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Fort McIntosh

STUDENT SERVICES OFFICES (see locator map below)
Lerma-Peña Building

1. Office of the Registrar and Admissions
   Rm. 116  721-5109

2. International Students Services
   Rm. 116

3. Financial Aid Center
   Rm. 143  721-5361

4. Bursar
   Rm. 101  721-5112

5. Dual Enrollment & Recruitment Center
   Rm. 160  794-4113

6. Veterans Affairs Center
   Rm. 131  764-5768

7. Student Success Center
   Rm. 201  721-5135

8. Assessment Center
   Rm. 227  721-5418

9. Counseling Center
   Rm. 250  764-5748

Special Services Center
   KSC 132  721-5137

10. Bookstore
    Behind KSC  721-5250

11. Continuing Education
    EG 102  721-5374

South Campus

STUDENT SERVICES OFFICES
Billy Hall Student Center

Office of the Registrar
   Rm. 109  794-4110

International Students Services
   Rm. 109  794-4110

Bursar
   Rm. 117  794-4212

Student Success Center
   Rm. 131  794-4135

Financial Aid Center
   Rm. 109  794-4361

Assessment Center
   Rm. 245  794-4418

Bookstore (Zaffirini Library)
   Rm. 217  794-4035

Veterans Affairs Center
   Rm. 109  794-4365

Locator Maps
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

Payment Deadline

- For those registered November 11 - December 12
  (In person before 6 pm OR via PASPort before 9 pm)

- For those registered December 13
  (In person before 12 pm OR via PASPort before 9 pm)

Important Dates

First Class Day .......................................................... December 16
2nd Class Day (Official Reporting Day) .............................. December 17
Last Day to Drop with a ‘W’ .............................................. December 27
Last Class Day ......................................................... January 2
Final Exams ............................................................ January 3
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 Deadline
• For those registered November 11 - December 12
  (In person before 6 pm OR via PASPort before 9 pm)

• For those registered December 13 - January 10
  (In person before 6 pm OR via PASPort before 9 pm)

Important Dates
LC Convocation for Employees (Campuses Closed) ......................... January 6
First Day for LC Bookstore Purchases ......................................... January 7
First Class Day ............................................................................. January 13
Martin Luther King Day (LC Campuses Closed) ............................. January 20
12th Class Day (Official Reporting Day) ...................................... January 29
Graduation Application Deadline ................................................ March 6
Mid-Semester .............................................................................. March 4
Spring Break .............................................................................. March 16-21
Last Day to Drop with a ‘W’ .......................................................... April 9
Last Class Day ............................................................................ May 2
Final Exams ................................................................................ May 4-9
Graduation Ceremony .................................................................. May 9
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 5 for explanation of application process.

Non-citizens, complete the TASFA at the Financial Aid Center at either LC campus. See page 5 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 6 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 7 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 7 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 9 for payment options.
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.*
## 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 South</td>
<td>Student Success Center Fort McIntosh Lerma-Pena Building, 201 Billy Hall Student Center, A131</td>
<td>721-5135 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 Allied Health Center, 109</td>
<td>721-5261</td>
</tr>
<tr>
<td>• Medical Assistant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Occupational Therapy Assistant</td>
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<tr>
<td>• Physical Therapist Assistant</td>
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<tr>
<td>• Radiologic Technology</td>
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</tr>
<tr>
<td>• Nursing A.D.N.</td>
<td>Nursing</td>
<td>Fort McIntosh</td>
<td>Lopez Nursing Building, 128</td>
<td>721-5252</td>
</tr>
<tr>
<td>• Nursing A.D.N.- RN to B.S.N.</td>
<td>Nursing</td>
<td>Fort McIntosh</td>
<td>Lopez Nursing Building, 128</td>
<td>721-5252</td>
</tr>
<tr>
<td>• Vocational Nursing</td>
<td>Nursing</td>
<td>Fort McIntosh</td>
<td>Lopez Nursing Building, 124</td>
<td>721-5255</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>
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</tr>
<tr>
<td>• Management</td>
<td></td>
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</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></td>
<td></td>
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</tr>
<tr>
<td>(Network/Cyber Security; Mobile Apps-Media and Web Development; Personal Computer Software)</td>
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</tr>
<tr>
<td>• Computer Science</td>
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</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, 205</td>
<td>794-4146</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></td>
</tr>
<tr>
<td>• Welding</td>
<td></td>
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</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></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>Transportation Technology</td>
<td>South</td>
<td>Raquel Gonzalez Automotive Technology Center, 148</td>
<td>794-4071</td>
</tr>
<tr>
<td>• Diesel Engine Mechanics and Repair</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cosmetology</td>
<td>Cosmetology</td>
<td>Fort McIntosh</td>
<td>Visual and Performing Arts, 120 A</td>
<td>764-4992</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>764-5775</td>
</tr>
</tbody>
</table>
Holds/Online Registration

The holds listed below will prevent registration. Check your PASPort account to verify if any of these holds have been placed on your record. If so, visit the appropriate office to clear each of your holds.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>OFFICE</th>
<th>FT. MCINTOSH CAMPUS</th>
<th>SOUTH CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Office of the Registrar &amp; Admissions</td>
<td>Lerma Peña Rm. 116</td>
<td>Billy Hall Student Center Rm. 109</td>
</tr>
<tr>
<td>Bursar</td>
<td>Bursar's Office</td>
<td>Lerma Peña Rm. 101</td>
<td>Billy Hall Student Center Rm. 117</td>
</tr>
<tr>
<td>Transcript</td>
<td>Office of the Registrar &amp; Admissions</td>
<td>Lerma Peña Rm. 116</td>
<td>Billy Hall Student Center Rm. 109</td>
</tr>
<tr>
<td>Academic Suspension</td>
<td>Student Success Center</td>
<td>Lerma Peña Rm. 201</td>
<td>Billy Hall Student Center Rm. 131</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>Student Success Center</td>
<td>Lerma Peña Rm. 201</td>
<td>Billy Hall Student Center Rm. 131</td>
</tr>
<tr>
<td>Academic Warning</td>
<td>Student Success Center</td>
<td>Lerma Peña Rm. 201</td>
<td>Billy Hall Student Center Rm. 131</td>
</tr>
<tr>
<td>Athletics</td>
<td>Athletics Department</td>
<td>Maravillo Gym Rm. 152</td>
<td>N/A</td>
</tr>
<tr>
<td>Special Services</td>
<td>Special Services Center</td>
<td>Kazen Student Center Rm. 132</td>
<td>Call 956-721-5137</td>
</tr>
<tr>
<td>Health Services</td>
<td>Office of the Registrar &amp; Admissions</td>
<td>Lerma Peña Rm. 116</td>
<td>Billy Hall Student Center Rm. 109</td>
</tr>
</tbody>
</table>

Online Registration

1. Go to [http://PASPort.laredo.edu](http://PASPort.laredo.edu) and log on to your account. (re-enter login info if prompted to do so)
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 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.

Distance Education 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 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 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.)

**Wintermester**

<table>
<thead>
<tr>
<th>Date of course withdrawal(s) or reduction in semester hours</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to first class day</td>
<td>100%</td>
</tr>
<tr>
<td>On first 3rd days of the semester</td>
<td>70%</td>
</tr>
<tr>
<td>On 4th day of the semester</td>
<td>25%</td>
</tr>
<tr>
<td>On 5th day of the semester through last day to drop with a “W”</td>
<td>None available</td>
</tr>
</tbody>
</table>

**Spring**

<table>
<thead>
<tr>
<th>Date of course withdrawal(s) or reduction in semester hours</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to first day of the semester</td>
<td>100%</td>
</tr>
<tr>
<td>On first 15 days of the semester</td>
<td>70%</td>
</tr>
<tr>
<td>On 16th-20th days of the semester</td>
<td>25%</td>
</tr>
<tr>
<td>On 21st day through last day to drop with a “W”</td>
<td>None available</td>
</tr>
</tbody>
</table>

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.
Canvas Course Orientation
Learn About Canvas

The Canvas Course Orientation is open to any student who wants to learn more about Canvas, including how to navigate and log in to a course, how to complete assignments and tests, and more!

www.laredo.edu/cms/CanvasOrientation

Virtual Backpack
Orientation for First-Time Online Students

The Virtual Backpack is an orientation course that helps first-time online students to understand online classes and provides you with the information you need to start your online learning experience on the right note. If you are a first-time online student, you will receive an invitation to the Virtual Backpack one week before classes start. Check your PASPort student email!

Access Canvas using your PASPort Student Account

Scan the code to learn how!

Questions about Canvas? Contact the eHelpdesk! Submit a ticket:
https://ehelpdesk.laredo.edu • 956-721-5880
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 128/721-5252
- Vocational Nursing
  Nursing (A.D.N)
    Dr. Dianna L. Miller, Director
  Nursing (A.D.N.- RN to B.S.N.)
    Dr. Dianna L. Miller, Director

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

Arts and Sciences Division
Dr. Horacio Salinas, Dean

English and Communications
AK 210/721-5445
  Dr. Marissa Longoria, 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
  VPA 120A/764-5775

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

**Arts and Sciences Division**
Dr. Horacio Salinas, Dean

- English and Communications  
  Dr. Marissa Longoria, 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  
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- Visual and Performing Arts  
  Maria E. Soliz, Dept. Chair  
  AAC 125/794-4720

**Dean of South Campus**
Carolyn Schmies  
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