



LAREDO
COLLEGE
EST. 1947

Laredo College Student Handbook

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2024-2025 Student Handbook

The Laredo College Student Handbook provides students with essential information regarding their rights, responsibilities, available services, resources, student life, and college facilities. It also outlines policies, procedures, and regulations that contribute to a supportive and orderly campus environment. For details on admissions, academic records, graduation requirements, and academic standards, students should refer to the Laredo College Catalog.

Disclaimer

It is the responsibility of Laredo College administrators, faculty, staff, and students to be aware of and comply with all policies, procedures, rules, and regulations established by the Laredo College Board of Trustees. These policies and regulations are made available through official college publications, handbooks, manuals, and the college website. Laredo College reserves the right to update or modify this handbook as needed without prior notice.

The Laredo College Student Handbook is available online, and the Office of Student Life will have printed copies available upon request. The online version of the student handbook is the most current and official version, and students should refer to it for the most up-to-date information.

Contact Information

Ft. McIntosh Campus

West End Washington Street

Laredo, Texas 78040-4395

956.722.0521

www.laredo.edu

South Campus

5500 South Zapata Highway

Laredo, Texas 78046

956.794.4000

www.laredo.edu

Message from the President

Bienvenidos LC Palomino students,

Welcome to the 2024-25 academic year! To our first-time freshmen and transfer students, welcome to the Palomino family. Remember that “once a Palomino, you will always be a part of our herd.” For our returning students, welcome back! I am so delighted that you made the decision to continue investing in yourself and that you are here with us today.

As we come together, I am thrilled to continue to learn together with you and about you. We are trying to continue to evolve our college and add new programs and degrees that will support your hopes and dreams. Know that my office is always open and that I want to hear from you. If you see me on campus or eating at the Kazen Student Center or Billy Hall Jr. Student Center food court, join me, *con confianza y gusto*.

I hope you will commit to becoming an active participant at either of our two beautiful campuses. Whichever campus you study at, I want to encourage you to find your voice in the classroom or by joining student clubs and organizations. I encourage you to stand up for your beliefs and support your passions by sharing your thoughts with action or by joining our Student Government.

What you think and what you say matters and can make a difference in our world. I encourage you to find your passion and find your voice because that is what an education is supposed to do.

We need your help in building a campus life for all students. Join the conversation in and outside of the classroom, enjoy the free meal plan, eat on campus, study on campus and have fun on campus.

This is your college! You are and forever will be a proud Palomino!

Minita Ramirez, Ph.D.

Laredo College Mission Statement

Laredo College, a Hispanic-Serving Institution, is committed to transforming students' lives through high-quality, innovative, and affordable programs and services. By leveraging emerging technologies and fostering lifelong learning, Laredo College equips students with the knowledge and skills to positively impact local, regional, national, and global development.

Vision Statement

Laredo College aspires to cultivate a learning, teaching, and working environment that facilitates student success and promotes institutional excellence.

Core Values

Integrity

Upholding honesty, accountability, and transparency in all actions fosters trust within the college and community.

Excellence

Striving for the highest standards in education, service, and performance ensures impactful and transformative learning experiences.

Innovation

Embracing change and applying forward-thinking strategies leverages emerging technologies to equip students for future challenges.

Service

Committing to community engagement builds partnerships that enhance economic, cultural, and social vitality locally and globally.

Wellness

Prioritizing the well-being of students, faculty, and staff cultivates an environment that supports holistic growth, resilience, and lifelong health.

Institutional Goals

Goal 1: Instruction and Student Achievement

Laredo College aims to deliver quality instructional programs that inspire, challenge, and empower students to reach academic and career objectives. By applying innovative teaching methods, relevant curricula, and a supportive learning environment, students are equipped with the knowledge, skills, and mindset needed for success in chosen fields and as active members of communities.

Palomino Promise

Laredo College will cultivate a dynamic teaching and learning environment to ensure excellence in instruction with seamless pathways that connect educational experiences, career and transfer opportunities, and overall student success.

Goal 2: Academic and Student Support

Laredo College aims to promote comprehensive support services and co-curricular experiences that enhance educational programs and empower students to reach their fullest potential. The institution endeavors to produce graduates who are academically proficient, socially responsible, and prepared to make an impact in communities and beyond.

Palomino Promise

Laredo College will institute support systems that adapt to emerging needs and trends to address the academic, professional, and personal needs of all students.

Goal 3: Safe and Caring Environment

Laredo College aims to provide the resources and support necessary for the well-being of every member of the college community. By cultivating an environment that prioritizes wellness, safety, and care, the institution ensures that students and employees feel valued and empowered.

Palomino Promise

Laredo College will integrate wellness, safety, and support into all aspects of the institution to foster a thriving and supportive environment where everyone can achieve full potential.

Goal 4: Communication and Technology

Laredo College aims to revolutionize its approach to communication and technology to establish a digitally cohesive campus, where state-of-the-art technology and communication methods are central to every interaction, facilitating collaboration, learning, and community engagement. This enhances academic excellence and operational efficiency, making Laredo College a beacon of digital innovation and education.

Palomino Promise

Laredo College will foster innovative communication technologies and invest in advanced digital infrastructure and platforms to ensure the college community is adept at navigating the evolving digital era.

Approved and Accredited

Laredo College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Laredo College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Laredo College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Laredo College is approved or accredited by:

- Accreditation Commission for Education in Nursing (ACEN)
- American Medical Certification Association (AMCA)
- Automotive Service Excellence (ASE) Education Foundation
- Commission on Accreditation in Physical Therapy Education (CAPTE)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Heating, Ventilation, and Air Conditioning Excellence (HVAC)
- Joint Review Committee on Education in Radiologic Technology (JRCERT)
- National Association for the Education of Young Children (NAEYC)
- Nurse Aide Training & Competency Evaluation Program (NATCEP)
- Texas Board of Nursing (BON)
- Texas Department of State Health Services
- Texas Health & Human Services Commission (HHSC)
- The Texas Higher Education Coordinating Board (THECB)

Laredo College is a member of:

- Amazon Web Services (AWS) Academy Cloud Foundation
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Association of Community Colleges
- American Council on Education
- American Welding Society
- Association of Collegiate Conference and Event Directors - International (ACCED-I)
- Association on Higher Education and Disability
- CISCO Academy
- Coalition of Adult Basic Education (COABE)
- Community College Baccalaureate Association (CCBA)
- Competency-Based Education Network (C-BEN)
- Council for Opportunity in Education (COE)
- E-Commerce Council
- Hispanic Association of Colleges and Universities (HACU)
- Microsoft Academy
- National Alliance of Concurrent Enrollment Partnerships (NACEP)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Collegiate Honors Council

- National Council for Continuing Education and Training (NCCET)
- National Intramural-Recreational Sports Association (NIRSA)
- National Junior College Athletic Association Esports (NJCAAE)
- National League for Nursing
- National Organization for Associate Degree Nursing (OADN)
- National Orientation Directors Association (NODA)
- Red Hat Academy
- South Texas Admissions and Recruitment Network (STARN)
- Southwest Association of Student Financial Aid Administrators (SWASFAA)
- Texas Administrators Of Continuing Education (TACE)
- Texas Association for Literacy and Adult Education (TALAE)
- Texas Association of Collegiate Registrars and Admissions Officers (TACRAO)
- Texas Association of Community Colleges (TACC)
- Texas Association of Community Colleges Foundations (TACCF)
- Texas Association of Student Financial Aid Administrators (TASFAA)
- Texas Hispanic Serving Institutions Consortium (TxHSIC)
- Texas Junior College Student Government Association (TJCSGA)
- Texas Space Grant Consortium
- Washington's Birthday Celebration Association (WBCA)

Equal Opportunity Statement

The College District is an equal opportunity employer that does not permit or tolerate discrimination on the basis of race, religion, color, national origin, gender, sexual orientation, mental or physical disability, age, veteran status, marital status, or any other status protected by law in its recruiting, hiring, training, retaining, promoting, and other employment practices and policies.

The College District is committed to full compliance with all federal, state, and local laws that apply and are intended to protect against unlawful employment practices including, but not limited to:

- The Civil Rights Act of 1964;
- The Equal Pay Act of 1963;
- The Americans with Disabilities Act;
- The Rehabilitation Act of 1973;
- The Vietnam Era Veterans Assistance Act of 1974;
- The Genetic Information Nondiscrimination Act of 2008;
- The Family and Medical Leave Act of 1993;
- The Fair Labor Standards Act; and
- The Texas Commission on Human Rights Act.

All members of the College District community shall be expected to promote and assist in providing equal employment opportunity and achieving the goals of this policy.

Statement of Nondiscrimination

Laredo College is committed to providing equal opportunities to all members of the campus community and to maintaining an environment that is free from unlawful discrimination, harassment, and retaliation. In accordance with Laredo College Board policy, and applicable federal and state law, no individual will be excluded from participation in, denied the benefits of, or be subjected to

discrimination in Laredo College services, programs, and activities on the basis of race, color, national origin, religion, sex, age, disability, genetic information, protected veteran status, citizenship status, sexual orientation, gender identity, or gender expression.

Academic Resources

Assessment Center

The Assessment Center offers LC students and prospective students with multiple examinations whose results are used to advise students in the selection of courses that will provide the best route for academic success.

Some of the examinations that can be completed at the Center include, but are not limited to: Texas Success Initiative (TSI), College Level Examination Program (CLEP), Automotive Service Excellence (ASE), and Texas Commission on Law Enforcement (T-COLE).

Fort McIntosh Campus

Lerma Pena Building, Room 227

Phone: (956) 721-5418

South Campus

William “Billy” Hall Jr. Center, 245

Phone: (956) 794-4418

Office of Student Health Services and Wellness

The Office of Student Health Services and Wellness aims to inspire and motivate our diverse community to take responsibility for their health and quality of life. By educating and promoting preventive health measures, we seek to raise awareness and encourage better health-seeking behaviors and habits.

Fort McIntosh Campus

Kazen Student Center, Room 132

Phone: (956) 721-5137

South Campus

William “Billy” Hall, Room A208

Phone: (956) 721-5137

eLearning and Instructional Innovation Center

The eLearning & Instructional Innovation Center empowers student success and faculty excellence by pioneering innovative instructional design services and supportive technologies that complement teaching and learning experiences.

Fort McIntosh Campus

Lewis Energy Academic Center, Room 307

Phone: (956) 721-5211

South Campus

Sen. Judith Zaffirini Library, Room B202

Phone: (956) 794-4211

Honors Program

The mission of the Honors Program at Laredo College is to provide an inspiring, rigorous academic environment for students who are able and ready to accept the competitive challenge of higher education. The Honors Program is committed to providing these students a progressive course of study that provides new challenges to their exceptional abilities, preparing them for advanced studies at major four-year institutions.

Fort McIntosh Campus

Memorial Hall, Room 119

Phone: (956) 764-5356

Center for Learning, Academic, and Student Success (CLASS)

The Center for Learning, Academic, and Student Success (CLASS) supports the mission of Laredo College by providing all learners a productive learning environment that will empower them to succeed through quality academic support services and inspire positive change through teaching and coaching.

Fort McIntosh Campus

Harold R. Yeary Library, Room 111

Phone: (956) 721-5348

South Campus

Sen. Judith Zaffirini Library, Room 208

Phone: (956) 794-4348

Library Services

The Laredo College Libraries provide print and digital resources to assist students, staff, administration, and community users in locating information. The libraries also feature comfortable and quiet spaces for studying or completing classwork.

Fort McIntosh Campus

Harold R. Yeary Library

Phone: (956) 721-5275

South Campus

Sen. Judith Zaffirini Library

Phone: (956) 794-4275

Advising Center

The Advising Center offers advising services and transfer guidance to assist students with developing an action plan that will help them achieve their academic goals. All students are invited to visit and benefit from the Center's specialized services and resources. For information about the hours of operation or to set up an appointment visit: <https://www.laredo.edu/student-services/advising-center/index.html>

Fort McIntosh Campus

Lerma-Peña Building, Room 201

Phone: (956) 721-5135

South Campus

William "Billy" Hall, Room A116

Phone: (956) 794-4139

TRIO Student Support Services

The TRIO Student Support Services at Laredo College offers a variety of services and resources to help students navigate through college. TRIO provides a rich supportive environment, comprised of excellent professional staff and peer mentors.

Laredo College has successfully carried out the Student Support Services Program since 1973. Although the SSS Program has evolved over the years, the goals of SSS continue to be the same today. The SSS Program is funded to increase the college retention and graduation rates of students within the Laredo community. SSS continues to maintain success by promoting tutoring, academic advisement, and other services for participants at the Center for Learning, Academic, and Student Success (CLASS), which are available at Fort McIntosh Campus (Main) and Laredo College South Campus.

At TRIO, we are dedicated to helping low-income students who are first-generation college students, and students with disabilities evidencing academic need to overcome any obstacles that may interfere with their post-secondary success!.

Fort McIntosh Campus

Harold R. Yeary Library, Room 123

Phone: (956) 721-5233

South Campus

Sen. Judith Zaffirini Library, Room B208

Phone: (956) 794-4344

Office of the Registrar

The Office of the Registrar works with the College's administration, faculty, and staff to collect and maintain student and course data, submit state and federal reports, process end-of-semester grade functions, and process students for graduation.

Fort McIntosh Campus

Lerma-Peña Building, Room 116

Phone: (956) 721-5861

Scholastic Recognition Programs

Dean's List

The Dean's List is generated at the completion of each semester (Fall, Spring, and Summer II) to recognize high scholastic achievement. Students are placed on the Dean's List when they have earned a semester grade point average (GPA) of 3.2 or higher while enrolled for 12 or more semester credit hours (SCHs) of non-developmental courses.

Students who receive a grade of '**D**', '**F**', '**I**', '**NC**', or '**W**' in any course will be ineligible for the Dean's List for that semester. Semester credits earned through Advanced Placement, Articulated Credit, or Challenge Exams are not used in the calculation for eligibility into the Dean's List.

Scholastic Achievement List

The Scholastic Achievement List is generated at the completion of the Fall and Spring semesters to recognize high scholastic achievement. Students are placed on this list when they have earned a semester GPA of 3.2 or higher while enrolled in 6-11 semester credit hours of non-developmental courses.

Students who receive grades of '**D**', '**F**', '**I**', '**NC**', or '**W**' in any course will be ineligible for this list. Semester credit hours earned through Advanced Placement, Articulated Credit, or Challenge Exams are not used in the calculation for eligibility into the Scholastic Achievement List.

The Scholastic Achievement List recognition is noted on the student's academic transcript.

Honors Program

Highly motivated, intellectually gifted, academically well-prepared, unusually creative, or especially talented students need and deserve a progressive course of study that provides new challenges to their exceptional abilities. The **Laredo College Honors Program** has always attracted serious students in the pursuit of academic excellence, community involvement, and leadership commitment.

Educators at the college are dedicated to presenting students with the most stimulating educational experiences and environment possible.

Phi Theta Kappa

Phi Theta Kappa is the International Honor Society of two-year colleges, with over 1,200 chapters internationally and 86 in Texas. To be eligible for membership, students must:

- Be enrolled in a regionally accredited institution offering an Associate Degree program.
- Have completed at least 12 hours of coursework that may be applied to an Associate Degree (part-time students may be eligible).
- Maintain a cumulative GPA of 3.5.
- Receive an invitation to membership from the chapter at the college where they are currently enrolled.
- Adhere to the moral standards of the society.

Campus Resources

Bursars Office

The Office of the Bursar collects tuition, fees, assessment fees, returned check fees, transcript fees, miscellaneous fees, and other payments to the college. The Bursar's Office also disburses financial aid refunds and work-study payroll checks.

Fort McIntosh Campus

Lerma-Peña Building, Room 101

Phone: (956) 721-5112

South Campus

Billy Hall Student Center, Room A117

Phone: (956) 794-4212

On Campus Food Services

Multiple vendors offer a selection of meals at convenient locations on both of Laredo College's campuses. Daily menu options for breakfast, lunch, and dinner are available year-round to benefit students, faculty, staff, and campus visitors.

Fort McIntosh Campus

Kazen Student Center

Phone: (956) 721-5181

South Campus

William "Billy" Hall Jr. Center, 1st Floor

Phone: (956) 794-4039

Student Input on Food Service Providers

At Laredo College, we value student feedback and strive to provide dining options that meet the diverse tastes and needs of our College community. Students are encouraged to share their thoughts and suggestions regarding current or potential food vendors to ensure a positive dining experience for everyone.

Students are encouraged to contact the Office of Student Life or the Laredo College Student Government Association to provide input on current food service providers. The Office of Student Life will, in turn, summarize student feedback and present it to the Office of the Vice President of Finance and Administration for consideration when selecting food service providers on campus.

Campus Police

The Laredo College Police Department (LCPD) patrols both campuses 24/7 to ensure a high level of personal safety and physical security. LCPD is service-oriented and tailored to meet the needs of our institution. In addition to campus patrols, LCPD also:

Services Offered

The LC Police Office provides:

- a college-wide safety program
- safety and law enforcement presentations
- investigations of traffic accidents
- emergency first-aid (American Red Cross-certified)
- campus parking management
- police escorts to and from vehicle and/or building
- access to offices or buildings in emergency situations after normal business hours
- courtesy service
- battery jumper cables
- open locked vehicles

Contact Information

Fort McIntosh Campus

South Campus

Building P-64
Phone: (956) 794-4444

Academic & Advanced Technology Center, Room C126
Phone: (956) 794-4444

Kazen Student Center

The Kazen Student Center, named in memory of U.S. Congressman Abraham "Chick" Kazen, is the heart of student life on campus. The facilities are regularly used by student groups, faculty, staff, and administration.

Located on the first floor are the Palomino Pantry, a dining area, a vending area, and the Office of Student Health Services and Wellness. The second floor houses:

- Office of Student Life (KSC 212)
- Learning, Engaging, and Academic Support through Data-drive Action (LEAD) Offices (KSC 229)
- Hilario Cavazos Jr. and Sabino Salazar Student Recreation Area (Game Room) (KSC 232)
- Mildred Reyna Meeting Room (KSC 217/218)
- Congressman "Chick" Kazen Room (KSC 235)

LC South William N. "Billy" Hall, Jr. Student Center

The LC South Student Center honors the name and memory of former Webb County Treasurer and Texas State Legislator William N. "Billy" Hall, Jr. The center is a 40,100-square-foot facility. The ground floor houses the Palomino Pantry. The first floor houses offices from the Student Services Division, the Bursar's Office, and the Culinary Arts Program. The second floor contains:

- Assessment Center
- Mailroom/Print Services
- Office of Student Life
- South Campus Administration Office

Financial Aid

Whether you are a first-year or continuing student, the Office of Financial Aid is ready to help you with the financial aid process. Financial aid can assist with education costs. Our office is responsible for supporting students with financial aid applications, verification, awards, and more. Students may be eligible for aid such as grants, scholarships, and/or work-study. Office of Financial Aid at LC will assist you in exploring your options and obtaining the necessary finances to pay for college.

If you require assistance with anything concerning financial aid, please contact us at finaid@laredo.edu.

Contact Information

Fort McIntosh Campus
Lerma-Peña Building, Room 143
Phone: (956) 721-5361

South Campus
William "Billy" Hall, Room A109
Phone: (956) 794-4361

Veteran Services

The mission and primary function of the Office of Veteran Services is to assist veterans, military personnel, and their family members in receiving educational benefits through the Department of Veteran Affairs and/or the Texas Veteran Commission. The office serves as a resource to help them achieve their educational objectives. The center provides a respectful atmosphere for veterans, military personnel, and family members in the community.

Contact Information

Fort McIntosh Campus
Location: Lerma-Peña Building, Room 250
Phone: (956) 721-5768

Pregnant and Parenting Students

Laredo College is dedicated to fostering a welcoming environment that ensures all students, including those who are parenting or pregnant, have the opportunity to succeed academically. Students seeking academic accommodations, support, or information about their rights and available resources are encouraged to reach out for assistance.

For more information or to discuss your needs, please contact:

Pregnant Students

Raquel Peña

Memorial Hall, Room 250

(956) 794-4988

Parenting Students

Fabiola Rodriguez

Lerma-Peña Building, Room 201

(956) 721-5179

Mother's Room

Laredo College is committed to supporting the needs of nursing mothers by providing designated lactation rooms. These rooms offer a private, comfortable, and safe space for breastfeeding or pumping milk.

Lactation rooms are conveniently located in the Kazen Student Center, Room 139 and Billy Hall Student Center, Room A21. Each room is equipped with comfortable seating and electrical outlets for breast pumps.

For more information and appointments, contact mothersroom@laredo.edu

Office of Student Life

The Office of Student Life coordinates New Student Orientation, organizes on-campus activities and programming, and provides guidance and support to student organizations. Additionally, the office offers identification card printing services at both campuses for students, faculty, staff, and visitors. The office also oversees on-campus meal plans and the Palomino Pantry.

Contact Information

Fort McIntosh Campus

Kazen Student Center, Room 212

Phone: (956) 721-5179

South Campus

William "Billy" Hall, Room A225

Phone: (956) 794-4178

Student Engagement

New Student Orientation

New Student Orientation is a mandatory orientation for all new students that will provide attendees with information on transitioning from high school to college, student life, financial aid, advising, and registration for classes. These sessions are provided at no cost to the student. Contact the Office of Student Life for more information about New Student Orientation.

Student Organization Council

The Office of Student Life provides guidance and supervision to the Student Organization Council, an organization for student organization representatives. The Student Organization Council serves as a liaison committee between the student organizations and the Student Government Association for issues dealing with and pertaining to student organizations. For information contact the Office of Student Life at the Ft. McIntosh Campus, at the Kazen Student Center room 214 or at the LC South Campus, William "Billy" Hall Student Center 2nd floor Room A225.

Student Activity Fee

The total Student Activity fee a student pays per semester is based on enrolled college credit hours. Students are charged \$10 per every credit hour they are registered for each semester.

The Student Activity fee is used to support our students with different initiatives such as, but not limited to: leadership, clubs, organizations, sports, fitness and wellness programs, on/off-campus activities, speakers, and events.

The Student Activity Fee Advisory Committee is composed of 5 voting student members and 4 voting faculty/staff members. A majority vote from student members of the committee is necessary to make changes and allocations.

Student Travel

Student travel is defined as any form of travel undertaken by Laredo College students or by students participating in a Laredo College program. This includes travel led by a Laredo College department or a recognized student organization representing Laredo College in any capacity.

Travel Requirements:

- All student travel requires the submission of multiple documents to the following offices:
 - **Title IX Office**
 - **Safety and Risk Management**
 - **Office of Student Life and Engagement**
- These documents must be submitted **at least 30 business days prior to travel** for approval.
- Upon return, additional documentation must be submitted as required.

Students should coordinate with their **department representative** or **student organization advisor** for detailed information on the travel approval process and required documentation

Events Calendar

A schedule of events and activities is maintained by the Director of Event Services. All student activities must be cleared with the Director of Student Life prior to placement on the calendar. To view student activities at LC visit the student life calendar website. Reservations for events at the Kazen Student Center must be requested through the Office of Event Services.

Student Organizations

Assistance in the formation of student organizations is available at the Office of Student Life, located at the Kazen Student Center or William N. “Billy” Hall, Jr Center. All student organizations must have a faculty and/or staff advisor, student officers, and purposes that are in harmony with the mission and vision of Laredo College.

Student Government Association

The Student Government Association provides an official student voice through which student opinion is expressed. Students may participate through feedback, suggestions and recommendations made as they relate to student matters to Laredo College administration. For information, contact the Office of Student Life at the Ft. McIntosh Campus, at the Kazen Student Center, Room 214 or at the LC South Campus, William “Billy” Hall Student Center 2nd floor Room A225.

Recreational Facilities

All physical education classes are open to currently enrolled students. Enrolled students have priority use of the facility. Students are welcome to use the facility under the following guidelines:

- All patrons are expected to wear appropriate attire. In some cases, specific athletic shoes will be required.
- All students must follow all policies and procedures and conduct themselves in a manner consistent with the college’s code of conduct.
- Laredo College reserves the right to refuse service and exclude individuals from campus spaces based on misconduct and/or failure to follow policies and procedures.
- Students may use the facilities subject to class and event scheduling.
- Students may reserve use of the facilities (such as tennis courts) subject to class and event scheduling during hours of operation.
- A current Laredo College ID card is required to enter the facility and check out sports equipment from the gym.

Fort McIntosh

Maravillo Gymnasium

956.721.5494

South Campus

J.C. Treviño Fitness Center

956.794.4224

Student Rights and Responsibilities

Welcome to our Palomino community! As a student here, you have both rights and responsibilities that are essential to fostering a supportive and respectful learning environment. Your rights include access to quality education and a safe campus. Alongside these rights, you are expected to uphold academic integrity, respect the diverse backgrounds and perspectives of your peers, and contribute positively to our community. Understanding and embracing these principles will help ensure a fulfilling and enriching college experience for everyone.

What You'll Find Here:

1. **Student Code of Conduct** - Our comprehensive code sets the standards for behavior and outlines the consequences of violations. Let's create a respectful and supportive community together.
2. **Student Complaint FLD Grievance** - If you encounter issues, know your options. Our grievance procedures ensure fairness and accountability.
3. **Student Rights and Responsibilities: Prohibited Organizations and Hazing** - Learn about prohibited organizations and our commitment to preventing hazing. Your safety and well-being are our top priorities.
4. **Student Rights and Responsibilities: Student Alcohol and Drug Use Policies and Procedures** - Understand our policies regarding alcohol and drug use. Responsible choices contribute to a healthier campus environment.
5. **Readiness to Return to Campus** - Understand the protocols and guidelines for a safe return to campus.
6. **Title IX Overview** - Discover how Title IX protects against discrimination based on sex, including sexual harassment and assault. We are committed to fostering a safe and inclusive campus.
7. **Victims' Rights Statement Pursuant to Texas House Bill HB 1735** - We stand by victims and survivors. This statement outlines your rights and the resources available to you.
8. **Campus Carry** - Familiarize yourself with our policies related to concealed carry on campus. Safety remains paramount.

Student Code of Conduct

Student Conduct and Discipline Policy

The College District's primary concern is the student. It strives to provide an environment that promotes academic success, social growth, and self-discipline. The College District assumes students have an earnest purpose and demonstrate respectful behavior. However, any neglect of duty or misconduct may lead to disciplinary action, including expulsion, regardless of any legal consequences imposed by civil authorities.

Acquaintance with Policies, Rules, and Regulations

Students are responsible for knowing and complying with all published policies, rules, and regulations outlined in the College District catalog, student handbook, and policy manual, which are available online and in the office of the Associate Dean of Students/Title IX Coordinator.

Definitions

Student

A "student" refers to any individual currently enrolled, as well as prospective or former students accepted for admission or readmission while on College District premises.

Premises

The "premises" of the College District includes all real property over which the College District has possession and control.

Student Misconduct

Violations of Law and College Policy

Students must comply with all federal, state, and local laws, as well as College District policies, procedures, and rules. Violations may result in disciplinary action.

Prohibited Weapons and Devices

The possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons/devices is strictly prohibited. [See CHF]

Drugs and Alcohol

The use, possession, or distribution of drugs, alcohol, and associated paraphernalia is prohibited as outlined in policy FLBE.

Financial Obligations

Students must fulfill financial obligations to the College District. Owing delinquent debts or writing “insufficient funds” checks is prohibited.

Disruptive Behavior

The following actions are considered disorderly conduct and are prohibited:

- Boisterous behavior that causes unnecessary alarm.
- Interfering with peaceful and lawful activities.
- Violent or forceful behavior that impairs movement or safety.
- Abusive or assaultive behavior.
- Unreasonably loud or disorderly conduct.
- Intentional disruption of lawful assemblies or meetings.
- Obstructing doorways, hallways, or passageways.
- Interfering with teaching, research, administration, or public service activities.

Behavior Targeting Others

Prohibited behaviors directed at others include:

- Threatening or harming others.
- Engaging in harassment, sexual assault, dating violence, or stalking.
- Participating in hazing or dangerous initiation practices.
- Endangering the safety of the College District community.

Property Violations

- Defacing, damaging, or stealing property.
- Unauthorized use or distribution of intellectual property.

Failure to Comply

Failure to comply with directives from College District personnel or refusal to provide identification upon request is prohibited.

Tobacco and E-Cigarettes

The possession or use of tobacco products or e-cigarettes on College District property is strictly prohibited. [See FLBD]

Misuse of Technology

- Violating technology policies or agreements.
- Unauthorized access or alteration of security settings.
- Threatening or harassing individuals using electronic communications.
- Engaging in illegal behavior through electronic means.

Dishonesty

- Providing false information to the College District.
- Falsifying records or documents.

Gambling and Other Prohibited Conduct

Gambling and any other disruptive behavior that threatens the College District community are strictly prohibited.

Use of Electronic Devices

- Electronic devices may not interfere with instructional or administrative activities.
- The use of recording devices in areas where privacy is expected is strictly prohibited.

Scholastic Dishonesty

- Cheating, plagiarism, and collusion are prohibited.
- Unauthorized assistance during exams, falsification of assignments, and unauthorized test access are considered cheating.
- Plagiarism involves using someone else's work without proper acknowledgment.
- Collusion refers to unauthorized collaboration on academic work.

Student Discipline Process

Suspended Student Restrictions

Suspended students may not enter College District premises during their suspension without prior written approval.

Disciplinary Reporting

Violations must be reported within ten business days to the designated administrator, who will assess disciplinary action.

Student Disciplinary Hearings

- The designated administrator investigates allegations and schedules hearings.
- Failure to respond to two summonses may result in suspension.
- Students are informed in writing of disciplinary actions and appeal options.

Appeal Process

- Students may appeal decisions within five business days.
- Appeals proceed to the designated vice president, then the College President, and finally to the Board of Trustees if necessary.

Interim Disciplinary Action

The College District may take immediate disciplinary action, including suspension, when a student's presence poses a danger to others.

Recording of Disciplinary Action

Confidential records of disciplinary actions are maintained and may be expunged five years after a student leaves the College District.

For More Information

Raquel A. Peña
Director of Student Discipline / Title IX Coordinator
Location: Memorial Hall, Room 227
Phone: (956) 794-4988
Email: rapena@laredo.edu

Report a Concern

The "**Report It**" webpage provides a confidential way to report concerns related to:

- Sexual misconduct (Title IX)
- Discrimination and harassment
- Academic dishonesty
- Disruptive behavior
- Student well-being

Submitting a report allows Laredo College to assess and address issues appropriately, ensuring a safe and respectful campus environment for all.

When to Contact Us

- If you need clarification on any part of this policy.
- If you have concerns or issues related to your rights and responsibilities.
- If you require assistance or support regarding any student-related matters.

We are here to help and support you—don't hesitate to reach out!

Student Code of Conduct Expected Behaviors in College Classrooms

As a student at **Laredo College**, you are expected to uphold standards of behavior that promote a positive, respectful, and productive learning environment. The following guidelines apply to all **classrooms, offices, and college properties**:

1. **Be Punctual** – Arrive on time and be prepared for class or scheduled appointments.
2. **Engage in Learning** – Use class time effectively to focus on learning and understanding course material.
3. **Uphold Academic Integrity** – Maintain high ethical standards by refraining from **cheating, plagiarism, or dishonest conduct**.
4. **Remain in Class** – Stay in class until dismissed by the instructor unless an emergency arises.
5. **Keep Hallways and Common Areas Quiet** – Be mindful of noise levels to avoid disrupting ongoing classes or office work.
6. **Practice Civility** – Treat all students, faculty, and staff with **respect and professionalism** across all campus facilities.
7. **Respect Diversity** – Differences among individuals should be valued. **Harassment, discrimination, or any form of bullying will not be tolerated.**
8. **Use Appropriate Language** – Avoid vulgar, offensive, or disrespectful language in all college spaces.
9. **Follow College Policies** – Abide by **all Laredo College policies, rules, and regulations** to ensure a safe and inclusive environment.

Failure to adhere to these expectations may result in disciplinary action in accordance with **Laredo College's Student Code of Conduct**.

For more information on policies and student expectations, please refer to the **Laredo College Student Handbook** or contact the **Office of Student Discipline/Title IX Coordinator (Memorial Hall Room 227, Phone 956.794.4988, Email: rapena@laredo.edu)**.

Student Complaints

Guiding Principles

Informal Process

The College District encourages students to discuss their concerns with the appropriate faculty member or campus administrator who has the authority to address the concerns.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution is encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student may initiate the formal process by filing a written complaint form in a timely manner.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution. A student whose concerns are resolved may withdraw a formal complaint at any time.

This policy does not create new or additional rights beyond those granted by law or Board policy, nor does it require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation

Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

Notice to Students

The College District shall inform students of this policy through appropriate College District publications.

Complaints

In this policy, the terms "complaint" and "grievance" have the same meaning.

Other Complaint Processes

Student complaints shall follow this policy unless otherwise specified by the policies below. Some of these policies require appeals to be submitted in accordance with FLD after the relevant complaint process:

- Complaints alleging discrimination or harassment based on race, color, gender, sex, national origin, disability, age, or religion. [See FFDA and FFDB]
- Complaints concerning retaliation related to discrimination and harassment. [See FFDA and FFDB]
- Complaints concerning a commissioned peace officer employed by the College District. [See CHA]
- Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

General Provisions

Filing

Complaint forms and appeal notices may be submitted by hand-delivery, electronic communication (email or fax), or U.S. Mail. A filing is considered timely if:

- Hand-delivered: Received by the appropriate administrator or designee by the close of business on the deadline.
- Electronic communication: Received by the close of business on the deadline, as indicated by the date/time on the electronic communication.
- Mail: Postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designee within three days after the deadline.

Scheduling Conferences

The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student's absence.

Response

At Levels One, Two, and Three, a "response" is a written communication from the appropriate administrator. Responses may be hand-delivered, sent via email to the student's email address of record, or sent by U.S. Mail to the student's mailing address of record. Mailed responses are considered timely if postmarked by U.S. Mail on or before the deadline.

Definitions

Days

"Days" refer to College District business days. The day a document is filed is considered "day zero," with the next business day as "day one."

Representative

A "representative" refers to any person or organization designated by the student to represent them in the complaint process.

The student may designate a representative in writing at any stage of the process. If the representative is designated with fewer than three days' notice before a scheduled conference or hearing, the College District may reschedule the conference or hearing to include its legal counsel. The College District may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising from the same event or a series of related events shall be addressed in one complaint. A student may not file separate or serial complaints for events that have already been addressed or could have been included in a previous complaint.

Untimely Filings

All time limits must be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not filed on time, the complaint may be dismissed, with written notice to the student, at any point during the complaint process. The student may appeal the dismissal by submitting a written appeal within ten days from the date of the dismissal notice. Such an appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party is responsible for its own costs incurred in the complaint process.

Complaint and Appeal Forms

Complaints and appeals under this policy must be submitted in writing using a form provided by the College District.

Copies of supporting documents should be attached to the complaint form. If the student does not have copies, they may be presented at the Level One conference. No new documents may be submitted after the Level One conference unless the student was unaware of them before the conference.

A complaint or appeal form that is incomplete in a material aspect may be dismissed but may be refiled with all required information within the designated time frame.

Complaint Process Levels

Level One

Complaint forms must be filed:

- Within 15 days of when the student first knew (or should have known) about the issue.
- With the lowest-level administrator who has the authority to resolve the problem.

Level Two

If the student did not receive the desired resolution at Level One or if the response deadline has passed, they may appeal to the academic dean or dean of students.

Level Three

If the student did not receive the desired resolution at Level Two or if the response deadline has passed, they may appeal to the College President or designee.

Level Four

If the student did not receive the desired resolution at Level Three or if the response deadline has passed, they may appeal to the Board.

External Complaints

Students may also file complaints through external agencies:

Student Complaints | NC-SARA

The National Council for State Authorization Reciprocity Agreements (NC-SARA) addresses consumer protection concerns for students in distance education programs.

Student Complaints - Texas Higher Education Coordinating Board

The Texas Higher Education Coordinating Board (THECB) requires students to provide written evidence of completing the institution's complaint process before filing with the THECB.

For More Information

Raquel A. Peña

Director of Student Discipline / Title IX Coordinator

Location: Memorial Hall, Room 227

Phone: (956) 794-4988

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Report a Concern

The "**Report It**" webpage provides a confidential way to report concerns related to:

- Sexual misconduct (Title IX)
- Discrimination and harassment
- Academic dishonesty
- Disruptive behavior
- Student well-being

Submitting a report allows Laredo College to assess and address issues appropriately, ensuring a safe and respectful campus environment for all.

When to Contact Us

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- If you have concerns or issues related to your rights and responsibilities.
- If you require assistance or support regarding any student-related matters.

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Student Conduct: Alcohol and Drug Use

Student Rights and Responsibilities: Alcohol and Drug Use Policies and Procedures

Alcohol Policy

Students are prohibited from using, possessing, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles, or at College District-related activities.

With prior consent from the College President and notification to the Board during a Board meeting, these provisions may be waived for specific locations or events sponsored by the College District.

State law regarding alcohol possession and consumption shall be strictly enforced at all times on all College District-controlled properties.

Controlled Substances Policy

No student shall possess, use, manufacture, transmit, distribute, sell, or attempt to possess, use, manufacture, transmit, distribute, or sell any of the following substances on College District property, in College District vehicles, or at College District-related activities:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, narcotics, hallucinogens, stimulants, depressants, amphetamines, or barbiturates.
- Any abusable glue, aerosol paint, or other volatile chemical substance for inhalation.
- Any performance-enhancing substance, including steroids.
- Any designer drug.
- Any other intoxicant or mind-altering substance.

Additionally, the transmission, sale, or attempted sale of substances represented as any of the above-listed drugs is strictly prohibited.

Exceptions

This policy does not apply if a student:

- Uses or possesses a controlled substance prescribed by a licensed physician for the student's use.
- Possesses a controlled substance prescribed for their child or an individual for whom the student is a legal guardian.
- Cultivates, possesses, transports, or sells hemp as authorized by law.
- Possesses, sells, or distributes dextromethorphan.

Paraphernalia

The use, possession, manufacture, transmission, distribution, or sale of drug-related paraphernalia is strictly prohibited.

Policy Violations

Students who violate this policy are subject to disciplinary action, which may include:

- Referral to drug and alcohol counseling, rehabilitation programs, or student assistance programs.
- Suspension or expulsion from the College District.
- Referral to law enforcement officials for prosecution.

Student Notification

Each student enrolled in one or more courses for academic credit (excluding continuing education units) shall receive:

- A copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol.
- A description of applicable legal sanctions under local, state, and federal laws.
- A description of health risks associated with illicit drug use and alcohol abuse.

Student Conduct: Alcohol and Drug Use

For more details, refer to the **FLBE (LOCAL) Policy**.

Student Alcohol and Drug Use Procedures

Introduction

The purpose of the FLBE (LOCAL) policy is to implement the federal **Drug-Free Schools and Communities Act of 1986** and subsequent updates.

Laredo College is committed to maintaining a safe, healthy, and productive learning environment. Studies show that excessive alcohol use and illegal drug consumption increase risks for accidents, absenteeism, and poor academic performance.

This policy aims to educate and support students in making informed choices about alcohol and drug use while ensuring compliance with all applicable laws.

Training and Education

Drug and alcohol abuse prevention education shall be included in college-sponsored student programs. Additional prevention and educational programs will be provided through:

- Workshops and lectures
- Community service programs
- Student activities and awareness campaigns
- State and national public health campaigns

Students can access the LC Manual of Policy online, which includes all applicable federal, state, and local policies. Visit the Laredo College Board Policy Manual

Policy Notification

The College shall inform students about this policy and available referral services through:

- The Student Handbook
- Brochures available in the Student Success Center
- Drug and alcohol prevention-related events each semester

Applicability and Scope

This policy applies to all Laredo College students and all organizational entities occupying College District property, including dormitories, offices, buildings, and grounds under Laredo College's custody.

This policy does not override or cancel any state or federal laws prohibiting drug and alcohol use.

Biennial Review

Laredo College will review its Student Alcohol and Drug Use Policy every two years to assess its effectiveness and ensure compliance with federal requirements.

For More Information

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Prohibited Organizations and Hazing

Hazing Policy

Laredo College is committed to fostering a **safe and respectful** environment for all students. **Hazing** is strictly prohibited, both on and off campus, and violations may result in disciplinary action and legal consequences.

What is Hazing?

Hazing includes any intentional, knowing, or reckless act that endangers a student's **physical or mental health** as part of:

- Pledging, initiation, or membership in an **organization**.
- Holding office in an organization.

Hazing can involve, but is not limited to:

1. **Physical brutality** (e.g., hitting, whipping, branding, electric shocks, placing harmful substances on the body).
2. **Forced physical activity** (e.g., excessive exercise, sleep deprivation, confinement in a small space, exposure to extreme elements).
3. **Forced consumption** of food, alcohol, drugs, or any other substance in a harmful manner.
4. **Illegal activities**, including any action that violates the **Texas Penal Code**.
5. **Coerced intoxication**, where a student is pressured to consume drugs or alcohol in a manner that would lead a reasonable person to believe they are intoxicated.

Who Can Be Held Responsible?

Both **individuals and organizations** can be held accountable for hazing:

- **Students** who engage in, encourage, assist, or fail to report hazing.
- **Organizations** (clubs, teams, fraternities, sororities, student government, academic groups, etc.) that condone or enable hazing.

Failure to report hazing in writing to the **Dean of Students or another appropriate official** is also a violation of this policy.

Consequences of Hazing

Violators of this policy may face:

- **College disciplinary action**, including suspension or expulsion.
- **Legal consequences**, including criminal charges under **Texas law**.
- **Sanctions against student organizations**, which may include loss of recognition or other penalties.

Hazing Awareness and Reporting

Laredo College complies with **Education Code 51.936**, requiring transparency about hazing incidents:

- A **hazing report** detailing past violations will be publicly posted on the **LC website**.
- The report will include information about disciplinary actions taken against student organizations for hazing within the past three years.
- Reports will be updated **within 30 days** of any new incidents.

Student Notifications

- A summary of **Texas hazing laws** and the hazing report will be **distributed to all students** at least **14 days before each fall and spring semester**.
- New students will be informed about hazing policies and resources **during orientation**.
- The policy summary will be published in the **Student Handbook and College Catalog**.

Gang-Free Zone Notice

Laredo College is a **gang-free zone**. Engaging in organized criminal activity within these zones carries **enhanced legal consequences** under Texas law.

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Readiness to Return to Campus

Medical Leave and Re-Entry

Laredo College is committed to supporting the well-being of all students, recognizing that health and wellness play a vital role in academic success.

Medical Leave and Readiness to Return

Any student who is **hospitalized** or takes a **medical leave of absence** while enrolled at LC must complete the **Readiness to Return Protocol** before resuming their studies. This process includes:

1. **Meeting with the Student Discipline Director/Title IX Coordinator (or designee)** to discuss their return and any necessary accommodations.
2. **Receiving approval before attending classes again.**

Students **may not** return to class without initiating this process.

Support and Accommodations

The Readiness to Return Protocol is designed to promote **academic success** and ensure students have the necessary support upon their return. When appropriate, the **Office of Student Health Services and Wellness** may:

- Work with faculty to explore potential accommodations.
- Provide additional resources to support the student's transition back to coursework.

Medical Clearance

As part of the Readiness to Return process, students must submit a **Provider Communication Form** from a **qualified medical professional** verifying they are healthy and safe to return.

Contact Information

For more information or assistance, students may contact:

- **Student Health and Wellness Center**
- **Student Discipline Director / Title IX Coordinator**

For More Information

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Director of Student Discipline / Title IX Coordinator
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Title IX Overview

Laredo College is committed to maintaining a **safe, inclusive, and equitable learning environment** for all students. In compliance with **Title IX of the Higher Education Amendments of 1972** (20 U.S.C., Section 1681 Et. Seq.), LC strictly prohibits **discrimination on the basis of sex** in any educational program or activity.

Prohibited Conduct Under Title IX

Title IX protections extend to various forms of **sex-based discrimination**, including but not limited to:

- **Sexual assault**
- **Dating violence**
- **Domestic violence**
- **Stalking**
- **Sexual harassment**

These actions are not only violations of college policy but are also forms of sex discrimination prohibited by federal law.

Filing a Title IX Complaint

Any individual who **experiences or witnesses** a **Title IX violation** should report the incident to the **Title IX Officer** for investigation and resolution. These policies apply to **all students and employees** of Laredo College. **Retaliation** against individuals involved in the complaint process is strictly prohibited.

Pregnancy and Related Accommodations

Laredo College does not discriminate against students based on **pregnancy or related conditions**. Pregnant students may request **academic accommodations** by completing a **Pregnancy Accommodation Request Form** each semester they are enrolled.

For More Information

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Victims Rights Statement

Pursuant to Texas House Bill 1735

Laredo College is committed to providing a safe learning and working environment and ensuring that victims of sexual misconduct, dating violence, domestic violence, and stalking receive the support, resources, and accommodations they need. In accordance with **Texas House Bill 1735**, victims have the following rights:

Right to Report and Seek Assistance

- Victims have the right to report incidents of **sexual assault, dating violence, domestic violence, and stalking to law enforcement, campus officials, or both.**
- Victims have the right to be informed of their **options for reporting**, including the ability to decline to notify law enforcement.
- Victims have the right to file a complaint with the **Title IX Coordinator** at Laredo College.
- Victims have the right to **confidential resources**, such as counseling and advocacy services, without the obligation to formally report the incident.

Right to Support and Protection

- Victims have the right to receive **reasonable accommodations**, including but not limited to:

- Changes in academic schedules, housing, work assignments, or transportation.
- No-contact orders to prevent interaction with the accused.
- Campus escort services for safety.
- Victims have the right to be protected from **retaliation** for reporting an incident in good faith.
- Victims have the right to **confidentiality** to the extent permitted by law, ensuring that their personal information is not disclosed without their consent.

Right to a Fair and Equitable Investigation

- Victims have the right to a **prompt, fair, and impartial investigation** conducted by trained officials.
- Victims have the right to present evidence and witnesses during the investigation.
- Victims have the right to have a **support person, advocate, or advisor** present during meetings related to the complaint.
- Victims have the right to receive timely updates on the **status and outcome** of an investigation.

Right to Campus and Community Resources

- Victims have the right to access **on-campus and off-campus** support services, including:
 - **Counseling services**
 - **Medical services**
 - **Crisis intervention and legal assistance**
- Laredo College will provide information on **local law enforcement, advocacy organizations, and emergency shelters**.

Right to Appeal

- Victims have the right to **appeal disciplinary decisions** under the institution's procedures.
- Victims have the right to be notified of their rights **before, during, and after** the investigative and disciplinary processes.

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Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence

The College District prohibits discrimination, including harassment, against any employee on the basis of sex. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

For more information on this topic, please see:

- DIAA - <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1207&code=DIAA#localTabContent>
- FFDA - <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1207&code=FFDA#localTabContent>

Campus Carry

Laredo College is committed to providing a safe environment for all students, faculty, staff, and visitors. While Texas Senate Bill 11 allows licensed individuals to carry concealed handguns in certain areas on campus, Laredo College restricts the possession of firearms and other weapons to the fullest extent allowed by law. Generally, firearms are not permitted on campus except in designated areas where concealed carry is allowed for license holders.

License holders are responsible for maintaining full control of their concealed handguns at all times and must comply with all applicable state and federal laws. It is important to note that Texas law strictly prohibits open carry of handguns or any other prohibited weapons on college campuses. Open carry, as well as carrying a handgun without a license, is not permitted on any Laredo College campus.

“No Carry” Zones

A license holder is prohibited from carrying a concealed handgun on the following premises:

1. All day care facilities located at Laredo College;
2. All outdoor sports complexes and fields located at both the Fort McIntosh and South Campuses;
3. Maravillo Gym located at the Fort McIntosh Campus;
4. Special services center offices located at Fort McIntosh and the South Campuses;
5. International Boundary & Water Commission (P-27) located on the Fort McIntosh Campus;
6. Areas in which formal hearings are being conducted, including:
 - Rooms 101, 102, and the Samuel A. Meyer Board Room located in the Elpha Lee West Administrative Building at the Fort McIntosh Campus;
 - The Dean's Conference Room, located in room 215 of the Billy Hall Student Center.

These designated “No-Carry” zones are intended to protect and prioritize the safety of all campus community members. Any updates or changes to these zones will be communicated through official college channels.

Policy Violations

Laredo College will enforce strict compliance with its concealed carry and weapons policy. Any individual found in violation of these rules—such as carrying a handgun in exclusion zones or engaging in reckless handling of a firearm—may face disciplinary action, including suspension or expulsion for students, termination for employees, or possible legal consequences.

For questions or additional information, please contact the Laredo College Police Department or refer to the college's official website at

<https://www.laredo.edu/about/administration/compliance-and-risk-management1/campus-safety/Campus%20Carry%20at%20LC.html>.

Communicable Diseases

Laredo College Student Handbook: Communicable Diseases Policy

Laredo College has established this policy to protect the health and safety of its community while complying with legal and medical standards. The policy covers various communicable diseases, including but not limited to measles, influenza, hepatitis, HIV/AIDS, leprosy, and tuberculosis.

Key Provisions of the Policy

- **Decision-Making Basis:** The college's approach to individuals with communicable diseases is based on current medical judgments. These judgments consider the nature of the disease, transmission risks, individual circumstances, and alternative responses.
- **Nondiscrimination:** Students will not face discrimination in enrollment or participation in college activities solely due to a communicable disease. However, the college reserves the right to impose restrictions when medically necessary to protect the welfare of the individual and the campus community.
- **Privacy Protection:** The college adheres to all relevant laws safeguarding the confidentiality of students with communicable diseases. Strict procedural safeguards are in place, especially for those with HIV infection.
- **HIV Education Program:** Laredo College provides a comprehensive educational program on HIV infection. This program covers medical information, transmission methods, risk factors, and prevention strategies.
- **Policy Publication:** This policy is made accessible to students through the student handbook and other official college publications.

For the full policy, visit: Laredo College Communicable Diseases Policy.

Student Expression and Use of College Facilities

The following outlines students' rights and responsibilities regarding free expression, distribution of materials, use of college facilities, and disciplinary measures. This policy ensures that student activities align with institutional guidelines while protecting lawful expression.

Definitions and Key Provisions

Antisemitism Definition

Laredo College follows the International Holocaust Remembrance Alliance (IHRA) definition of antisemitism, which includes rhetorical and physical acts targeting Jewish or non-Jewish individuals, their property, and Jewish community institutions. Antisemitic harassment and discrimination are explicitly prohibited.

Distribution of Literature

- Students and registered student organizations may distribute materials in designated areas, provided they do not disrupt college operations or violate content restrictions.
- The College District is not responsible for content distributed by students unless officially sponsored.
- Instructional materials used in classrooms are exempt from these distribution restrictions.

Limitations on Content:

- Materials may not be distributed if they:
- Are obscene or defamatory.
- Advocate unlawful or disruptive actions.
- Contain prohibited harassment, including antisemitic content.
- Constitute unauthorized solicitation or infringe upon intellectual property rights.

Time, Place, and Manner Restrictions:

- Distribution must not disrupt college functions or interfere with access to facilities.
- Materials must not result in damage, coercion, or intimidation.

- All distributed materials must comply with local, state, and federal laws.
- Distributors are responsible for cleaning up any discarded materials.

Posting of Signs

- Signs may be posted in common outdoor areas and designated locations but must comply with size and attachment restrictions.
- Signs cannot be attached to trees, fences, brick walls, statues, or within buildings (except on designated bulletin boards).
- Students and organizations must remove signs within 14 days or within 24 hours after an event concludes.

Use of College Facilities and Grounds

- Students and registered student organizations may request facility use through the Director of Student Life.
- Approval is granted based on availability and compliance with policies.
- Requests may be denied if they pose security risks, disrupt academic programs, or involve unauthorized solicitation.

Common Outdoor Area Exception:

- Outdoor areas are public forums where students may engage in expression without prior approval, unless it involves unlawful activity, harassment, or material disruption.

Announcements and Publicity

- All students and registered student organizations have equal access to announce and publicize their activities.
- Identification may be required when distributing materials or using facilities.

Policy Violations and Disciplinary Actions

- Failure to comply may result in:
 - Confiscation of non-compliant materials.
 - Suspension of facility use privileges.
 - Disciplinary action, including possible expulsion.
- Individuals interfering with permitted expression may face disciplinary measures.

Appeals and Policy Distribution

- Students may appeal administrative decisions per college procedures.
- The policy must be published online, included in student and employee handbooks, and distributed during orientation.

FLA — Student Rights and Responsibilities: Student Expression and Use of College Facilities protects free expression while maintaining a safe, inclusive, and educational environment at Laredo College.

Student Solicitations

"Student solicitation" shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

Student solicitation must comply with law and College District policies and procedures. No solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by the director of student life.

Only authorized students or registered student organizations shall be allowed to sponsor and engage in solicitation and/or fundraising activities under the name of the College District. All such activities shall be compatible with the mission and objectives of the College District and shall be approved by the director of student life in accordance with procedures developed for that purpose.

For more information on student solicitation, please see FM - <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1207&code=FI#localTabContent>.

Interrogations and Searches

College District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and College District policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner.

College District officials may initiate a search in accordance with law, including, for example, based on reasonable suspicion, voluntary consent, or pursuant to College District policy providing for suspicion-less security procedures, including the use of metal detectors.

In accordance with College District policies and procedures [see FLB], students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on College District property.

Searches should be reasonable at their inception and in scope. If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of College District policy and procedures, a College District official may conduct a search in accordance with law and College District regulations.

For more information on Interrogations and Searches, please see <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1207&code=FLC#localTabContent>

Student Records

Official student records, including but not limited to transcripts, will not be released until the following conditions are met:

1. All admission documents are filed with the Office of the Registrar at both campuses.
2. The Office of Financial Aid has provided clearance for any student with a loan.
3. All borrowed items and materials have been returned to the appropriate departments or faculty.
4. All outstanding balances owed to the college have been paid.
5. There are no holds on the student's record.
6. The Office of the Registrar will not release student records to students who have a hold with the Office of Financial Aid.

Family Educational Rights and Privacy Act (FERPA)

The **Family Educational Rights and Privacy Act (FERPA) of 1974** protects the privacy of student educational records, grants students the right to inspect and review their records, and provides procedures for correcting inaccurate or misleading information. **Laredo College complies with FERPA** and informs students of their rights by publishing general policies in the *college catalog* and detailed procedures in the *Student Handbook*.

Student Rights Under FERPA

Students have the following rights regarding their educational records:

- **Right to Access** – Students may inspect and review their educational records by submitting a written request to the Office of the Registrar and Admissions.
- **Right to Request Corrections** – If a student believes their record contains inaccurate or misleading information, they may request an amendment.
- **Right to File a Complaint** – Students may file a complaint with the **U.S. Department of Education** if they believe Laredo College has failed to comply with FERPA.
- **Right to Control Disclosure** – In most cases, student records cannot be released without written consent. However, FERPA allows for certain exceptions.

Disclosure of Student Information

- **To Parents or Legal Guardians** – Student information may be provided to parents or legal guardians without written consent if the student is a **financial dependent** as defined under **Section 152 of the Internal Revenue Code**.
- **Directory Information** – FERPA permits the release of "directory information" without student consent unless the student has opted out. This includes name, major, enrollment status, and awards.
- **Other Exceptions** – Certain officials, agencies, or institutions may access records without consent under specific FERPA exemptions.

The **Office of the Registrar** maintains a **Directory of Records**, listing all educational records retained by Laredo College. All rights and protections under FERPA belong to the student once they are enrolled at the college.

For more details, visit the **Office of the Registrar**.

Student Directory Information

Laredo College designates the following items as Student Directory Information:

- Student's name
- Address
- Email address
- Telephone number
- Field of study
- Enrollment status (full-time, part-time, undergraduate, graduate, etc)
- Degrees, certificates and other awards received
- Type of award received (academic, technical, or continuing education)
- Dates of attendance
- Student classification
- Name of institution previously attended

Laredo College may disclose any of these items as listed in the Student Directory Information without student consent. However, if a student does not wish for his/her student directory information to be released, the student must inform Laredo College, in writing, to withhold such information. Such non-consent may be declared in the Office of the Registrar and Admissions by completing the "Request to Withhold Student Directory Information" form. The institution will honor the request to withhold student directory information from the semester that this request is made until indicated otherwise. This does not inhibit Laredo College from other legal releases of student data, which may include personal data.

Name Change

Students may request a name change by completing a "Change of Student's Information form" at the Office of the Registrar and must submit a copy of an official (federal/State) document that documents the name change. Student must present two (2) of the following:

- Divorce decree
- Marriage certificate
- Social Security Card
- TX Identification (Texas Driver's License or Texas Identification Card)

Official Notifications and Communication with Students

All official communication with students at Laredo College is done electronically through e-mail notifications. It is the student's responsibility to ensure that he/she checks their official Laredo College e-mail account for all communications from Laredo College to the student. This includes all official notifications of financial aid awards, grades, transcript holds, student account information, and other similar information important to students. Students must log in to their PASPort accounts in order to retrieve pertinent Laredo College information via e-mail. Students can access their accounts on the world wide web at PASPort.laredo.edu.

Directory of Records

Areas in which student records are maintained

1. Academic Records
 - a. Office of the Registrar
 - b. Academic departments and faculty offices

- c. Advising Center
 - d. Center for Learning, Academic and Student Success
- 2. Financial Records
 - a. Bursar's Office
 - b. Office of Financial Aid
- 3. Other Student Records
 - a. Advising Center
 - b. Assessment Center
 - c. Office of Student Discipline/Title IX
 - d. Office of the Registrar

Guide to Personal Success

Service	Department	Main Campus Location	South Campus Location	Main Campus Contact	South Campus Contact
Academic Advisement	Advising Center	Lerma-Peña 201	Billy Hall Student Center A116	956-721-5135	956-794-4139
Accident Reports	Campus Police	P-64	Acad. & Adv. Tech. Center, C126	956-794-4444	956-794-4444
Activity Calendar	Office of Event Services	Maravillo Gym	N/A	eventservices@laredo.edu	eventservices@laredo.edu
Address Change	Office of the Registrar	Lerma-Peña 131	Billy Hall Student Center 109	956-721-5861	N/A
Adult Education	Adult Education and Literacy	Eloy Garcia, 111	Acad. & Adv. Tech. Center, C231	956-721-5436	956-794-4436
Bus Passes/Tickets	El Metro	1301 Farragut Street, Laredo, TX 78040	N/A	956-795-2280	N/A
Canvas	eLearning and Instructional Innovation Center	LEAC 307	Zaffirini Library B202	956-721-5211	956-794-4211
Campus Safety	Campus Police	P-64	Acad. & Adv. Tech. Center, C126	956-721-5303	956-794-4303
Career Information	Workforce Development Center	Yearly Library 201	Billy Hall Student Center 131	956-794-4610	956-794-4079
Catalogs	Office of the Registrar	Lerma-Peña 116	N/A	956-721-5861	956-721-5861
Copies	Library	Yearly Library	Zaffirini Library	956-721-5275	956-794-4275
Counseling	Office of Student Health Services and Wellness	KSC 132	Billy Hall Student Center A208	956-721-5137	956-721-5137
Course Changes	Advising Center	Lerma-Peña 201	Billy Hall Student Center A116	956-721-5135	956-794-4139
DegreeWorks	Advising Center	Lerma-Peña 201	Billy Hall Student Center A116	956-721-5135	956-794-4139
Disability Services	Office of Student Health Services and Wellness	KSC 132	Billy Hall Student Center A208	956-721-5137	956-721-5137
Dual Enrollment	Office of Recruitment and Dual Enrollment	Lerma-Peña 160	Billy Hall Student Center	956-721-5239	956-721-5239

			A109		
Emergency	Campus Police	P-64	Acad. & Adv. Tech. Center, C126	956-794-4444	956-794-4444
Emergency Loans	Office of the Bursar	Lerma-Peña 101	Billy Hall Student Center A117	956-721-5112	956-794-4212
Financial Aid	Office of Financial Aid	Lerma-Peña 143	Billy Hall Student Center A109	956-721-5361	956-794-4361

Laredo College History

Laredo College, located in Laredo, Texas, has a rich history that spans over a century. It was originally established as Laredo Junior College on September 28, 1946, by voters in the Laredo Independent School District and opened its doors to students in 1947.

In its early years, Laredo Junior College operated from temporary facilities, including local high schools. Despite these challenges, the college remained committed to providing accessible education to the growing community.

As Laredo expanded, so did the college. In the 1960s, it relocated to its current site on West End Washington Street, where it began to enhance its campus and academic programs. By the 1970s, it had transformed into Laredo Community College, reflecting its increased scope and community impact.

In August 1993, the college officially became Laredo Community College. In 2004, a second location, Laredo Community College South, was added. The institution was renamed Laredo College in 2018, as approved by the Board of Trustees.

Laredo College has consistently focused on meeting the diverse needs of its students, adapting its curriculum to align with workforce demands and offering a variety of associate degrees and certificate programs in fields such as nursing, business, and the arts.

In addition to academics, Laredo College has served as a cultural hub, hosting theater productions, art exhibitions, and community events that enrich the cultural landscape of Laredo and foster creativity and dialogue among residents.

In recent years, the college has embraced technology and innovative teaching methods, offering online courses, hybrid learning options, and modern facilities to meet the evolving needs of its students.

Today, Laredo College stands as a testament to the transformative power of education. With a legacy of perseverance, inclusivity, and excellence, it continues to be a beacon of opportunity for students in Laredo and beyond. The college serves a three-county area that includes Webb, Jim Hogg, and Zapata.

Campus Maps

For campus maps go to: <https://www.laredo.edu/campus-maps/index.html>

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