



EL PASO COMMUNITY COLLEGE

Dual Credit Program

New Student Orientation 2024-2025

To access our pre-recorded New Student Orientation , please click here: <https://forms.office.com/r/QYAiKcZN5t>

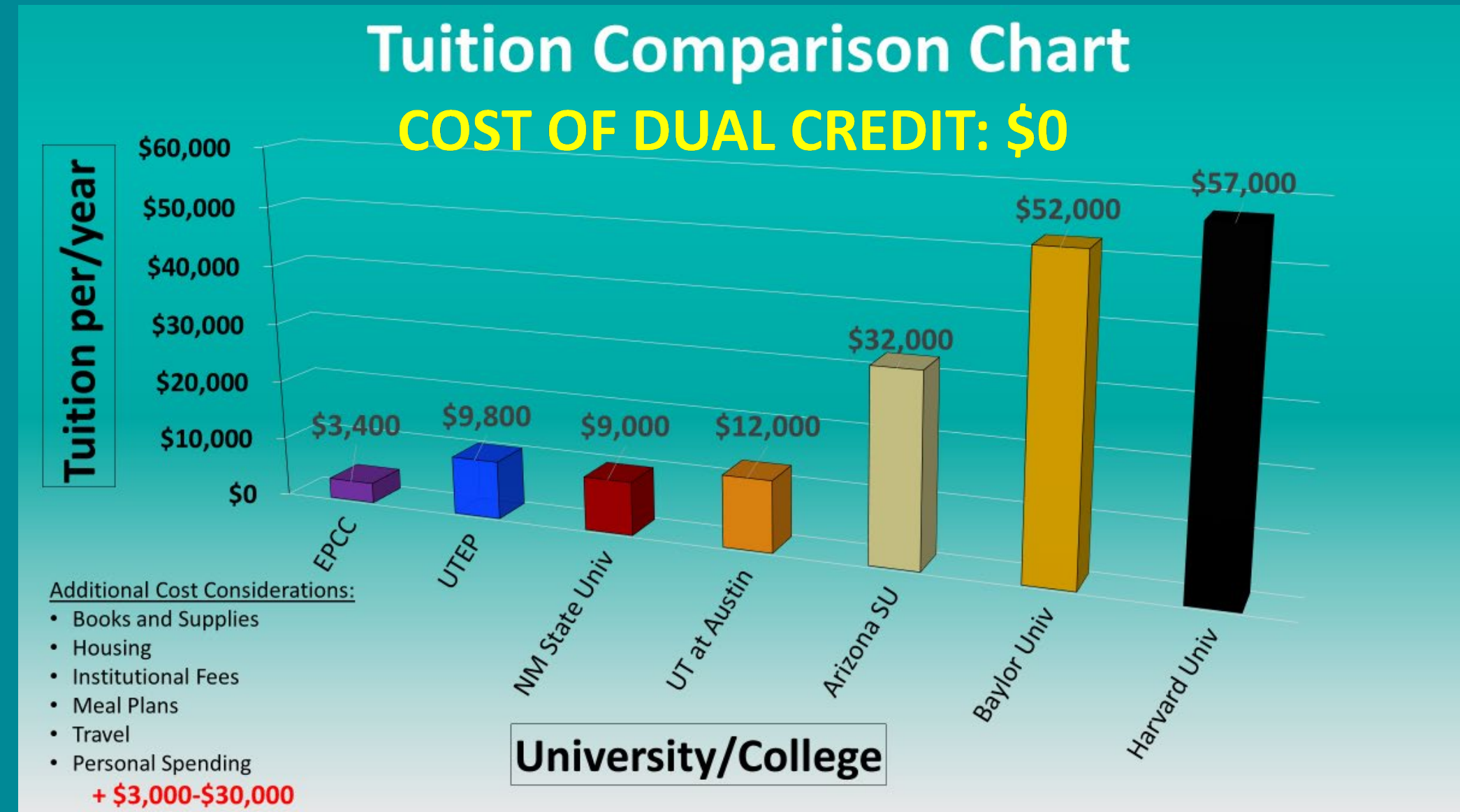


The Best Place to Start *and Finish!*

EPCC.EDU

WHAT IS DUAL CREDIT?

- Dual Credit allows qualified students to obtain both college and high school credit, no additional courses are needed.
- Courses offered/taught at the high school by an EPCC certified teacher or an online EPCC instructor with a high school facilitator.
- Dual Credit courses will save you time, money, and get you prepared for college life!



QUALIFYING STANDARDS

TSIA 2

**TEXAS SUCCESS
INITIATIVE
ASSESSMENT V2**

*** MUST COMPLETE PAAM (PRE-
ASSESSMENT ACTIVITY MODULE)**

SAT

**SCHOLASTIC
APTITUDE
TEST**

ACT

**AMERICAN
COLLEGE
TESTING**

OPPORTUNITIES TO QUALIFY FOR DUAL CREDIT

*TESTING DATES MAY VARY FROM SCHOOL TO SCHOOL

**EPCC OFFERS TSIA2 TESTING YEAR ROUND

EPCC CORE CURRICULUM

EPCC CORE COMPONENTS	DUAL CREDIT OPTION(S)	HIGH SCHOOL CLASS(ES)
COMMUNICATION	ENGL 1301, SPCH 1321	ENGLISH 3, SPEECH
MATHEMATICS	MATH 1314, MATH 1324	MATH
LIFE AND PHYSICAL SCIENCES	BIOL 1306/1307, CHEM 1306/1307, PHYS 1301/1302	BIOLOGY, CHEMISTRY, PHYSICS
LANGUAGE, PHILOSOPHY, AND CULTURE	ENGL 2322	ENGLISH 4
CREATIVE ARTS	ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, MUSI 1310	FINE ARTS (ART, FILM, DANCE, THEATER, MUSIC)
HISTORY	HIST 1301/ HIST 1302	UNITED STATES HISTORY
GOVERNMENT/POLITICAL SCIENCE	GOVT 2305/ GOVT 2306	GOVERNMENT
SOCIAL AND BEHAVIORAL SCIENCES	SOCI 1301, PSYC 2301, ECON 2301, ECON 2302	SOCIOLOGY, PSYCHOLOGY, ECONOMICS
COMPONENT AREA OPTION	ENGL 1302, EDUC 1300	ENGLISH 3, COLLEGE READINESS ELECTIVE

- DUAL CREDIT CAN POTENTIALLY EARN 42 COLLEGE CREDIT HOURS
 - CHECK WITH HS COUNSELOR FOR COURSE OPTIONS

STUDENT EXPECTATIONS

- You are responsible for completing and submitting all assignments , and being prepared for your class (reading, studying, and conducting research).
- Whether your class is in -person or online , you are responsible for all work on assigned due dates by the college instructor. You must follow the course syllabus.
- For in-person courses, y ou are responsible for attending all college courses and arriving on time.
- For online courses, you are responsible for regularly logging into your Blackboard account and staying on top of your EPCC Email.

EPCC CATALOG



The EPCC Catalog is an important resource that contains all of the information pertaining to EPCC.

- FERPA- Family Educational Rights And Privacy Act (1974)
- Student Code of Conduct
- Services for Students
- Academic Policies
- Degree Programs for Associate of Arts, Associate of Applied Sciences, and Certificates

STUDENTS' RIGHTS RESPONSIBILITIES

- As a student at EPCC, you have certain rights, such as the freedom to pursue educational goals, privacy and confidentiality of student records, and due process to address Academic/Non -Academic concerns:
- The process to appeal your grade as established in the Student Code of Conduct
 - Student Grade Appeals (45 days after final grade is posted)
- Equal Education Opportunity:
 - Discrimination
 - Please speak with EPCC Counselor

El Paso Community College Syllabus
Instructor's Course Requirements (Part One)
Spring 2024 Online Format

Course Information:

SPCH 1321: Organizational and Professional Communication

Professor Name

Office: VV Campus

Phone Number

Email Address

Student Hours (aka Office Hours)

Face to Face: MTWThF 8 - 10 a.m.

MWF 1 - 2 p.m.

Virtual: Thurs 6 - 8 p.m. (Teams)

*Virtual: I will be logged on and connected to Teams during my office hours to answer questions or discuss the course. I know that not all students are available at those hours if you see my status set to "available" (green checkmark) on Teams when it is not my office hours feel free to send me a chat message in Teams and I may communicate with you via the chat function as well.

Earn extra credit for attending student hours!

Text and Materials

Introduction to Business and Professional Communication, Open Educational Resource (OER) textbook and materials.

LINK: <https://oertx.higered.texas.gov/courseware/lesson/444/student/245>

There is no need to purchase an additional text.

Access to the materials can be found on Blackboard.

Course Requirements

Grading Scale: Total Points = 1000 points

Grades: A=900-1000 B=800-899 C=700-799 D=600-699 F=599-0

Assignments:

Your grade will be determined by your performance on the following assignments. Additionally, rubrics will be reviewed for every major assignment. The rubrics will be available for you on Blackboard:

Assignments		Points
Speech 1/Outline (Pitch or Elevator Speech)	Speech - 75 Outline - 25	100
Interview Packet	Resume - 100 Cover Letter - 50	150
Company Research Project		150
Group Business Project		200
Online Participation Assignments/Exams	Participation - 220 Exams/Quizzes - 180	400

Online Participation Assignments/ Exams: As a student in this class, you will be required to participate in class discussions online as well as in-class assignments and exams relevant to the course textbook and class presentations.

Late Assignments: Students are expected to submit assignments by their deadline. Students who make up a speech with an unexcused absence, including failure to check in to Blackboard, and complete assignments by the deadline will receive a 50-point deduction for the assignment per day. If the student has an excused absence and plans to submit their work on another date, no points will be docked. The instructor will determine what constitutes an excused absence on a case-by-case basis.

Online assignments must be submitted by the deadline posted, and quizzes/exams will not be reopened. Late assignments will not be accepted.

Not submitting an assignment by the time indicated on the due date will result in a zero (0).

Academic Dishonesty: Cheating/Plagiarism - Plagiarism consists of submitting someone else's work under your name and not giving credit where credit is due. Cheating is obtaining information from someone other than the instructor during an exam, or on other assignments, or having someone else complete your assignments. In the case of take-home exams, collaboration between students is not considered cheating. The student code of conduct addresses these issues. The instructor will deal

ACADEMIC STANDING

Academic Standing is generated every semester after final grades are posted.

The form is titled "Academic Progress Report Dual Credit/ECHS" and includes a "RESET" button in the top right corner. It features the El Paso Community College logo in the top left. The form contains several input fields: "Student Name:", "ID #", "High School", "GRADE LEVEL", "Current Grade", "Instructor:", "Course:", and "CRN:". Below these fields, there is a section for the instructor to fill out, including radio buttons for "Online:" (Face to face), "RECOMMENDING TO DROP THE COURSE" (Yes/No), "# Of Absences", "CURRENT GRADE OF STUDENT:" (A/B/C/D/F), and "Blackboard (login): SELECT". A warning box states: "**STUDENT'S CURRENT GRADE CAN BE AFFECTED BY UNGRADED ASSIGNMENTS, TESTS, QUIZZES OR MAJOR PROJECTS PENDING. PLEASE MAKE SURE TO GIVE DETAILED INFORMATION IN THE COMMENT SECTION." Below this, there are radio buttons for "OVERALL PROGRESS:" (Satisfactory/Unsatisfactory) and a large text area for "COMMENTS/NOTES:". At the bottom, there are fields for "Instructor Signature" and "Date".

- 2.0 GPA and above= **Good Standing**
- Can continue to enroll in courses
- Below 2.0 GPA = **Academic Probation**
- Re-enrollment for the following semester should continue in order for student to improve GPA.
- GPA continues to be below 2.0 = **Academic Suspension**
- Re-enrollment for the following semester will be taken into consideration by the EPCC Counselor (May be required to sit out a semester).
- Must fill out Academic Progress Report
- *Seniors graduating under probation or suspension, may affect Financial Aid.

EPCC Academic Calendar 2024-2025

FALL SEMESTER 2024

April 2 – August 9..... Online Registration/All Fall Sessions
August 9 Payment Deadline for Online Registration
August 10 – 25..... LATE Online REGISTRATION*
August 19 – 23..... Faculty Development
August 26..... CLASSES BEGIN
August 25 – October 20..... (Late Registration continues for Late Start Classes and for Fall MMII. Registration must be completed and payment arrangements made prior to the 1st day of class.)
August 30 Last Day to Submit Notification of Intent to be Absent for Observation of Religious Holy Days
September 2..... Institutional Holiday (No Classes)
September 11..... Census Date
September 19..... Professional & Organizational Development Day**
September 20..... Last Day to DROP with a “W” (1st Minimester)
October 11..... Payment deadline for MMII
October 21..... 2nd Minimester Begins
November 11..... Institutional Holiday
November 12..... Classes Resume
November 15..... Last Day to DROP with a “W” (Fall Semester, 2nd Minimester and Late Start)
November 28 – 29..... Institutional Holiday (No Classes)
November 30..... (Saturday) Classes Resume
December 9 –13..... FINALS
December 13..... Commencement
December 18..... Grades Available Online Only
December 16 – January 20, 2025..... Student Winter Break
December 23 – January 5, 2025..... Staff Winter Break

SPRING SEMESTER 2025

September 30 – January 10..... Online Registration/All Spring Sessions
January 10..... Payment Deadline for Online Registration
January 11 – 20..... LATE Online REGISTRATION*
January 13 – 17..... Faculty Development
January 20..... Institutional Holiday (No Classes)
January 21..... CLASSES BEGIN
January 11 – March 23..... (Late Registration Continues for Late Start Classes and for Fall MMII. Registration must be completed and payment arrangements made prior to the 1st day of class.)
January 24 Last Day to Submit Notification of Intent to be Absent for Observation of Religious Holy Days
February 5 Census Date
February 6..... Professional and Organizational Development Day***
February 14..... Last Day to DROP with a “W” (1st Minimester)
March 10 – 14 Institutional Holiday (Spring Break)
March 21..... Payment Deadline for MMII
March 24..... 2nd Minimester Begins
March 31..... Institutional Holiday (No Classes)
April 17..... Last Day to DROP with a “W” (Spring Semester, 2nd Minimester and Late Start)
April 18 Institutional Holiday (No Classes)
May 12 – 16..... FINALS
May 16..... Commencement
May 21..... Grades Available Online Only

SUMMER 2025 (5 weeks)

March 3 – May 23..... Online Registration/All Summer Sessions
May 23 Payment Deadline for Online Registration
May 24 – June 8..... LATE Online REGISTRATION*
May 26..... Institutional Holiday (No Classes)
June 9..... CLASSES BEGIN
June 12..... Census Date
June 13 Last Day to Submit Notification of Intent to be Absent For Observation of Religious Holy Days
June 25..... Last Day to DROP with a “W”
July 4..... Institutional Holiday (No Classes)
July 5..... Classes Resume
July 10-11..... FINALS
July 16..... Grades Available Online Only

JUMP START 2025 (5 weeks)

March 3 – June 6 Online Registration
June 6..... Payment Deadline for Online Registration Only if enrolled in this term. If you have various terms of enrollment that include Summer I and any other summer term, the payment deadline remains May 23^d.
June 7 – June 15..... LATE Online REGISTRATION*
June 16..... CLASSES BEGIN
June 19..... Census Date
June 20 Last Day to Submit Notification of Intent to be Absent For Observation of Religious Holy Days
July 2..... Last Day to DROP with a “W”
July 4..... Institutional Holiday (No Classes)
July 5..... Classes Resume
July 17-18..... FINALS
July 23 Grades Available Online Only

SUMMER II 2025 (5 weeks)

March 3 – July 3..... Online Registration
July 3 Payment Deadline for Online Registration Only if enrolled in this term. If you have various terms of enrollment that include Summer I and any other summer term, the payment deadline remains May 23^d.
July 4 – July 13..... LATE Online REGISTRATION*
July 14..... CLASSES BEGIN
July 17..... Census Date
July 18 Last Day to Submit Notification of Intent to be Absent For Observation of Religious Holy Days
July 30..... Last Day to DROP with a “W”
August 14 – 15..... FINALS
August 20..... Grades Available Online Only

SUMMER 2025 (10 weeks)

March 3 – May 23..... Online Registration
May 23 Payment Deadline for Online Registration
May 24 – June 8..... LATE Online REGISTRATION*
May 26..... Institutional Holiday (No Classes)
June 9..... CLASSES BEGIN
June 13 Last Day to Submit Notification of Intent to be Absent For Observation of Religious Holy Days
June 17..... Census Date
July 4..... Institutional Holiday (No Classes)
July 5..... Classes Resume
July 18..... Last Day to DROP with a “W”
August 14 – 15..... FINALS
August 20..... Grades Available Online Only

ACADEMIC CALENDAR

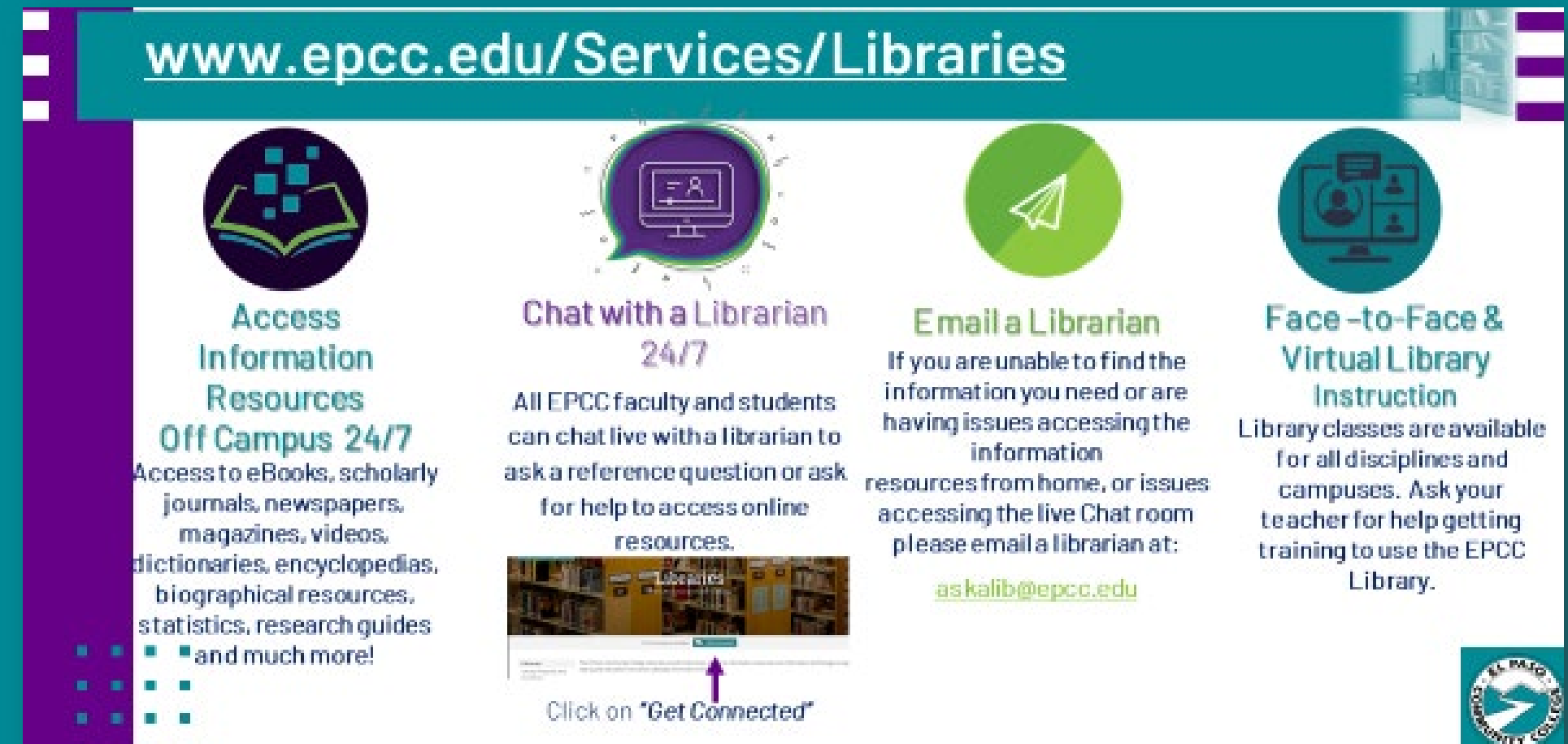
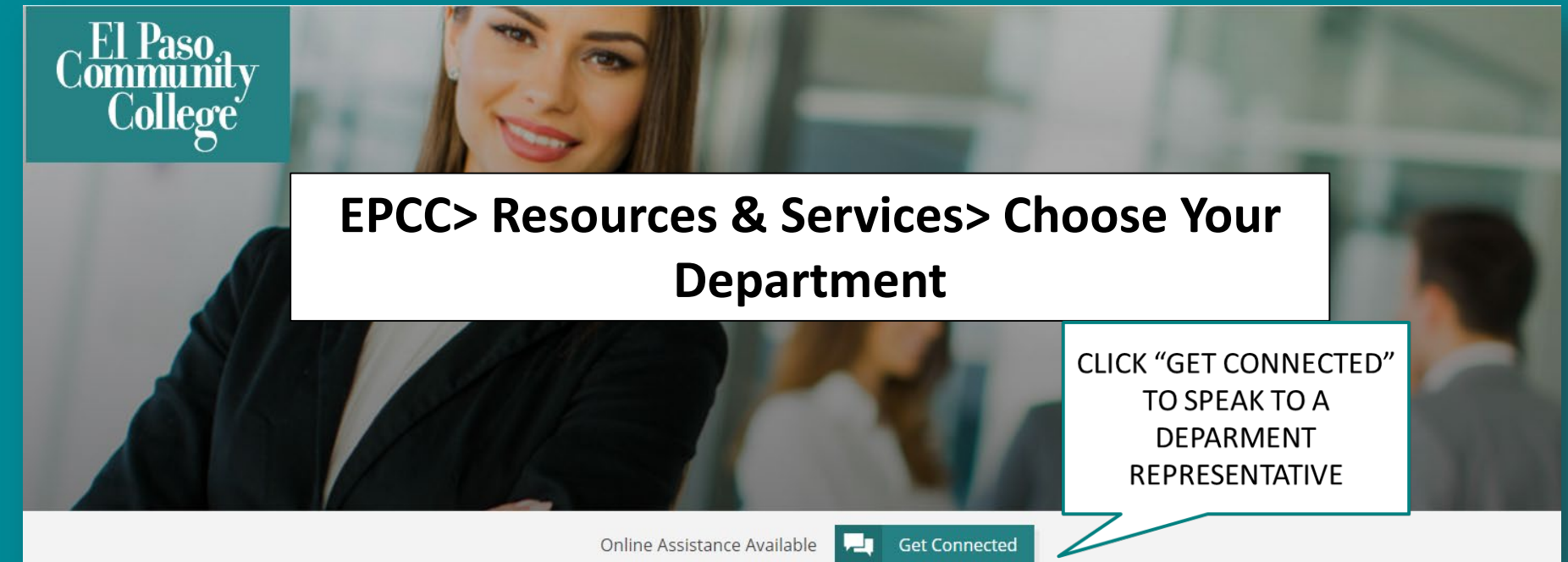
- Semester Start/End Dates
- Institutional Holidays
 - Fall/Spring Intercession
 - Thanksgiving Break
- Finals grades available online
- Withdrawal (Drop) Dates – Every Semester
 - Last day to withdraw with a “W” on transcript
- Fall 2024 November 13th

*Payment Deadline is 5:00 pm on the day of registration. If registration is completed online after hours, payment must be made by the next business day.
**Only Evening Classes will meet as scheduled. All Administrative and Student Support Services Offices will be closed. (All College staff and faculty report to work for training).
***All classes will meet as scheduled. (Administrative and Student Support Services Offices will be closed for training).

EPCC RESOURCES AND DEPARTMENTS

VIRTUALLY AND IN -PERSON

- Self-Service Banner
- Campus Life (ID's in -person)
- Career and Transfer Services
- Center for Students w/Disabilities
- Tutoring/Writing Center
- Counselors/Advisors
- Library



WWW.EPCC.EDU/ACADEMICS/DUALCREDIT



El Paso
Community
College

El Paso Community College Dual Credit Early College High School Handbook

The Best Place to Start *and Finish!*

El Paso
Community
College

Dual Credit

EPCC > Academics > Dual Credit

CONNECT WITH US
THROUGH OUR DUAL
CREDIT HOMEPAGE!

Online Assistance Available

Get Connected

LEARN MORE ABOUT US!
STUDENT/PARENT
HANDBOOK AVAILABLE!

Our Dual Credit Advisors are here to serve you, live, in a virtual environment.

For any Non-Advising Dual Credit questions please send an email to dualcredit@epcc.edu.

For an appointment to speak with one of our Dual Credit Counselors, please send an email to dualcredit@epcc.edu using the subject line "Counseling Appointment".

Online Hours

Monday	9:00 AM - 3:00 PM
Tuesday	9:00 AM - 3:00 PM
Wednesday	9:00 AM - 3:00 PM
Thursday	9:00 AM - 3:00 PM
Friday	9:00 AM - 3:00 PM



Connect Now

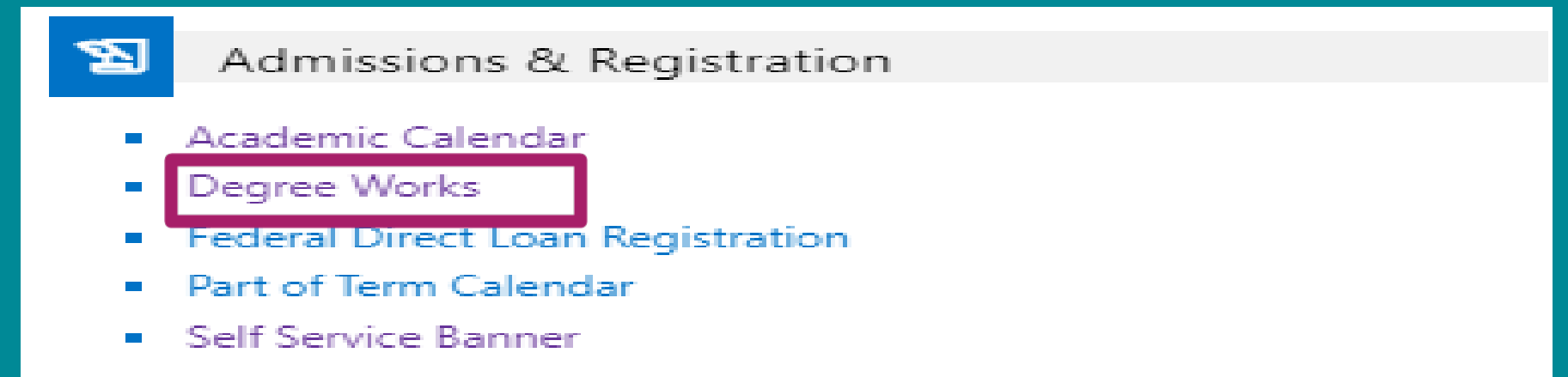
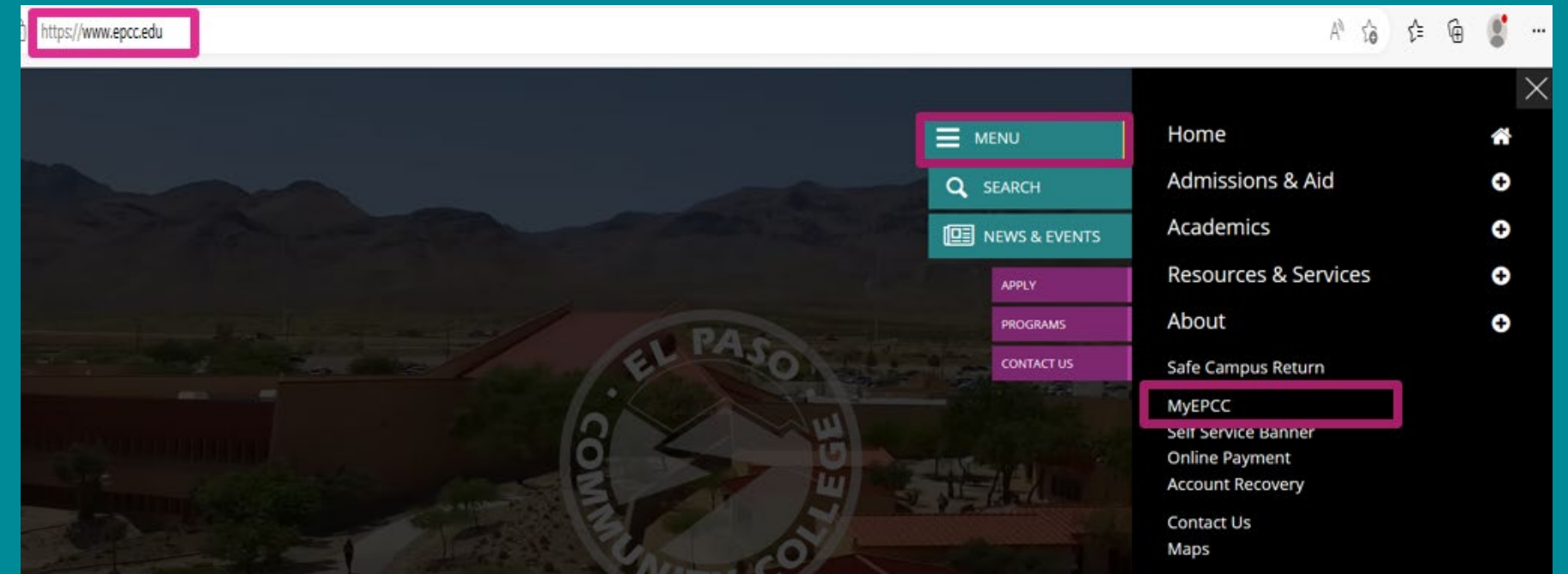


Share

CLICK GET CONNECTED
TO SPEAK WITH A
COUNSELOR/ADVISOR!
OPEN M-F

DEGREE WORKS

- Go to www.epcc.edu
- Click “Menu” and click “ MyEPCC ”
- Login with your EPCC credentials
- Click “Services”
- Under “Admissions & Registration” click “Degree Works”
- Click “Degree Works Audit”
- "What If" feature shows if you change majors, what courses apply to your new major



What is Degree Works?

Degree Works is a web-based, degree-auditing and tracking tool that enables students and advisors to evaluate academic progress towards graduation in accordance to college and academic program requirements as they are outlined in the Catalog. This tool will allow students to quickly and easily identify which requirements have been satisfied, and which requirements are outstanding. Degree Works will replace the previous degree audit system (CAPP).

In addition, Degree Works can be used to perform a "what if" analysis to determine how current coursework and coursework in a student's academic history would be used if a different academic or career and technical program were selected.

[Degree Works Audit](#)

Core

INCOMPLETE

Student Class Level

Undergraduate

Classification

Freshmen

Credits required: 42

Credits applied: 12

Major

Multidisciplinary Studies (AAMS)-AA

Reading

Reading: CR - College Ready

Writing

Writing: CR - College Ready

Math

Math: CR - College Ready

College Ready

Overall: CR - College Ready

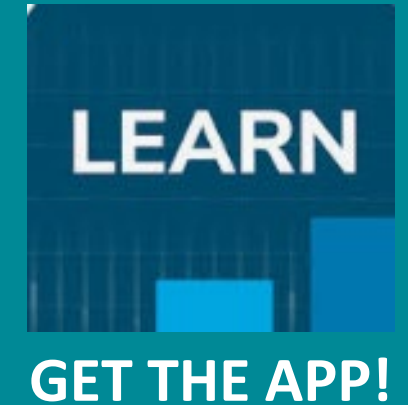
Academic Standing

Good Standing

<div></div> Composition I	Still needed:	1 Course in ENGL 1301 <div></div>
<div></div> Public Speaking or Business & Professional Communication	Still needed:	1 Course in SPCH 1315 <div></div> or 1321 <div></div>
<div></div> Mathematics	Still needed:	1 Course in MATH 1314 <div></div> or 1324 <div></div> or 1332 <div></div> or 1342 <div></div> or 2314 <div></div> or 2412 <div></div> or 2413 <div></div>
<div></div> Life and Physical Sciences Electives	Still needed:	6 Credits in ASTR 1303 <div></div> or 1304 <div></div> or BIOL 1306 <div></div> or 1307 <div></div> or 1308 <div></div> or 1309 <div></div> or 2401 <div></div> with term > 202110 or 2402 <div></div> with term > 202110 or 2404 <div></div> with term > 202110 or CHEM 1306 <div></div> or 1307 <div></div> or 1311 <div></div> or 1312 <div></div> or GEOL 1301 <div></div> or 1302 <div></div> or 1303 <div></div> or 1304 <div></div> or PHYS 1301 <div></div> or 1302 <div></div> or 1315 <div></div> or 2325 <div></div> or 2326 <div></div>
<div></div> Language, Philosophy, and Culture	Still needed:	1 Course in ARCH 1301 <div></div> or ARTS 1303 <div></div> or 1304 <div></div> or COMM 1307 <div></div> or ENGL 2322 <div></div> or 2323 <div></div> or 2332 <div></div> or 2333 <div></div> or 2341 <div></div> with term > 202210 or 2351 <div></div> or HIST 2321 <div></div> or 2322 <div></div> or PHIL 1301 <div></div> or 2303 <div></div> or 2306 <div></div> or SPAN 2311 <div></div> or 2313 or 2315 <div></div>
<div></div> Creative Arts	Still needed:	1 Course in ARTS 1301 <div></div> or COMM 2366 <div></div> or DANC 2303 <div></div> or DRAM 1310 <div></div> or MUSI 1306 <div></div> or 1310 <div></div>
<div></div> United States History I	HIST 1301	UNITED STATES HISTORY I (CF)A3Fall 2020
<div></div> United States History II	HIST 1302	UNITED STATES HISTORY II (CF)B3Spring 2021
<div></div> Federal Government (Federal Constitution & Topics)	GOVT 2305	FEDERAL GOVERNMENT (CF)C3Spring 2022

BLACKBOARD

- EPCC login credentials - **EPCC Account Recovery**
 - Username, forgot password, change password
 - EPCC IT Dept (915) 831 -6440
- BB courses viewable the day before first day of class
- BB closes midnight of the last day of class
 - Take pictures/print final grades
- When students upload assignments into BB, a timestamped receipt is generated and emailed to the students' EPCC account
- Check BB everyday for messages, announcements, and updates from your instructor
- Instructors will view how frequently students login to BB
- Having trouble with BB?
 - Distance Learning Support Services - (915) 831 -3111
 - Blackboard Help Desk - Open 24/7 - (888) 296 -0863





CONTACT US

Diana Medina

Dual Credit/ECHS Counseling Coordinator
dcampos5@epcc.edu

Seleste Cardoza -Comer

Dual Credit/ECHS Counselor
scardoz7@epcc.edu

Kathryn Guerra

Dual Credit/ECHS Academic Advisor
kguerra3@epcc.edu

Eduardo Flores

Dual Credit/ECHS Counselor
eflor174@epcc.edu

Laura Simental -Medrano

Dual Credit/ECHS Academic Advisor
lsimenta@epcc.edu

Dr. Celina U. Gomez

Dual Credit/ECHS Counselor
curanga2@epcc.edu

Marisel Yanez

Dual Credit/ECHS Counselor
myanez24@epcc.edu



JOIN THE APP & STAY UP TO DATE!

