

**Photo ID required
for Services!**

Laredo College Early-Enrollment Registration Checklist

Student Name: _____ PID: P _____ Username: _____

1. High School Counselor --- Meet with High School Counselor

- Meet with High School Counselor and discuss taking College Classes.
- Fill out our Laredo College's Early Enrollment Form and gather all signatures.
- Get a copy of your High School Transcript / (College Transcript if applicable).
- Head over to Laredo College to begin process.

2. Registrars and Admissions Office (ERS) --- Complete your student record

- Apply for Admissions at Laredo College thru www.goapplytexas.org and receive your Palomino ID and PASPort username.
- Submit a bacterial meningitis waiver – visit www.laredo.edu/meningitis: if courses will be at physical College campus.
- Submit an official high school transcript to the office of admissions or email: admissions@laredo.edu.
- Make sure your Social Security Number is on file with our Admissions Office.
- Clear any Holds from our **Registrars and Admissions Office**.

➤ Pending _____ / _____ / _____ / _____

3. Academic, Career, and Transfer Center (ACT) --- Get Advised

- Visit an advisor to discuss academic goals and get help creating your class schedule.
- Bring a copy of your transcript and AP exams with you so you can get credit for prior coursework.
- Advisor will evaluate any Assessment Exams you have taken (SAT, ACT, TSI) and notify you if you need additional testing.
- If you are testing, Complete the TSI Pre-Assessment Activity and Test TSI. Advisor will go over your scores after completion.

CR-Reading **CR- Writing** **CR-Essay** **CR-Math** **Exempt - Certificate I**

4. PASPort --- Register for courses by connecting to your account

- Register for your classes on PASPort.
- Visit our Bursars office to pay for your classes.
- Head over to the **Office of Student Life – (Kazen Center)** for your College ID!

Comments

Log-In to your PASPort Account

- Go to www.laredo.edu and Click on PASPort icon
- To log-in, you'll be entering your username and password
 - If you don't know your username – please contact the office of Registration and Admissions
 - Your first password will be your date of birth – (MMDDYY)



*** If you have any trouble logging in, Please email: Pasporthelpdesk@laredo.edu**

For help with the registration process, please use the following Direct Emails to contact our offices

- The **Office of the Registrar & Admissions** can assist in getting started as a new student at LC, removing non-academic holds, ordering a transcript, registering for classes and obtaining academic records. Contact the office via email at admissions@laredo.edu. Phone: 956.721.5109 or 956.794.4110
- The **Bursar's Office** assists students by accepting payments of tuition/fees or other related charges. Other services include the setup of payment arrangements and installment plans. The office can be reached at bursaroffice@laredo.edu. Phone: 956.721.5112 or 956.794.4212
- Laredo College's **Dual Enrollment Department** assists students still in high school to enroll in college courses (dual enrollment/dual credit). Assistance is also provided to parents, school representatives and faculty on dual enrollment/dual credit matters. For more information, they can be contacted at dualenrollment@laredo.edu. Phone: 956.794.4113
- Our passionate **Recruitment team** is here to help prospective students with information about Laredo College's academic and technical programs of study. Prospective students are also assisted in navigating the admission and registration processes. Contact our recruiters via email at recruiters@laredo.edu. Phone: 956.721.5239
- Our **Veteran services** staff will assist military veterans returning to school to achieve the college and career goals they have set for themselves. The veteran affairs coordinator helps military veterans and dependents of military veterans navigate the college enrollment process and guides them through their educational benefits. Contact the coordinator at maria.garcia@laredo.edu. Phone: 956.764.5768
- Our **Assessment services** support students in testing for college readiness and checking up on Texas Success Initiative (TSI) test scores. Students may receive assistance with other tests such as professional certification exams, College Level Examination Program (CLEP) and Advance Placement (AP) tests. For appointments and additional information, send an email to assessment@laredo.edu. Phone: 956.721.5418
- Students looking for **Help Desk** support to access their student portal (PASPort) and gain access to their courses on Canvas, can contact the team at pasporthehelpdesk@laredo.edu.
- To **access courses on Canvas** or address technical issues, visit the canvas support webpage at <https://ehelpdesk.laredo.edu/home>.
- Our **Advising, Transfer and Career Center** assists students by providing **academic advising**, career planning services, program-of-study selection and preparing university transfer plans for students. For advising related questions and information, contact via email at studentsuccessctr@laredo.edu or visit www.laredo.edu/eadvising and www.laredo.edu/cms/advisorchat. Phone: 956.721.5135 or 956.794.4135
- Our **Counselors** provide free individual counseling, career exploration assistance and referrals to mental, emotional and behavioral health resources. Reach one of our counselors via email at rrdz@laredo.edu, lisagonzalez@laredo.edu or sylviat@laredo.edu.
- **Special Services** assists students with disabilities by providing academic accommodations, auxiliary aids and other specialized services. Contact Adriana Craddock at adriana.craddock@laredo.edu for assistance.
- Our **Associate Dean of Students** serves as our students' advocate on issues or concerns related to student conduct, non-academic complaints, discrimination, harassment or sexual violence complaints and conflict resolutions. Contact Dean Raquel Peña at rapena@laredo.edu.