades

Log on to myEPCC and click on the Web Banner. Select Student and Financial Aid, Click on Student Records, Click on Final Grades, select a term and click the “SUBMIT” button.

Print a transcript request form online for official transcripts (to be sent to other colleges/universities).

Go to www.epcc.edu, click Admission/Registration (from the left side of the screen), scroll down the right of the screen and click: EPCC Official Transcript Request (PDF). Note: this request is to have your EPCC transcript sent to another institution. The EPCC fax number is in the upper right side of the form.

Download your Unofficial Transcripts

Log on to myEPCC and click on the Web Banner. Click on Students and Financial Aid, Click on Student Records, Click on Academic Transcripts, click on Transcripts Level as “Credit”, click on Transcripts type as “Unofficial”, click “SUBMIT” and your transcripts will appear.

Texas Common Course Numbering System (TCCNS.org)

Once you log on to the www.TCCNS.org website, click on “Check courses compatibility”, click on “Compare institutions”, the words select institution will appear with two boxes, from first box click the arrow key - scroll down- and click on EPCC, from the second box click on the arrow key scroll down and click on the institution of your choice for transferability information, click on the work “SEARCH” - the credit courses will appear for both institutions. Example: scroll down the EPCC side of screen to ENGL 1301; if the other school has an English course listed to the right of the English class then it will transfer as that course. If the other institution doesn’t have a course listed the English will not transfer. Look for The University of Texas at El Paso (UTEP). You will see that the course transfers as RWS 1301.

Obtain Your Degree Plan Online

www.epcc.edu, click on counseling-degree programs

Download your Degree Evaluation

www.epcc.edu, click on Counseling-Steps for Degree Analysis

Steps to Degree Evaluation

Please follow the steps below to see your degree completion. Every class that you have completed will have a “Y” next to it (and if you currently enrolled in the course ether will be an “R” on the right side). All courses that you have not completed or have registered into will have an “N”. The courses with an “N” are the classes that you still need to complete your degree. Please see a counselor if you have any questions.

1. Go to Web Banner through myEPCC
2. Click on Student and Financial Aid
3. Click on Student Records
4. Click on My Degree Analysis
5. Select Current term, press Submit
6. Click on What-if Analysis
7. Select term current term press continue
8. Select program you’re interested in completing, press Continue
9. Under First Major, select program in dropdown box, press submit
10. Press Generate Request.

Answers to Frequently Asked Dual Credit Questions -

www.epcc.edu/dualcredit. Click on FAQ’s.

Section 5 - Contact Information

College Mailing Address

P.O. Box 20500, El Paso, TX 79998

Phone, Office of the Dean, Dual Credit and Early College High Schools

915-831-6677

Helpful Phone Numbers

Admissions/Registration	(915) 831-2150
Campus Life	(915) 831-2636
Career and Transfer Services	(915) 831- 2636
Center for Students with Disabilities	(915) 831-2426
Distance Education/Blackboard	(915) 831-3111
BlackBoard Help Desk 24/7.....	(888) 296-0863
Dual Credit/ECHS Fax	(915) 831-2415
IT Service Desk	(915) 831-6440
Testing Services.....	(915) 831-2816

For further Dual Credit related departments, numbers and email addresses, visit our website www.epcc.edu/dualcredit.