**Fort McIntosh**

<table>
<thead>
<tr>
<th>STUDENT SERVICES OFFICES (see locator map below)</th>
<th><strong>Lerma-Peña Building</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Office of the Registrar and Admissions</td>
<td>Rm. 116</td>
</tr>
<tr>
<td>2. International Students Services</td>
<td>Rm. 116</td>
</tr>
<tr>
<td>3. Financial Aid Center</td>
<td>Rm. 143</td>
</tr>
<tr>
<td>4. Bursar</td>
<td>Rm. 101</td>
</tr>
<tr>
<td>5. Dual Enrollment &amp; Recruitment Center</td>
<td>Rm. 160</td>
</tr>
<tr>
<td>6. Veterans Affairs Center</td>
<td>Rm. 131</td>
</tr>
<tr>
<td>7. Student Success Center</td>
<td>Rm. 201</td>
</tr>
<tr>
<td>8. Assessment Center</td>
<td>Rm. 227</td>
</tr>
<tr>
<td>Special Services Center</td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td></td>
</tr>
<tr>
<td>Continuing Education</td>
<td></td>
</tr>
</tbody>
</table>

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**Payment Options/Refund Policy** ......................... 9
**Fort McIntosh Department Directory** .................. 10
**Fort McIntosh Map** ........................................ 11
**South Campus Department Directory** .................... 12
**South Campus Map** ........................................ 13

<table>
<thead>
<tr>
<th>South Campus</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STUDENT SERVICES OFFICES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Billy Hall Student Center</strong></td>
</tr>
<tr>
<td>Office of the Registrar and Admissions</td>
</tr>
<tr>
<td>International Students Services</td>
</tr>
<tr>
<td>Bursar</td>
</tr>
<tr>
<td>Student Success Center</td>
</tr>
<tr>
<td>Financial Aid Center</td>
</tr>
<tr>
<td>Assessment Center</td>
</tr>
<tr>
<td>Bookstore (Zaffirini Library)</td>
</tr>
<tr>
<td>Veterans Affairs Center</td>
</tr>
</tbody>
</table>

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- Payment Options/Refund Policy ......................... 9
- Fort McIntosh Department Directory .................. 10
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Advising Begins
- For Certificate and/or Associate of Applied Science programs
  At workforce departments by appointment (See page 6 for locations)
- For Associate of Arts or Science programs
  At Student Success Center on walk-in basis only
  Fort McIntosh and South Campuses
  Monday - Thursday • 8 am to 6 pm
  Friday • 8 am to 12 pm

Registration Opens
- In person at the Office of the Registrar & Admissions or via PASPort
  Fort McIntosh and South Campuses
  Monday - Thursday • 8 am to 6 pm
  Friday • 8 am to 12 pm

Late Registration ($10 Late Fee Applies)
- In person at the Office of the Registrar & Admissions or via PASPort
  Fort McIntosh and South Campuses
  Tuesday - Friday • 8 am to 6 pm

Payment Deadlines
- For those registered April 23 - July 18
  (In person or via PASPort before 6 pm)
- For those registered July 19 - Aug. 1
  (In person or via PASPort before 6 pm)
- For those registered Aug. 2 - 16
  (In person or via PASPort before 6 pm)

Important Dates
- LC Convocation for Employees (Campuses Closed) ......................... August 12
- First Day for LC Bookstore Purchases ........................................... August 13
- First Class Day ................................................................. August 19
- 12th Class Day (Official Reporting Day) ....................................... September 3
- Mid-Term ................................................................. October 9
- Graduation Application Deadline .................................................. November 1
- Last Day to Drop with a ‘W’ .................................................... November 8
- Thanksgiving Holidays ......................................................... November 25-30
- Last Class Day ................................................................. December 7
- Final Exams ................................................................. December 9-14
- End of Term/Final Grades Due .................................................. December 16
- Last Working Day ................................................................. December 18
Step 1. Apply for general admission.
Complete an admission application online at www.laredo.edu/apply or in person at the Office of the Registrar and Admissions at either LC campus.

Step 2. Apply for financial aid.
Eligible citizens, submit the online FAFSA at www.fafsa.ed.gov beginning Oct. 1st of every year and follow-up with the Financial Aid Center at either LC campus to complete your student aid file. See page 6 for explanation of application process.

Non-citizens, complete the TASFA at the Financial Aid Center at either LC campus. See page 6 for explanation of application process.

Step 3. Meet with an academic advisor.
Visit with an advisor to discuss testing requirements, programs of study, degree plans, course recommendations, and registration holds. See page 7 for advising locations by program/department.

Step 4. Clear registration holds.
Visit the appropriate office(s) to discuss ways to clear hold(s). See page 8 for details on registration holds.

Step 5. Register for classes.
Log on to your PASPort student account and register for the courses your advisor recommended. See page 8 for online registration instructions.

Step 6. Pay for classes.
Use the payment option available to you. Make sure your tuition and fees are paid by or before payment deadline. Your registration is not official until payment has been received. See page 10 for payment process.
Eligible citizens complete the following steps:

- **Step 1**
  Go to www.fafsa.ed.gov or download myStudentAid app in the Apple App Store (iOS) or Google Play (Android). First time applicants, go to Step 2. All other applicants, go to Step 3.

- **Step 2**
  Create student and parent FSA IDs. (Student and parent cannot share the same FSA ID)

- **Step 3**
  Complete and submit FAFSA.

- **Step 4**
  Follow-up with the Financial Aid Center at either LC campus approximately 2-3 weeks after submitting FAFSA.

- **Step 5**
  Comply with all instructions and requests to complete your student aid file so that you can receive your award. If selected for verification, go to Step 6. If not selected for verification, go to Step 7.

- **Step 6**
  Complete verification steps:
  - Log in to your Pasport student account
  - Select My Finances under the Student tab
  - Select Start Student Verification
  - Create an account
  - Upload all required documents

- **Step 7**
  Log on to PASPort and review your award within 2-3 weeks of submitting all required documentation.

---

Non-citizens complete the following steps:

- **Step 1**
  Visit www.laredo.edu/financialaid or http://www.collegeforalltexans.com to complete current TASFA application.

- **Step 2**
  Submit complete application to the Financial Aid Center at either LC campus.

- **Step 3**
  Follow-up with the Financial Aid Center approximately 2-4 weeks after submitting your application.

*State Financial Aid (TASFA) are limited funds that are available to eligible students on a first-come, first-served basis.*
download the app
### Advising Locations

#### Students pursuing an Associate of Arts or Associate of Science Degree

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CAMPUS</th>
<th>BUILDING/OFFICE</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Success Center</td>
<td>Fort McIntosh</td>
<td>Student Success Center, 201 721-5135</td>
<td>721-5135</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>South</td>
<td>Billy Hall Student Center, A131 794-4135</td>
<td>794-4135</td>
</tr>
</tbody>
</table>

#### Students pursuing an Associate of Arts in Music or Art

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CAMPUS</th>
<th>BUILDING/OFFICE</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual Arts/Performing Arts</td>
<td>Fort McIntosh</td>
<td>Visual &amp; Performing Arts, 128</td>
<td>721-5224</td>
</tr>
</tbody>
</table>

#### Students pursuing an Associate of Arts or Associate of Science in Kinesiology

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CAMPUS</th>
<th>BUILDING/OFFICE</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinesiology</td>
<td>Fort McIntosh</td>
<td>Lewis Energy Academic Center, 125</td>
<td>721-5858</td>
</tr>
</tbody>
</table>

#### Students pursuing a Certificate or Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DEPARTMENT</th>
<th>CAMPUS</th>
<th>BUILDING/OFFICE</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Services</td>
<td>Allied Health</td>
<td>Fort McIntosh</td>
<td>Ruben M. Garcia, 109</td>
<td>721-5262</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td></td>
<td></td>
<td></td>
<td>721-5261</td>
</tr>
<tr>
<td>Occupational Therapist Assistant</td>
<td></td>
<td></td>
<td></td>
<td>721-5262</td>
</tr>
<tr>
<td>Physical Therapy Assistant</td>
<td></td>
<td></td>
<td></td>
<td>721-5261</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td></td>
<td></td>
<td></td>
<td>721-5261</td>
</tr>
<tr>
<td>Registered Nursing</td>
<td>Nursing</td>
<td>Fort McIntosh</td>
<td>Lopez Nursing Building, 126 721-5252</td>
<td>721-5252</td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>Nursing</td>
<td>Fort McIntosh</td>
<td>Lopez Nursing Building, 124 721-5255</td>
<td>721-5255</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td></td>
<td></td>
<td></td>
<td>721-5261</td>
</tr>
<tr>
<td>Applied Accounting</td>
<td>Business</td>
<td>Fort McIntosh</td>
<td>Lewis Energy Academic Center, 201</td>
<td>721-5355</td>
</tr>
<tr>
<td>Logistics/Distribution Management</td>
<td></td>
<td></td>
<td></td>
<td>721-5355</td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
<td></td>
<td>721-5355</td>
</tr>
<tr>
<td>Child Development</td>
<td>Child Development</td>
<td>South</td>
<td>Academic and Advanced Technology Center, 109</td>
<td>794-4389</td>
</tr>
<tr>
<td>Computer Drafting and Design Technology</td>
<td>Computer Technology</td>
<td>Fort McIntosh</td>
<td>D.D. Hachar Building, 139</td>
<td>721-5317</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>Computer Technology</td>
<td>South</td>
<td>Academic and Advanced Technology Center, 205</td>
<td>794-4146</td>
</tr>
<tr>
<td>(Network/Cyber Security; Mobile Apps-Media and Web Development; Personal Computer Software)</td>
<td></td>
<td></td>
<td></td>
<td>721-5317</td>
</tr>
<tr>
<td>Computer Science</td>
<td></td>
<td></td>
<td></td>
<td>721-5317</td>
</tr>
<tr>
<td>Computer Electronics (Computer Technology; Telecommunications; Networking Technology; Biomedical Electronics)</td>
<td>Computer Technology</td>
<td>South</td>
<td>Academic and Advanced Technology Center, 109</td>
<td>794-4389</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Culinary Arts</td>
<td>South</td>
<td>Academic and Advanced Technology Center, 109</td>
<td>794-4389</td>
</tr>
<tr>
<td>Electrical Technology</td>
<td>Industrial Technology</td>
<td>Fort McIntosh</td>
<td>Moore Vocational Bldg, 106</td>
<td>721-5172</td>
</tr>
<tr>
<td>Heating, Air Conditioning, and Refrigeration</td>
<td></td>
<td></td>
<td></td>
<td>721-5172</td>
</tr>
<tr>
<td>Petroleum Technology</td>
<td></td>
<td></td>
<td></td>
<td>721-5172</td>
</tr>
<tr>
<td>Welding</td>
<td></td>
<td></td>
<td></td>
<td>721-5172</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Protective Services</td>
<td>South</td>
<td>Protective Services Center, 132</td>
<td>794-4710</td>
</tr>
<tr>
<td>Police Academy</td>
<td></td>
<td></td>
<td></td>
<td>721-5172</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Transportation Technology</td>
<td>South</td>
<td>Raquel Gonzalez Automotive Technology Center, 148</td>
<td>794-4071</td>
</tr>
<tr>
<td>Automotive-Collision Repair Technology</td>
<td></td>
<td></td>
<td></td>
<td>721-5172</td>
</tr>
<tr>
<td>Diesel Engine Mechanics and Repair</td>
<td></td>
<td></td>
<td></td>
<td>721-5172</td>
</tr>
</tbody>
</table>
Online Registration

1. Go to [http://PASPort.laredo.edu](http://PASPort.laredo.edu) and log on to your account.
2. Click the STUDENTS tab and select the ACADEMICS option.
3. Go to the REGISTRATION TOOLS section and click the ADD or DROP CLASSES link.
4. Select a TERM and click the SUBMIT box.
5. Click the CLASS SEARCH box; then, click the ADVANCED SEARCH box.
6. Go to the SUBJECT box and select or highlight the course you need (e.g. English, Math).
7. Go to the COURSE NUMBER box and enter course number (e.g. 1301, 1314).
8. Go to the CAMPUS box and select or highlight campus where you want class (e.g. Dist. Ed., Fort McIntosh, South).
9. Click the CLASS SEARCH box at the bottom of screen.
10. Review the schedule that appears.
11. Click the open box (☐) appearing on the left side of class you want so that you can make your selection.
12. Click the REGISTER box at the bottom of screen to enroll in course section.
13. Repeat steps 5-12 for every class you want to add to your schedule.
Tuition and Fees

Tuition and fees are calculated on the basis of a student’s residency, semester hour load, special course fees, and special activities. All tuition and fees are subject to change by action of the Laredo College Board of Trustees. The column on the right details tuition and fees at the institution.

Other institutional charges may apply to some, not all, students. The following explains these charges.

Online Fee
A $20.00 charge per semester credit hour is applied to all online courses.

Differential Fee
A $60.00 charge per semester credit hour is applied to all on-campus and online courses that a student repeats for a third time or more and to all developmental courses that a student takes after attempting 18 semester credit hours of developmental coursework.

Late Registration Fee
A $10.00 fee is applied to the overall tuition and fees charged to a student who registers during the late registration period as designated by the institution.

Add/Drop Fee
A $10.00 processing fee is applied to all add and/or drop course transactions made on or after the first class day of the semester.
Students are required to pay all tuition and fees in full by the payment deadline for the semester in which they enroll for classes. Students who fail to meet payment deadline are not considered registered for courses. The following details payment options available at the institution.

**Payment with Financial Aid (Grants, Scholarships, Loans)**
Visit the Financial Aid Center to inquire when your tuition will be paid after you have been awarded your financial aid package and/or scholarship. Once your award has been authorized, request your receipt at the Bursar’s Office at either LC campus.

**Payment in Full (Self Pay)**
Visit the Bursar’s Office at either LC campus and pay full tuition with cash, credit card, personal check, cashier check, or money order. You may also log on to your PASPort account and make full payment online using a credit card. Personal checks, cashier checks, and money orders should be made payable to Laredo College. Temporary checks and third party checks will not be accepted. All returned checks will be assessed a $15.00 fee.

**Payment with Installment Plan (Self Pay)**
Visit the Bursar’s Office and request an installment plan. You may also log on to your PASPort account and create an installment plan by completing these steps: 1) click Student tab; 2) click Online Payment link; 3) click View Account Information/Make Payments option; 4) click Payment Plan tab; 5) follow instructions. A $25 contract fee and 50% of your total tuition and fees is required in your first installment. (Plans are available fall and spring only.)

**Payment with Veteran Benefits**
Visit the Veterans Affairs Center to discuss and determine your payment eligibility.

**Payment with Sponsorship**
Provide sponsorship letter to the Bursar’s Office at either LC campus by the 12th class day (census date) of the semester.

**Payment Exemptions and Waivers**
Go to [www.collegeforalltexans.com](http://www.collegeforalltexans.com) for additional information on tuition and/or fee exemptions.

**Refund Policy**
A percentage of tuition and fees may be refunded to students who withdraw all or individual courses before the start of or during a semester. A $15.00 matriculation fee charged to all students in not refundable, except for students who are completely cancelled for non-payment. Refunds are based on semester days and not on days a specific course is scheduled to meet. Students who withdraw courses and owe money as a result are expected to pay balance in full. (Withdrawing courses does not cancel indebtedness). For tuition payments made with cash or check, refunds are made by check after the last refund date. For tuition payments made with credit card, refunds will be credited to the card used for payment after the last refund date or upon student’s request. Students receiving financial aid may be subject to a different pro-rata refund schedule.

The following is a summary of refunds available to students based on the date of complete withdrawal or reduction in semester credit hours. (Refer to the College Catalog for more details.)

**Fall**
Date of course withdrawal(s) or reduction in semester credit hours . . . . . . . . . . . . . Refund
Prior to first day of the semester ................................................................. 100%
On first 15 days of the semester ................................................................. 70%
On 16th-20th days of the semester ......................................................... 25%
On 21st day of the semester through last day to drop with a “W” ........ None available

Flex courses with different “Begin” and “End” dates than the regular semester or summer session will have a different refund schedule. Contact the Bursar’s Office for more details.
Health Sciences Division
Dr. Diana L. Miller, Dean

Allied Health
HC 109/721.5262
Emergency Medical Services
Manuel Ramirez, Director

Medical Assistant
Adriana Nunemaker, Director

Occupational Therapy Assistant
Jodie Valls, Director

Physical Therapist Assistant
Esmeralda Vargas, Director

Radiologic Technology
Hortencia Madrigal, Director

Nursing
LN 124/721-5252
Nursing Assistant

Vocational Nursing

Nursing (A.D.N)
Dr. Dianna L. Miller, Director
Alexis Arrambidez, Assistant Director

Arts and Sciences Division
Dr. Horacio Salinas, Dean

English and Communications
AK 210/721-5445
Dr. Margaret Wintersole, Dept. Chair

Kinesiology
LEAC 125/721-5858
Dr. Armando Perez, Dept. Chair

Mathematics
LH 105/721-5441
Guillermo Serna, Dept. Chair

Natural Sciences
P41/721-5195
Dr. Jim Goetze, Dept. Chair

Social and Behavioral Sciences
LEAC 206/721-5294
Dr. Laura Ramirez-Cruz, Dept. Chair

Visual and Performing Arts
VPA 128/721-5224
Maria E. Soliz, Dept. Chair

Community Education
Sandra Cortez, Dean

Adult Education & Literacy
EG 111/721-5436

Continuing Education
EG 102/721-5374

Cosmetology
EG 106/794-5775

Workforce Division
Heriberto Hernandez, Dean

Business
LEAC 201/721-5355
George E. Macdonald, Dept. Chair

Computer Technology
HV 139/721-5317
Robert Moore, Dept. Chair

Industrial Trades
MV 106/721-5172
Jesus Contreras, Dept. Chair

eLearning & Instructional Innovation Center
Elizabeth Rodriguez, Director
LEAC 307/721-5211

Provost/Vice President of Academic Affairs
Dr. Marisela Rodriguez
WB 124/721-5820
Department Directory
South Campus Instructional Department Directory

Workforce Division
Heriberto Hernandez, Dean

Child Development
Gloria C. Juarez, Dept. Chair
AAC 109/794-4389

Computer Technology
Robert Moore, Dept. Chair
AAC 205/794-4146

Culinary Arts
Gloria C. Juarez, Dept. Chair
AAC 109/794-4389

Transportation Technology
Francisco J. Ramirez, Dept. Chair
RGA 148/794-4071

Protective Services
Donald R. Hale, Director
PSC 132/794-4710

South Texas Border Regional Police Academy
Donald R. Hale, Director
PSC 132/794-4908

Community Education
Sandra Cortez, Dean

Adult Education & Literacy
AAC 126/794-4436

Continuing Education
AAC 126/794-4520

eLearning & Instructional Innovation Center
Elizabeth Rodriguez, Director
B202/794-4211

Dean of South Campus
Carolyn Schmies
BHC A-215/794-4002

Arts and Sciences Division
Dr. Horacio Salinas, Dean

English and Communications
Dr. Margaret Wintersole, Dept. Chair
AAC 125/794-4720

Kinesiology
Dr. Armando Perez, Dept. Chair
JCT 118/794-4224

Mathematics
Guillermo Serna, Dept. Chair
AAC 125/794-4720

Natural Sciences
Dr. Jim Goetze, Dept. Chair
AAC 125/794-4720

Social and Behavioral Sciences
Dr. Laura Ramirez-Cruz, Dept. Chair
AAC 125/794-4720

Visual and Performing Arts
Maria E. Soliz, Dept. Chair
AAC 125/794-4720
South Campus Map

William N. “Billy” Hall, Jr.
Student Center ..................BHC

Senator Judith Zaffirini Library
and Learning Enrichment Center ....JZL

Academic and Advanced
Technology Center ..............AAC

Camilo Prada Child
Development Center ..........CPC

Raquel González Automotive
Technology Center ..........RGA

Congressman Henry Cuellar
Protective Services Center ....PSC

J.C. Treviño Fitness Center .......JCT

Emergency Phones
Change your Life!

At Laredo College, we understand that life is full of changes. Your need to adapt requires a top-quality education. Let us become part of that change.

We are Laredo's College!