

Fall Semester

Registration Guide 2018



Fall 2018
FIRST CLASS DAY
AUGUST 20



Laredo Community College

West End Washington Street • 5500 South Zapata Hwy. • Laredo, TX • www.laredo.edu

www.laredo.edu

lccpalominos



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Register at the Lerma Peña Building*

FORT McINTOSH CAMPUS

① Office of the Registrar and Admissions	Rm. 116	721-5109
① International Students Services	Rm. 116	
② Student Financial Aid Center	Rm. 143	721-5361
③ Office of the Registrar	Rm. 160	721-5861
④ Bursar	Rm. 117	721-5112
⑤ Student Success Center	Rm. 201	721-5135
⑥ Assessment Center	Rm. 227	721-5418
⑦ Veterans Affairs Center	Rm. 250	764-5768
Special Services Center	KCC 132	721-5192
Bookstore	Next to KCC	721-5250
Continuing Education	EG 102	721-5374

*(SEE DIAGRAM FOR OFFICE LOCATIONS)

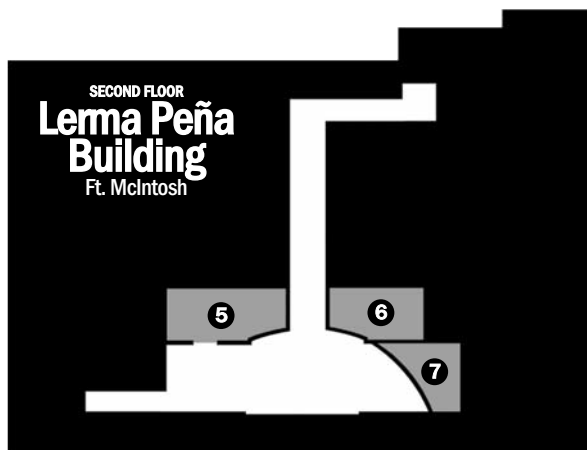


Register at the Billy Hall Student Center

SOUTH CAMPUS

LCC South Contact Offices/Phone numbers

LCC South Main Number		794-4000
Office of the Registrar and Admissions	Rm. 109	794-4110
Bursar	Rm. 117	794-4212
Student Success Center	Rm. 131	794-4135
Student Financial Aid	Rm. 109	794-4361
Assessment	Rm. 245	794-4418
Bookstore (Zaffirini Library)*	Rm. 217	794-4035



Update on the bacterial meningitis vaccine!

Effective October 1, 2013, Texas Law (Senate Bill 1107) requires that certain incoming students, who are 21 or under, entering a public, private, or independent institution of higher education be vaccinated against bacterial meningitis or provide an exemption request form in the mail declining the vaccine. Learn more at www.laredo.edu/meningitis.

New student orientation mandatory for Palominos under 26 to register

All new students, 25 years of age and younger, must attend our new student orientation program in order to register. Please register online at www.laredo.edu/orientation to reserve your seat. Orientation is FREE of charge and all new incoming students 25 years and younger must attend this orientation session in order to be advised and register for classes. You must be a Graduating Senior or Graduating Junior in order to register for these orientations. Come and meet and make friends with the people you will be spending the next two years with. We provide lunch, lots of fun, excitement, and door prizes with no cost to you. Register now while seats are still available. Please keep in mind that the sooner you register for orientation, the sooner you can register for classes.

calendar

All students are required to meet with an Advisor prior to registration. The Student Success Center accepts walk-ins only and offers online advising as well: www.laredo.edu/cms/email_advising. Students with a major should be advised by their instructional departments and are encouraged to set an appointment; see pages 11 & 13 for department advising locations. All registration holds must be cleared in order for registration to occur.

FALL 2018

Advising

Advising for Declared Majors

In Instructional Offices by appointment! Call the department of your major for availability.

Advising for New Students & General Studies Majors

At Student Success Center at both campuses!

All students must see an advisor.

April 3 - August 18

All students must see a faculty advisor. Walk-ins welcome, but appointments take priority.

April 3 - August 18

Mon.- Thu. 8am - 6pm • Fri. 8am - 12 noon

Ft. McIntosh/South Campuses

Registration

PASPort Registration

<https://passport.laredo.edu>

April 16 - August 18

Late Registration

\$10 Late Registration Fee applies

Ft. McIntosh Campus

Lerma Peña Building

South Campus

Student Success Centers and Departments

August 13

Monday, beginning at 1:00pm

August 14 - 16

Tues. - Thurs. 8am - 7pm

August 17

Fri. 8am - 3pm

Fall 2018 Saturday Open House Event

\$10 Late Registration Fee applies

Assessment, Advising, Enrollment and Registrar & Admissions,

Financial Aid, Bursar are available;

Bookstore is open too

August 18

10am - 3pm

Ft. McIntosh Campus only

Lerma Peña Building

Last Day to register in person

August 18

Payment Deadlines

Payment Deadline

For those registered April 16 - July 26

July 26

In person or via PASPort before 6pm

Payment Deadline

For those registered July 27 - August 9

August 9

In person or via PASPort before 6pm

Payment Deadline

For those registered August 10 - 16

August 16

In person or via PASPort before 6pm

Payment Deadline

For those registered August 17 - 18

August 18

In person or via PASPort before 6pm

Convocation	August 13
First Day for LCC Bookstore purchases	August 14
First Day of Class	August 20
12th Class Day (Official Reporting Day)	September 4
Mid Semester	October 10
Last Day to Drop with a "W"	November 9
Thanksgiving Holidays	November 19 - 24 (Mon-Sat)
Last Class Day	December 8 (Sat)
Final Exams	December 10-15 (Mon-Sat)
End of Semester/Final grades due	December 17 (Mon. 12noon)
Last Working Day	December 19

enrollment

Enrollment Process Checklist

Complete the following easy steps to ensure prompt registration for classes.

1. Apply for Admission.

Complete the Application for Admissions (there is NO application fee to apply) at www.laredo.edu/apply. Applications also are available by visiting the Office of the Registrar & Admissions at both campuses.

- High School Transcripts:** Official final high school transcripts must be submitted no later than the 12th class day (during long semester) or 4th class day (during summer sessions) to the Office of the Registrar & Admissions, West End Washington Street, Laredo, TX 78040.

- GED Transcripts:** GED graduates must submit an official GED transcript to Office of the Registrar & Admissions, West End Washington Street, Laredo, TX 78040.

- College/University Credit Transcripts:** Official transcripts from institutions previously attended must be submitted at least two weeks prior to registration if the student plans to use transfer credit to register for courses that require prerequisites. Submit to the Office of the Registrar & Admissions, West End Washington Street, Laredo, TX 78040.

2. Check Out Financing Options.

Students, and parents, are required to use an FSA ID, made up of a username and password, to access certain U.S. Department of Education websites. Your FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your federal student aid documents such as the Free Application for Federal Student Aid (FAFSA).

It is important to understand that the student and the parent may not share an FSA ID: Your FSA ID is your signature, so it has to be unique to you. If you are a parent of a dependent student, you will need your own FSA ID if you want to sign your child's FAFSA electronically. If you have more than one child attending college, you can use the same FSA ID to sign all applications, but each child must have his or her own. Please note: Each FSA ID user must have a unique mobile phone number and/or email address. Your FSA ID is used to sign legally binding documents electronically. It has the same legal status as a written signature. Don't give your FSA ID to anyone or allow anyone to create an FSA ID for you not even your parent, your child, or someone helping you fill out the FAFSA. Sharing your FSA ID is like teaching someone to forge your signature; and it could put you at risk of identity theft. To create an FSA ID please go to www.fsaed.gov

To apply for federal student aid, you need to complete the Free Application for Federal Student Aid (FAFSA) online form at www.fafsa.ed.gov. Completing and submitting the FAFSA form is free and quick, and it gives you access to the largest source of financial aid to pay for college. Students will be able to submit a FAFSA earlier. Students will be able to file a 2018-19 FAFSA as early as Oct. 1, 2017 rather than beginning on Jan. 1, 2018. The earlier submissions date will be a permanent change, enabling students to complete and submit a FAFSA as early as October 1st every year. Students must use their 2016 income tax information to apply for the 18 - 19 FAFSA application.

3. Meet with an Advisor.

Your advisor will inform you of TSI requirements, program requirements, course selections and degree plans. Advising is required for all students. Student with a declared major must see a faculty advisor.

Also, be sure to do the following:

- Submit test scores (TAKS, ACT, SAT, TSIA, STAAR).
- Submit transcripts from all previously attended institutions to Office of the Registrar & Admissions.
- Verify with Enrollment & Registration Services Center that test scores and transfer course work has been included in your student record.

If you have questions, you can always visit the Student Success Center or request assistance via email.

The Student Success Center is at Lerma Peña Building, room 201(Fort McIntosh Campus) and Billy Hall Student Center, room 131 (South Campus). Walk-ins only. To get advised by email, visit www.laredo.edu/e-advising.

4. Take a Placement Test.

All first-time students attempting the Texas Success Initiative Assessment (TSI) must first complete the Pre-Assessment Activity (PAA) and obtain a Certificate of Completion. Please contact the Assessment Center at (956)721-5418 or (956)794-4418 for details on this activity.

5. Register and Pay for Classes.

Enroll in your classes through your PASPort student account at <https://PASPort.laredo.edu>. Assistance is available through the advising center at both campuses.

To complete the registration process, students must pay for all classes prior to the payment due date. Refer to page 2 of the Registration Guide for payment due dates. Cash, check, money order, VISA and MasterCard are all acceptable payment options. Payments can be made online through PASPort at <https://PASPort.laredo.edu> or by visiting the Bursar's Office at either campus. Students taking TSI for the first time, must take the TSI Pre-Assessment activity which can be found at <https://forms.laredo.edu/forms/tsiform>.

6. Get your Student ID number and username.

You can get your student ID number at the Office of the Registrar & Admissions at either campus. Your student ID number starts with a P*****

7. Request a Picture ID.

Your student ID is needed to obtain library services and other services on campus. Your student ID can be obtained at the Student Life Office, Kazen Student Center, room 214 (Ft. McIntosh) or the Billy Hall Student Center, room 242 (South). If you have any questions, please call 956.721.5174 or 956.794.4178.

student success center

- 8. Get familiar with the campus and location of your classes.**
You can find Campus Maps inside the Registration Guide (see pages 10 and 12).
- 9. Check out the many student services available at LCC.**
Student Success Center Library
Bookstore Food Services
Recreational Facilities

Academic Standing

Students on Academic suspension are not eligible to enroll unless the student submits an Academic Appeal to the Student Success Center and it is approved. Students approved to enroll may not register through PASPort; they must register in person.

Academic Accommodations

Students with a disability may be eligible to receive accommodations through the office of Special Services. Students must be prepared to submit objective documentation supporting their disability along with an application for services to the Special Services Center at the Kazen Student Center, Rm. 132 at the Ft. McIntosh Campus, and Billy Hall Center, Room 131 at the South Campus. The counselor meets with students by appointment only, and is available at the South Campus on Wednesdays from 8am - 6pm. For more information, call us at 721-5137 or visit our web page.

Academic Advisement Hours

Monday–Thursday
8am – 6pm

Friday
8am - 12pm

Saturday*
10am - 3pm (Ft. McIntosh Campus only)
*closed for holidays, special activities or non-registration periods

Fort McIntosh Campus
Lerma Peña Building, Room 201
956.721.5135

South Campus
Billy Hall Center, Room 131
956.794.4135

NOTE: Once you have been advised, you can complete your registration online at PASPort.laredo.edu.

Important Notice Regarding Student Fees

Students will be charged the following fees upon enrollment (when applicable):

Differential tuition fee: \$60 per credit hour

For students who enroll in certain courses taken for the third time or more OR for students who enroll in developmental courses and have already taken 18 or more semester hours of developmental coursework.

Add/Drop Fee: \$10 per event

For students who make changes to their class schedule beginning on the official first class day August 20, 2018. The fee is collected at the time the schedule change is processed for requests made in person. For online drops, fee is posted to the student's account after schedule changes are processed online, which may take up to 3 business days before charge is reflected on the student account. Students will be responsible to pay any add/drop fees posted to their student account as a result of student-initiated schedule changes.

Late Registration Fee: \$10 per semester

For students who register late for classes, beginning Monday, August 13, 2018.

Please note: Some courses also will require lab or course fees in addition to the regular tuition and fees. These fees can be found when looking up classes in PASPort.



eLearning & Instructional Innovation Center

eLearning Today...Leading Tomorrow

- Quality Designed Online Courses
- Self-Paced Learning
- Flexibility

Visit our website to learn more:
www.laredo.edu/elearning

956.721.5211
<http://ehelpdesk.laredo.edu>

*\$20 per semester credit hour fee applies to enroll in any online course(s).

PASPort is your access to all your student information!
Log in to <http://passport.laredo.edu>

PASPORT

Personnel and Student Portal

Or, you can log in directly to PASPort at PASPort.laredo.edu
PASPort is your ticket to great online features! You can:

- View the Class Schedule
- Manage your classes
- Register and pay for classes
- Request official transcripts
- Send and receive email
- Verify financial aid information
- Review degree progress
- Stay informed with LCC News, Facebook highlights and more!

How to log in:

To log in, you will need your Username and Password. Visit the Office of the Registrar & Admissions to get your Username. If this is your first time logging into PASPort, your password will be your date of birth (MMDDYY).

1. Visit the PASPort website at PASPort.laredo.edu, or go to www.laredo.edu and click on the PASPort logo.
2. Enter your Username in the box that says 'Username'
3. Enter your Password in the box that says 'Password'

NOTE: Your PASPort Username can be found on your Student ID card. This Username also is the first part of your student email address.



Example: **Jane Smith**

jsmith1234 is the username for logging into PASPort.
The email address would be **jsmith1234@students.laredo.edu**

Forgot Your Password?

1. Click on the 'PASPort Help Desk' link.
2. Click on the 'Forgot Password?' link.
3. Follow the given instructions.

For more information or additional Help options,
visit the PASPort website.

Download Our New App for Free!

Go LCC.
Go Mobile.



Get our new app
LCC Mobile today!

visit <http://www.laredo.edu/ios>
or
<http://www.laredo.edu/android>

STUDENTS MUST CLEAR HOLDS BEFORE REGISTERING

How to Register on

PASPORT

Personnel And Student Portal

1. Go to *passport.laredo.edu* and log on to your account.
2. Click **Student tab** and a new browser tab will open.
3. Go to **Add or Drop Classes** under **Registration Tools** in the center of the screen.
4. **Select a Term** and click **Submit**.
5. Click **Class Search** box.
6. Click **Advanced Search** box.
7. Click **Subject** box (select course you are searching such as English, Reading, or Math).
8. Click **Course Number** (type number such as 1314, 1301, or 0376).
9. Click **Campus** box (select an LCC campus such as Fort McIntosh--Main, South, or Distance Education-Online).
10. Click **Class Search** box (bottom of screen).
11. Class sections appear; review days, times, and locations for sections listed.
12. **Click box** (left-hand side) to select course you prefer.
(Note: A "C" will indicate section is closed, and you cannot register for that section.)
13. Click **Register** box (bottom of screen).
14. **Current Schedule** appears. (Note: If you wish to change section selected, you can drop class by: clicking on drop arrow found next to course listed, selecting Web Drop option, and clicking on Submit box at bottom of screen.)
15. Repeat steps 6–14 for every class you want to register in a specific term.

tuition

Tuition and Fees

Students are expected to pay all tuition and fees in full, or have a valid installment agreement at the time of registration. A student is not properly registered and will be refused admission to a class until he/she has paid all tuition and fees. **Installment plans are available only for Fall and Spring semesters.**

Students who have received a scholarship are required to pay the full tuition and fees personally if the granting organization has not paid the scholarship at the time of registration.

Laredo Community College tuition and fees are calculated on the basis of a student's semester hour load, special fee courses, special activities, and residence. **TUITION AND FEES ARE SUBJECT TO CHANGE BY ACTION OF THE BOARD OF TRUSTEES.**

In compliance with Senate Bill 250 enacted by the 65th Texas Legislature dealing with concurrent enrollment at two or more state supported institutions of higher education, a student will be exempt from paying the minimum tuition requirements if the law applies. Students who are eligible to receive exemptions from payment of the minimum tuition must present the documentation to the Bursar's Office by the twelfth class day of a regular session or the fourth class day of the summer session.

PAYMENT OF TUITION AND FEES

Students are expected to pay all financial obligations to the College when due. Failure to meet such obligations will result in a student's record being placed on "hold" and will result in the student not being able to receive transcripts or enroll for another semester or session.

FINANCIAL ASSISTANCE

Financial Aid awards will be reflected on tuition/fee bills for students who have been awarded financial aid. Students who have not been awarded a financial assistance package and are in need of assistance are encouraged to contact the Student Financial Aid & Veteran Affairs Services Center.

STUDENT FINANCIAL AID & VETERAN AFFAIRS SERVICES CENTER

In order to receive financial aid of any kind, students must complete the following steps every year:

1. Students, and parents, are required to use an FSA ID, made up of a username and password, to access certain U.S. Department of Education websites. Your FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your federal student aid documents such as the Free Application for Federal Student Aid (FAFSA).
2. Students will be able to submit a Free Application for Federal Student Aid (FAFSA) early at www.fafsa.ed.gov. Students will be able to fill out the 2018-19 FAFSA as early as October 1, 2017, rather than at the beginning of January 1, 2018. The earlier submission date will be a permanent change, enabling students to complete and submit a FAFSA as early as October 1 every year. Students will use the 2016 income tax information to file the 18-19 FAFSA.
3. Submit all requested verification documentation through PasPort prior to the priority deadlines listed below.

Priority Deadline will remain the same for Fall, Spring and Summer
Fall - March 1, Spring - Nov. 1, Summer - March 1

4. Year Round Pell Grant will be available for those who qualify, for more information please visit the Student Financial Aid & Veterans Affairs Services Center.
5. Steps for Verifying your Financial Aid Online:
 - Log into your PASPort at www.laredo.edu
 - Under Students, click on My Finances
 - Click on Launch Student Verification
 - Register your account
6. Be registered for the appropriate hours required for the specific type of aid:

SUMMER I & II	3 eligible hours or more for SEOG, OCTPEG, and Work-Study;
FALL/SPRING	6 eligible hours or more for SEOG, OCTPEG, Work-Study,
TEOG	9 eligible hours for TEXAS Grant

NOTE: Funds for SEOG, Work-Study and other types of aid are awarded only if the above has been followed. Funds are limited, so it is recommended that the student follow the above instructions as early as possible. Contact the Student Financial Aid & Veteran Affairs Services Center should any of the above seem unclear.

The above procedure must be repeated every year. The Financial Aid year runs from Fall through Summer.

We've got you covered

When a campus closure or emergency happens, you'll be the first to know about it, thanks to LCCAlert. After registering and paying for your classes, you become a part of the LCCAlert community so that Laredo Community College can reach you via your basic contact information on your academic record (i.e.: phone # on record and LCC email address). However, you can choose how you want to be contacted by LCCAlert by accessing the system to indicate your personal preferences. You can choose to be contacted by phone, cell phone, personal email or text message. LCCAlert is free to all LCC students, faculty and staff!

After registering for your courses, please wait for an email invite from LCC ALERT to activate your account.

NEW!
LCC now offers Palomino 411
A text-message only service to inform students of important info related to financial aid, important college dates and more.

Identify LCCAlert messages on your cell phone by adding the LCCAlert phone number to your contact list.

LCCAlert

956.729.9539

Need help to logon? Contact lccalert@laredo.edu

Please visit the Office of the Registrar & Admissions to opt in.

Find your future

Apply Now!



www.laredo.edu/apply

**Fall Semester 2018
IN-DISTRICT STUDENTS**

Hours	Tuition	General Use Fee	Activity Fee	Matriculation Fee	Accident Insurance Fee	Technology Fee	Instructional Support Fee	Student Service Fee	Parking/Street Maint. Fee	Total
1	\$50.00	\$50.00	\$10.00	\$15.00	\$5.00	\$10.00	\$10.00	\$60.00	\$10.00	\$220.00
2	\$100.00	\$100.00	\$20.00	\$15.00	\$5.00	\$20.00	\$20.00	\$60.00	\$10.00	\$350.00
3	\$150.00	\$150.00	\$30.00	\$15.00	\$5.00	\$30.00	\$30.00	\$60.00	\$10.00	\$480.00
4	\$200.00	\$200.00	\$40.00	\$15.00	\$5.00	\$40.00	\$40.00	\$60.00	\$10.00	\$610.00
5	\$250.00	\$250.00	\$50.00	\$15.00	\$5.00	\$50.00	\$50.00	\$60.00	\$10.00	\$740.00
6	\$300.00	\$300.00	\$60.00	\$15.00	\$5.00	\$60.00	\$60.00	\$60.00	\$10.00	\$870.00
7	\$350.00	\$350.00	\$70.00	\$15.00	\$5.00	\$70.00	\$70.00	\$60.00	\$10.00	\$1,000.00
8	\$400.00	\$400.00	\$80.00	\$15.00	\$5.00	\$80.00	\$80.00	\$60.00	\$10.00	\$1,130.00
9	\$450.00	\$450.00	\$90.00	\$15.00	\$5.00	\$90.00	\$90.00	\$60.00	\$10.00	\$1,260.00
10	\$500.00	\$500.00	\$100.00	\$15.00	\$5.00	\$100.00	\$100.00	\$60.00	\$10.00	\$1,390.00
11	\$550.00	\$550.00	\$110.00	\$15.00	\$5.00	\$110.00	\$110.00	\$60.00	\$10.00	\$1,520.00
12	\$600.00	\$600.00	\$120.00	\$15.00	\$5.00	\$120.00	\$120.00	\$60.00	\$10.00	\$1,650.00
13	\$650.00	\$650.00	\$130.00	\$15.00	\$5.00	\$130.00	\$130.00	\$60.00	\$10.00	\$1,780.00
14	\$700.00	\$700.00	\$140.00	\$15.00	\$5.00	\$140.00	\$140.00	\$60.00	\$10.00	\$1,910.00
15	\$750.00	\$750.00	\$150.00	\$15.00	\$5.00	\$150.00	\$150.00	\$60.00	\$10.00	\$2,040.00
16	\$800.00	\$800.00	\$160.00	\$15.00	\$5.00	\$160.00	\$160.00	\$60.00	\$10.00	\$2,170.00
17	\$850.00	\$850.00	\$170.00	\$15.00	\$5.00	\$170.00	\$170.00	\$60.00	\$10.00	\$2,300.00
18	\$900.00	\$900.00	\$180.00	\$15.00	\$5.00	\$180.00	\$180.00	\$60.00	\$10.00	\$2,430.00
19	\$950.00	\$950.00	\$190.00	\$15.00	\$5.00	\$190.00	\$190.00	\$60.00	\$10.00	\$2,560.00
20	\$1,000.00	\$1,000.00	\$200.00	\$15.00	\$5.00	\$200.00	\$200.00	\$60.00	\$10.00	\$2,690.00
21	\$1,050.00	\$1,050.00	\$210.00	\$15.00	\$5.00	\$210.00	\$210.00	\$60.00	\$10.00	\$2,820.00

**Fall Semester 2018
OUT-OF-DISTRICT STUDENTS**

Hours	Tuition	General Use Fee	Activity Fee	Matriculation Fee	Accident Insurance Fee	Technology Fee	Instructional Support Fee	Student Service Fee	Parking/Street Maint. Fee	Total
1	\$100.00	\$50.00	\$10.00	\$15.00	\$5.00	\$10.00	\$10.00	\$60.00	\$10.00	\$270.00
2	\$200.00	\$100.00	\$20.00	\$15.00	\$5.00	\$20.00	\$20.00	\$60.00	\$10.00	\$450.00
3	\$300.00	\$150.00	\$30.00	\$15.00	\$5.00	\$30.00	\$30.00	\$60.00	\$10.00	\$630.00
4	\$400.00	\$200.00	\$40.00	\$15.00	\$5.00	\$40.00	\$40.00	\$60.00	\$10.00	\$810.00
5	\$500.00	\$250.00	\$50.00	\$15.00	\$5.00	\$50.00	\$50.00	\$60.00	\$10.00	\$990.00
6	\$600.00	\$300.00	\$60.00	\$15.00	\$5.00	\$60.00	\$60.00	\$60.00	\$10.00	\$1,170.00
7	\$700.00	\$350.00	\$70.00	\$15.00	\$5.00	\$70.00	\$70.00	\$60.00	\$10.00	\$1,350.00
8	\$800.00	\$400.00	\$80.00	\$15.00	\$5.00	\$80.00	\$80.00	\$60.00	\$10.00	\$1,530.00
9	\$900.00	\$450.00	\$90.00	\$15.00	\$5.00	\$90.00	\$90.00	\$60.00	\$10.00	\$1,710.00
10	\$1,000.00	\$500.00	\$100.00	\$15.00	\$5.00	\$100.00	\$100.00	\$60.00	\$10.00	\$1,890.00
11	\$1,100.00	\$550.00	\$110.00	\$15.00	\$5.00	\$110.00	\$110.00	\$60.00	\$10.00	\$2,070.00
12	\$1,200.00	\$600.00	\$120.00	\$15.00	\$5.00	\$120.00	\$120.00	\$60.00	\$10.00	\$2,250.00
13	\$1,300.00	\$650.00	\$130.00	\$15.00	\$5.00	\$130.00	\$130.00	\$60.00	\$10.00	\$2,430.00
14	\$1,400.00	\$700.00	\$140.00	\$15.00	\$5.00	\$140.00	\$140.00	\$60.00	\$10.00	\$2,610.00
15	\$1,500.00	\$750.00	\$150.00	\$15.00	\$5.00	\$150.00	\$150.00	\$60.00	\$10.00	\$2,790.00
16	\$1,600.00	\$800.00	\$160.00	\$15.00	\$5.00	\$160.00	\$160.00	\$60.00	\$10.00	\$2,970.00
17	\$1,700.00	\$850.00	\$170.00	\$15.00	\$5.00	\$170.00	\$170.00	\$60.00	\$10.00	\$3,150.00
18	\$1,800.00	\$900.00	\$180.00	\$15.00	\$5.00	\$180.00	\$180.00	\$60.00	\$10.00	\$3,330.00
19	\$1,900.00	\$950.00	\$190.00	\$15.00	\$5.00	\$190.00	\$190.00	\$60.00	\$10.00	\$3,510.00
20	\$2,000.00	\$1,000.00	\$200.00	\$15.00	\$5.00	\$200.00	\$200.00	\$60.00	\$10.00	\$3,690.00
21	\$2,100.00	\$1,050.00	\$210.00	\$15.00	\$5.00	\$210.00	\$210.00	\$60.00	\$10.00	\$3,870.00

**Fall Semester 2018
OUT-OF-STATE AND FOREIGN STUDENTS**

Hours	Tuition	General Use Fee	Activity Fee	Matriculation Fee	Accident Insurance Fee	Technology Fee	Instructional Support Fee	Student Service Fee	Parking/Street Maint. Fee	Total
1	\$200.00	\$50.00	\$10.00	\$15.00	\$5.00	\$10.00	\$10.00	\$60.00	\$10.00	\$370.00
2	\$304.00	\$100.00	\$20.00	\$15.00	\$5.00	\$20.00	\$20.00	\$60.00	\$10.00	\$554.00
3	\$456.00	\$150.00	\$30.00	\$15.00	\$5.00	\$30.00	\$30.00	\$60.00	\$10.00	\$786.00
4	\$608.00	\$200.00	\$40.00	\$15.00	\$5.00	\$40.00	\$40.00	\$60.00	\$10.00	\$1,018.00
5	\$760.00	\$250.00	\$50.00	\$15.00	\$5.00	\$50.00	\$50.00	\$60.00	\$10.00	\$1,250.00
6	\$912.00	\$300.00	\$60.00	\$15.00	\$5.00	\$60.00	\$60.00	\$60.00	\$10.00	\$1,482.00
7	\$1,064.00	\$350.00	\$70.00	\$15.00	\$5.00	\$70.00	\$70.00	\$60.00	\$10.00	\$1,714.00
8	\$1,216.00	\$400.00	\$80.00	\$15.00	\$5.00	\$80.00	\$80.00	\$60.00	\$10.00	\$1,946.00
9	\$1,368.00	\$450.00	\$90.00	\$15.00	\$5.00	\$90.00	\$90.00	\$60.00	\$10.00	\$2,178.00
10	\$1,520.00	\$500.00	\$100.00	\$15.00	\$5.00	\$100.00	\$100.00	\$60.00	\$10.00	\$2,410.00
11	\$1,672.00	\$550.00	\$110.00	\$15.00	\$5.00	\$110.00	\$110.00	\$60.00	\$10.00	\$2,642.00
12	\$1,824.00	\$600.00	\$120.00	\$15.00	\$5.00	\$120.00	\$120.00	\$60.00	\$10.00	\$2,874.00
13	\$1,976.00	\$650.00	\$130.00	\$15.00	\$5.00	\$130.00	\$130.00	\$60.00	\$10.00	\$3,106.00
14	\$2,128.00	\$700.00	\$140.00	\$15.00	\$5.00	\$140.00	\$140.00	\$60.00	\$10.00	\$3,338.00
15	\$2,280.00	\$750.00	\$150.00	\$15.00	\$5.00	\$150.00	\$150.00	\$60.00	\$10.00	\$3,570.00
16	\$2,432.00	\$800.00	\$160.00	\$15.00	\$5.00	\$160.00	\$160.00	\$60.00	\$10.00	\$3,802.00
17	\$2,584.00	\$850.00	\$170.00	\$15.00	\$5.00	\$170.00	\$170.00	\$60.00	\$10.00	\$4,034.00
18	\$2,736.00	\$900.00	\$180.00	\$15.00	\$5.00	\$180.00	\$180.00	\$60.00	\$10.00	\$4,266.00
19	\$2,888.00	\$950.00	\$190.00	\$15.00	\$5.00	\$190.00	\$190.00	\$60.00	\$10.00	\$4,498.00
20	\$3,040.00	\$1,000.00	\$200.00	\$15.00	\$5.00	\$200.00	\$200.00	\$60.00	\$10.00	\$4,730.00
21	\$3,192.00	\$1,050.00	\$210.00	\$15.00	\$5.00	\$210.00	\$210.00	\$60.00	\$10.00	\$4,962.00

How to Pay for Classes

Cash, Credit Card, Checks (payable to Laredo Community College), Cashiers Checks, and Money Orders are all accepted. Temporary Checks and Third Party Checks are not accepted. Any check returned for insufficient funds will be assessed a \$15.00 fee.

By Web

Go to: <https://PASPort.laredo.edu>, login, and under the Students tab, click the sub-page My Finances. Then click on the "Online Payments" under Other Finance Links. You will be directed to the LCC Student Account Center payment page. Students must pay full amount of tuition and fees or enroll in a payment plan by clicking on the "payment plans" tab. We recommend that you print your payment confirmation.

In Person

Pay at any campus: Lerma Peña Bldg., 101 (Ft. McIntosh Campus) or Billy Hall Student Center, Room 117 (South Campus).

Installment Plan (Applies to Fall/Spring Semesters only)

Students choosing to pay by installment plan must go to the Bursar's Office (Ft. McIntosh or South Campus) or online via PASPort and complete the required contract by their payment due date. Only the student may sign the installment contract.

By Sponsor

Students who are sponsored must provide sponsorship letter to the Bursar's Office (Ft. McIntosh or South Campus) by payment deadline.

Student Financial Aid & Veteran Affairs Services Center

Students on financial aid that have registered are considered to be officially enrolled. Any student on financial aid that decides not to be enrolled after registering must drop his/her courses by filling out a drop slip at the Office of the Registrar & Admissions. **Students will not be automatically cancelled; student must make the request to be dropped.** It is the student's responsibility to ensure that a drop slip has been completed and processed whether it is student requested or faculty initiated.

Flex and combo courses

(classes that do not start at the beginning of the semester)

Estimated award. Adjusted to eligible number of hours enrolled as of the 12th class day. Reimbursement for flexible classes will be issued after completion of the course. Tuition/fees and outstanding balances will be deducted before a refund for the difference is issued. Any student receiving federal funding who withdraws from all classes before the 60% point of the semester must return the unearned portion of the aid disbursed. Failure to return the funds will result in a hold being placed on all student records.

Tuition and Book Loans

Students may process a loan for tuition/fees as well as a loan for their books. To find out more specific information, please go by any of the Financial Aid Center locations.

Refunds of Tuition and Fees

A percentage of tuition and fees may be refunded to students who drop courses or completely withdraw from the College. **Students have the ultimate responsibility to ensure that an official withdrawal/drop slip is completed and submitted to the Office of the Registrar & Admissions.** The refund is based on the withdrawal/drop date. The effective date of student-initiated withdrawals or drops shall be the date on which the add/drop slip is submitted to the Office of the Registrar & Admissions. Similarly, the effective date of College-initiated withdrawals or drops shall be the date on which the appropriate faculty or staff member dates the add/drop slip.

Class days are counted beginning with the first official class day of each semester, as designated in the College instructional calendar, regardless of the individual student's first class day or date of registration.

Tuition and fees will be refunded according to the following schedules:

Refunds for complete withdrawals:

Prior to the first semester day	100 percent
During the first 15 class days (or first 5 class days in summer)	70 percent
During the 16 - 20th class (or 6th class days in summer)	25 percent
After the 20th class day (or after the 6th class day in summer)	None

*Classes with different Begin and End dates than the regular Semester or Session will have a different refund schedule - check with the Office of the Registrar & Admissions.

Refunds for reductions in semester credit hour load:

Prior to the first semester day	100 percent
During the first 15 class days (or first 5 class days in summer)	70 percent
During the 16 - 20th class (or 6th class days in summer)	25 percent
After the 20th class day (or after the 6th class day in summer)	None

*Classes with different Begin and End dates than the regular Semester or Session will have a different refund schedule - check with the Office of the Registrar & Admissions.

If a student withdraws because the student is called into active military service, Laredo Community College, at the student's option, shall refund the tuition and fees paid by the student for the semester in which the student withdraws; grant a student, who is eligible under Laredo Community College's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

Separate refund schedules may be established for optional fees such as intercollegiate athletics, cultural entertainment, parking, yearbooks, etc.

Tuition and fees paid by a sponsor, donor or scholarship shall be refunded to the source rather than directly to the student if the funds were made available through Laredo Community College.

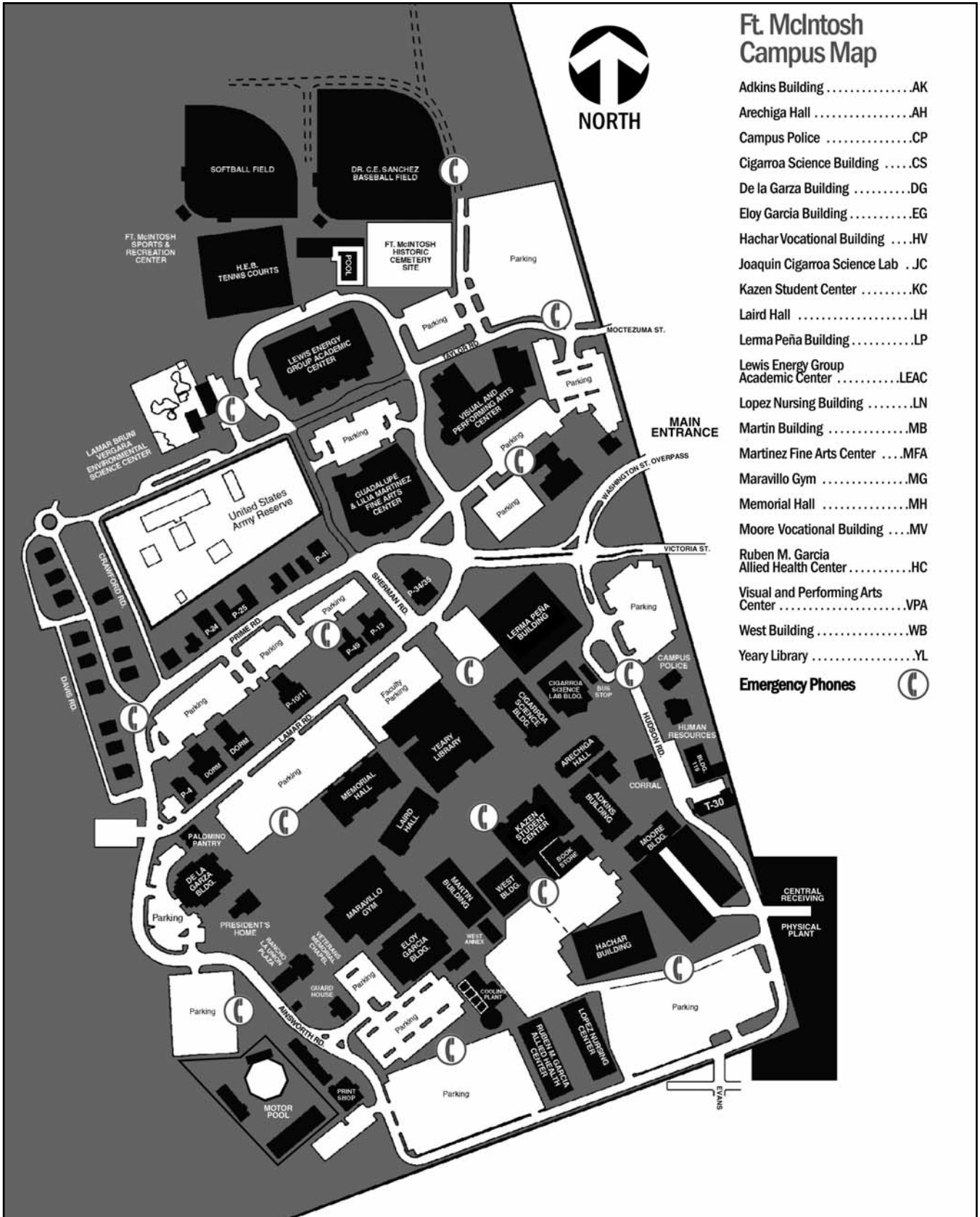
Students receiving Financial Aid may be subject to a different pro-rata refund schedule.

A \$15.00 matriculation fee charged to all students is not refundable, except for students who are completely cancelled for non-payment.

When a student withdraws and owes money, the full amount of the unpaid balance is due. Withdrawing from the college does not cancel indebtedness.

Refunds will be made by check after the last refund date for cash or check payments. Refunds for credit card payments will be credited to the card used for payment upon student request or after the last refund date.

ft. mcintosh campus



Ft. McIntosh Campus Map

- Adkins BuildingAK
- Arechiga HallAH
- Campus PoliceCP
- Cigarroa Science BuildingCS
- De la Garza BuildingDG
- Eloy Garcia BuildingEG
- Hachar Vocational Building ...HV
- Joaquin Cigarroa Science Lab .JC
- Kazen Student CenterKC
- Laird HallLH
- Lerma Peña BuildingLP
- Lewis Energy Group Academic CenterLEAC
- Lopez Nursing BuildingLN
- Martin BuildingMB
- Martinez Fine Arts Center ...MFA
- Maravillo GymMG
- Memorial HallMH
- Moore Vocational Building ...MV
- Ruben M. Garcia Allied Health CenterHC
- Visual and Performing Arts CenterVPA
- West BuildingWB
- Yeary LibraryYL

Emergency Phones



Ft. McIntosh Campus Advising Locations

Call the department of your major to make an appointment for advising.

BUSINESS

LEAC 206

George E. Macdonald, Department Chair

721-5355

ACCT Accounting
ACNT Applied Accounting
BUSI Business Administration
BMGT/HRPO/BUSG Management
IBUS/OSHT Import-Export Management
MRKG Marketing

COMPUTER TECHNOLOGY

HV 128

Robert Moore, Department Chair

721-5317

BIOM Biomedical Technology/Technician
CETT Computer Engineering Technology/Technician
COSC Computer and Information Science
CPMT Computer Installation and Repair Technology/Technician
DFTG Drafting and Design Technology/Technician, General
EECT Telecommunications Technology/Technician
IMED Web Page, Digital Multimedia and Information Resources Design
ITCC System, Networking, and LAN/WAN Management/Manager (CISCO Certification)
ITMC Computer Systems Networking and Telecommunications (Microsoft Certification)
ITNW Computer Systems Networking and Telecommunications
ITSC Computer and Information Sciences, General
LOTT Laser and Optical Technology/Technician

eLEARNING & INSTRUCTIONAL INNOVATION CENTER

LEAC 307

Elizabeth C. Rodriguez, Director

721-5211

ENGLISH AND COMMUNICATION

AK 210

Dr. Margaret Wintersole, Department Chair

721-5445

COMM Communications
ENGL English
ENSL English as a Second Language
FREN French
READ Reading
SPAN Spanish
SPCH Speech
STSC Student Success

HEALTH SCIENCES

LN 124

Dr. Dianna L. Miller,

Nursing Programs Director

721-5252/721-5255

RNSG Associate Degree Nursing (A.D.N.)
NURA Nursing Assistant (N.A.)
VNSG Vocational Nursing (V.N.)

Oscar Gomez, RADR Program Director

HC 109

RADR Radiologic Technology

721-5262/721-5261

Norma Moore, MDCA Program Director

MDCA Medical Assistant
HITT Health Information Technology
HPRS Health Professions

Adriana Nunemaker, PLAB Program Coordinator

PLAB Phlebotomy

Manuel Ramirez, EMSP Program Director

EMSP Paramedics, Emergency Medical Services

Jodie Valls, OTHA Program Director

OTHA Occupational Therapy Assistant

Esmeralda Vargas, PTHA Program Director

PTHA Physical Therapist Assistant

INDUSTRIAL TECHNOLOGY

MV 106

Heriberto Hernandez, Department Chair

721-5172

ELPT/ELTN/DFTG Electrical Technology
HART Heating, Air Conditioning, Refrigeration Technologies/Technician
MAIR Major Appliance Installer and Repairer
PTRT Petroleum Technology
WLDG/DFTG Welding

KINESIOLOGY

LEAC 125

Dr. Armando Perez, Department Chair

721-5858/721-5329

KINE Physical Education

MATHEMATICS

LH 105

Guillermo Serna, Department Chair

721-5441

MATH Mathematics

NATURAL SCIENCES

P 41

Dr. Jim Goetze, Department Chair

721-5195

ARCH Architecture ENGR Engineering
BIOL Biology GEOL Geology
CHEM Chemistry PHYS Physics

PERFORMING ARTS

VPA 119

Maria E. Soliz, Department Chair

721-5330

DANC Dance MUAP Applied Music
DRAM Drama MUEN Music Ensemble
MUSI Music

SOCIAL AND BEHAVIORAL SCIENCES

AH 202

Dr. Horacio Salinas, Jr., Department Chair

721-5294

ANTH Anthropology
ECON Economics
GEOG Geography
GOVT Government
HIST History
HUMA Humanities
PHIL Philosophy and Logic
PSYC Psychology
SOCL Sociology
SOCW Social Work

VISUAL ARTS

VPA 128

Maria E. Soliz, Department Chair

721-5224

ARTS Arts

CONTINUING EDUCATION, ADULT EDUCATION & LITERACY

EG 102

Sandra L. Cortez, Director

721-5374

Brenda Martinez, WF Project Coordinator

721-5764

DEAN OF ARTS AND SCIENCES

WB 120

Dr. Marisela Rodriguez

764-5798

SENIOR DIRECTOR FOR RECRUITMENT AND ADMISSIONS

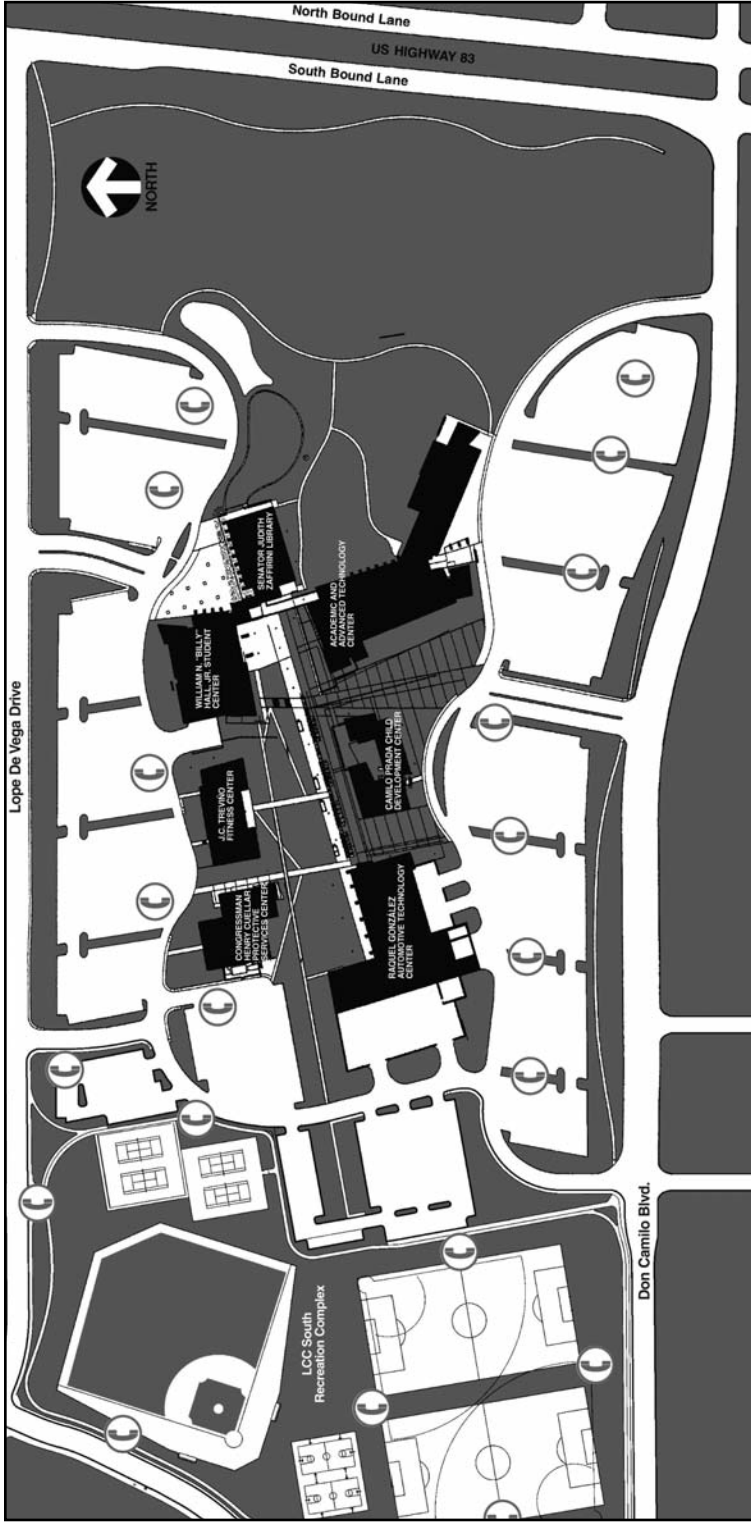
LP 131

Albert Hernandez

721-5151

Have you been advised already? All LCC students must get advised to register for classes. Self-advisement is no longer an option.

south campus



5500 South Zapata Highway Campus Map Legend

- William N. "Billy" Hall, Jr.
Student CenterBHC
- Senator Judith Zaffirini Library
and Learning Enrichment CenterJZL
- Academic and Advanced
Technology CenterAAC
- Camilo Prada Child
Development CenterCPC
- Raquel González Automotive
Technology CenterRGA
- Congressman Henry Cuellar
Protective Services CenterPSC
- J.C. Treviño Fitness CenterJCT
- Emergency Phones** (☎)

South Campus Advising Locations

Call the department of your major to make an appointment for advising.

CHILD DEVELOPMENT AAC #109

Gloria C. Juarez, Department Chair 794-4389
 CDEC Child Development
 TECA Child Development/Early Childhood Education
 EDUC Education

COMPUTER TECHNOLOGY AAC #205

Robert Moore, Department Chair 794-4146
 BIOM Biomedical Technology/Technician
 CETT Computer Engineering Technology/Technician
 COSC Computer and Information Science
 CPMT Computer Installation and Repair Technology/Technician
 DFTG Drafting and Design Technology/Technician, General
 EECT Telecommunications Technology/Technician
 IMED Web Page, Digital Multimedia and Information Resources Design
 ITCC System, Networking, and LAN/WAN Management/Manager (CISCO Certification)
 ITMC Computer Systems Networking and Telecommunications (Microsoft Certification)
 ITNW Computer Systems Networking and Telecommunications
 ITSC Computer and Information Sciences, General
 LOTT Laser and Optical Technology/Technician
 POFI Business Office Automation/Technology/Data Entry

CULINARY ARTS BHC #105

Beatriz Gutierrez, Instructional Coordinator 794-4539
 CHEF Culinary Arts Chef Training
 FDNS Food Nutrition Wellness
 RSTO Restaurant, Culinary, and Catering Management
 HAMG Hospitality Administration Management

ENGLISH AND COMMUNICATION AAC #125

Academic Advisement 794-4720
 COMM Communications
 ENGL English
 ENSL English as a Second Language
 READ Reading
 SPCH Speech

KINESIOLOGY JCT #118

Academic Advisement 794-4224
 KINE Physical Education

LAREDO COMMUNITY COLLEGE REGIONAL LAW ENFORCEMENT ACADEMY PSC #132

Donald R. Hale, Director 794-4908

MATHEMATICS AAC #125

Academic Advisement 794-4720
 MATH Mathematics

NATURAL SCIENCES AAC #125

Academic Advisement 794-4720
 BIOL Biology
 CHEM Chemistry
 ENGR Engineering Graphics
 ENGR Engineering Mechanics
 GEOL Geology
 PHYS Physics

PROTECTIVE SERVICES PSC #132

Donald R. Hale, Director 794-4710
 CJLE Law Enforcement/Police Science
 CJSA Criminal Justice Studies/Law Enforcement Administration
 CRU Criminal Justice

SOCIAL & BEHAVIORAL SCIENCES AAC #125

Academic Advisement 794-4720
 ANTH Anthropology
 GEOG Geography
 GOVT Government
 HIST History
 HUMA Humanities
 PHIL Philosophy and Logic
 PSYC Psychology
 SOCI Sociology
 SOCW Social Work

TRANSPORTATION TECHNOLOGY RGA #148

Francisco J. Ramirez, Department Chair 794-4071
 ABDR Automotive-Collision Repair Technology
 AUMT Automotive Technology/Technician
 DEMR Diesel Engine Mechanics

VISUAL ARTS AAC #125

Academic Advisement 794-4720
 ARTS Arts

CONTINUING EDUCATION, ADULT EDUCATION & LITERACY AAC #126

Sandra L. Cortez, Director 794-4436

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 Connected
 with LCC!**



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Search for lccpalominos

financial aid

Fast Track Financial Aid

Want to get your financial aid approved fast? Follow the simple steps below, in order. Keep in mind that you will be dealing with three different organizations:

Department of Education → Laredo Community

College → BankMobile

Students will be able to submit a Free Application for Federal Student Aid (FAFSA) early. Students will be able to fill out the 2018-19 FAFSA as early as October 1, 2017, rather than at the beginning of January 1, 2018. The earlier submission date will be a permanent change, enabling students to complete and submit a FAFSA as early as October 1 every year. Students will use the 2016 income tax information to file the 18-19 FAFSA.

Step 1. Apply for financial aid at www.fafsa.ed.gov by October 1 of every year

- a. Make sure you include Laredo Community College's school code: 003582
- b. After submitting your form, return to the website (www.fafsa.ed.gov) within 3 days and click on 'check status', print your Student Aid Report and check for any messages (common ones are: Not processed due to missing parent signature; Could not verify citizenship; Could not verify social security number, etc.) These issues MUST be resolved before the Department of Education can process your FAFSA! Once your FAFSA has been processed by the Department of Education, you are ready for Step 2.

FAST TRACK DEADLINES:

- Fall Semester – March 1
- Spring Semester – November 1
- Summer Sessions – March 1

Step 2. View Financial Aid Status

- a. Log in to PASPort.laredo.edu
- b. Enter your user name and password, and click on Log in
- c. Place cursor over Students tab
- d. Click on the sub-page Academics
- e. Click on Personal Tools (BANNER self service)
- f. Click on Financial Aid
- g. Click on Eligibility
- h. Select Aid Year
- i. Click on Submit
- j. Select the Student Requirements tab

All documents need to be submitted to LCC, and a file must be completed by the Student Financial Aid and Veteran Affairs Services Center in order for your Financial Aid to be awarded. Once all documents have been submitted, you will see a message stating "All requirements received and Satisfied." If you have Unsatisfied Requirements, then under Status, a message will read, "Not Yet Received."

Step 3. View your award at LCC

- a. Log in to PASPort.laredo.edu
- b. Enter your user name and password, and click on Log in
- c. Place cursor over Students Tab
- d. Click on My Finances
- e. Click on Financial Aid Awards
- f. Select Aid Year
- g. Click on Submit
- h. Select the Award Overview tab
- i. Click on specific award for additional information and requirements.

Step 4. Look for your refund selection kit in the mail

Laredo Community College has partnered with BankMobile to deliver financial aid refunds. The refund selection kit will be sent to the mailing address you have listed at the Office of the Registrar & Admissions. Please ensure that your mailing address is correct.

Get answers to the most frequently asked questions online 24/7 with Easy Help. Log on to www.refundselection.com to get the answers you want today!

For more information, visit the LCC Bursar's Office at either campus:

Bursar's Office
Fort McIntosh Campus
Lerma Peña Building, Room 101
956.721.5112

Bursar's Office
South Campus
Billy Hall Center, Room 117
956.794.4212



<http://PASPort.laredo.edu>

Students on Scholastic Suspension may not register through PASPort. Please visit the Student Success Center at either campus for details.

Stay connected with LCC!



Like us on Facebook

facebook.com/lccpalominos



Follow us on Twitter

twitter.com/lccpalominos



Follow us on Instagram

[@laredo_cc](https://instagram.com/laredo_cc)



Add us on Snapchat

[laredopalominos](https://snapchat.com/add/laredopalominos)



Laredo Community College

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