In-person, hybrid and online classes!
www.laredo.edu
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Fort McIntosh

STUDENT SERVICES CONTACTS
Lerma-Peña Building

Office of the Registrar and Admissions admissions@laredo.edu 721-5109
International Students Services admissions@laredo.edu
Financial Aid Center finaid@laredo.edu 721-5361
Bursar bursaroffice@laredo.edu 721-5112
Dual Enrollment & Recruitment Center dualenrollment@laredo.edu 794-4113
Veterans Affairs Center veterans@laredo.edu 764-5768
Student Success Center studentsuccessctr@laredo.edu 721-5135
Assessment Center assessment@laredo.edu 721-5418
Counseling Center counselors@laredo.edu 764-5748
Special Services Center specialservices@laredo.edu 721-5137
Bookstore lvasquez@follett.com 721-5250
Continuing Education ce_staff@laredo.edu 721-5374

South Campus

STUDENT SERVICES CONTACTS
Billy Hall Student Center

Office of the Registrar and Admissions admissions@laredo.edu 794-4110
International Students Services admissions@laredo.edu 794-4110
Bursar bursaroffice@laredo.edu 794-4212
Student Success Center studentsuccessctr@laredo.edu 794-4135
Financial Aid Center finaid@laredo.edu 794-4361
Assessment Center assessment@laredo.edu 794-4418
Bookstore (Zaffirini Library) lvasquez@follett.com 794-4035
Veterans Affairs Center veterans@laredo.edu 794-4365

WE ARE BACK! Enroll Today!
In-person, hybrid and online classes
Fall 2021
(16 WEEKS) ENROLLMENT CALENDAR

Advising for term begins
Online Registration Opens
1st Payment Deadline by 6pm
2nd Payment Deadline by 6pm
Late Registration¹ (8am - 6pm)
Advising for term ends at 6pm
Final Payment Deadline by 6pm
Online Registration closes at 6pm
First Class Day
Last Day to make Schedule Changes²
Official Reporting Day
Last Day to Drop with a “W”
Last Class Day
Final Exam Period/ End of Semester
Final Grades Due at 10am

March 22
May 3
July 22
August 12
August 17 - 20
August 19
August 20
August 23
August 27
September 7
November 19
December 10 - 11
December 13 - 18
December 20

Fall 2021
(8 WEEKS) ENROLLMENT CALENDAR

Advising for term begins
Registration³
Registration Pauses
Registration Reopens
Advising for term ends at 6pm
Payment Deadline by 12pm
Registration closes at 12pm
First Class Day
Last day to make schedule changes²
Official Reporting Day
Last Day to Drop with a “W”
Last Class Day
Final Exam Period/ End of Semester
Final Grades Due at 10am

March 22
May 3
May 3 - September 10
September 11 - 26
September 27
October 14
October 15
October 18
October 20
October 25
December 3
December 15
December 16
December 17

¹ $10.00 late registration fee applies.
² Schedule changes may incur additional fees and be subject to the refund schedule. Course or section changes may require Instructor or Department Chair approval. Changes to the total number of registered hours may impact your financial aid award; please consult with the Financial Aid office for more information.
³ Online registration may not be available. Registration requests should be submitted via the Second Start Registration Request form: https://forms.gle/FnvkKU7EFjJCgCd97.
Step 1. Apply for general admission.
Complete an admission application online at www.laredo.edu/apply.

Step 2. Apply for financial aid.
U.S. citizen or an eligible noncitizen; Submit the Free Application for Federal Student Aid (FAFSA) online at http://www.fafsa.ed.gov. Process begins Oct. 1st every year. For FAFSA update, File status and/or complete your student aid verification please visit the Financial Aid center at either campus or email us at finaid@laredo.edu
See page 6 for explanation of application process.

Non-citizens (DACA) must complete the TASFA application. For further information please email us at finaid@laredo.edu. See page 6 for explanation of application process.

Step 3. Meet with an academic advisor.
Visit with an advisor to discuss testing requirements, programs of study, degree plans, course recommendations, and registration holds. See page 7 for advising locations by program/department. View advisor directory online at http://www.laredo.edu/advising or page 7 of this guide.

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

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

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

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

**Step 2**
Create student and parent FSA IDs. (www.fsaid.ed.gov)(Student and parent cannot share the same FSA ID)

**Step 3**
Complete and submit FAFSA. (www.fafsa.ed.gov)

**Step 4**
Follow-up with the Financial Aid Center by either visiting or submitting the Financial Aid Request form
https://www.laredo.edu/cms/LCC/Student_Services/Financial_Aid_Center/Financial_Aid_Form/
approximately 2-3 weeks after submitting FAFSA.

**Step 5**
Complete all requested information to become eligible to receive Financial Aid funds. If selected for verification, go to Step 6. If not selected for verification, go to Step 7.

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

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

Non-citizens complete the following steps:

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

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

**Step 3**
Follow-up with the Financial Aid Center by visiting center or submitting the Financial Aid Request form
https://www.laredo.edu/cms/LCC/Student_Services/Financial_Aid_Center/Financial_Aid_Form/
approximately 2-4 weeks after submitting FAFSA.

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

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

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CAMPUS</th>
<th>BUILDING/OFFICE</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Success Center</td>
<td>Fort McIntosh</td>
<td>Lerma-Pena Building, 201</td>
<td>721-5135</td>
</tr>
<tr>
<td></td>
<td>South</td>
<td>Billy Hall Student Center, A31</td>
<td>794-4135</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.laredo.edu/e-advising">www.laredo.edu/e-advising</a></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CAMPUS</th>
<th>BUILDING/OFFICE</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual Arts/Performing Arts</td>
<td>Fort McIntosh</td>
<td>Visual &amp; Performing Arts, 128</td>
<td>721-5224</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mesoliz@laredo.edu">email: mesoliz@laredo.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DEPARTMENT</th>
<th>CAMPUS</th>
<th>BUILDING/OFFICE</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Services</td>
<td>Allied Health</td>
<td>South Campus</td>
<td>COHS, 3rd floor B326</td>
<td>721-5262</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
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</tr>
<tr>
<td>Medical Assistant</td>
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<tr>
<td>Occupational Therapy Assistant</td>
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<tr>
<td>Physical Therapist Assistant</td>
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<tr>
<td>Radiologic Technology</td>
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<tr>
<td>Nursing A.D.N.</td>
<td>Nursing</td>
<td>South Campus</td>
<td>COHS, 2nd floor A211</td>
<td>721-5252/794-4504</td>
</tr>
<tr>
<td>Nursing A.D.N.- RN to B.S.N.</td>
<td>Nursing</td>
<td>South Campus</td>
<td>COHS, 2nd floor A211</td>
<td>721-5252/721-5171</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>Nursing</td>
<td>South Campus</td>
<td>COHS, 2nd floor A215</td>
<td>721-5255/794-4504</td>
</tr>
<tr>
<td>Applied Accounting</td>
<td>Business Mgmt.</td>
<td>Fort McIntosh</td>
<td>Lewis Energy Academic Center, 201</td>
<td>721-5355</td>
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<tr>
<td>Logistics/Distribution Management</td>
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<tr>
<td>Management</td>
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</tr>
<tr>
<td>Child Development</td>
<td>Child Development</td>
<td>South</td>
<td>Academic and Advanced Technology Center, 109</td>
<td>794-4389</td>
</tr>
<tr>
<td>Computer Drafting and Design Technology</td>
<td>Computer Technology</td>
<td>Fort McIntosh</td>
<td>D.D. Hachar Building, 139</td>
<td>721-5317</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td></td>
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<tr>
<td>Computer Science</td>
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</tr>
<tr>
<td>Culinary Arts</td>
<td>Culinary Arts</td>
<td>South</td>
<td>Academic and Advanced Technology Center, 109</td>
<td>794-4389</td>
</tr>
<tr>
<td>Cyber Defense</td>
<td>Cybersecurity Institute</td>
<td>Fort McIntosh</td>
<td>D.D. Hachar Building, 142</td>
<td>764-5703</td>
</tr>
<tr>
<td>Electrical Technology</td>
<td>Industrial Technology</td>
<td>Fort McIntosh</td>
<td>Moore Vocational Bldg, 106</td>
<td>721-5172</td>
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<tr>
<td>Electronic Technology</td>
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<tr>
<td>Heating, Air Conditioning, and Refrigeration</td>
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<tr>
<td>Welding</td>
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<tr>
<td>Criminal Justice</td>
<td>Protective Services</td>
<td>South</td>
<td>Protective Services Center, 132</td>
<td>794-4710</td>
</tr>
<tr>
<td>Police Academy</td>
<td></td>
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<td>794-4908</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Transportation Technology</td>
<td>South</td>
<td>Raquel Gonzalez Automotive Technology Center, 145</td>
<td>794-4071</td>
</tr>
<tr>
<td>Automotive-Collision Repair</td>
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<tr>
<td>Diesel Engine Mechanics and Repair</td>
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<tr>
<td>Cosmetology</td>
<td>Cosmetology</td>
<td>Fort McIntosh</td>
<td>Visual and Performing Arts, 120 A</td>
<td>721-5187</td>
</tr>
<tr>
<td>email: <a href="mailto:cosmetology@laredo.edu">cosmetology@laredo.edu</a></td>
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<tr>
<td>Audio-Visual Technology</td>
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<tr>
<td>Broadcast News Technology</td>
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<tr>
<td>Digital Media Technology</td>
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<tr>
<td>Film and Video Technology</td>
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<td>Photography Technology</td>
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<tr>
<td>Video Production Technology</td>
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<tr>
<td>Web Design and Development</td>
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</tbody>
</table>

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**Note:** For detailed contact information and hours, please visit the Laredo College website or contact the respective departments directly.
Online Registration

1. In Internet Explorer, go to http://PASPort.laredo.edu.
2. Log on to your account. (Re-enter login info if prompted to do so.)
   **USERNAME:** Your username appears on your Palomino ID card and consists of the first letter of your first name, your last name, and four numbers (ex: mmouse1234).
   **PASSWORD:** The first time you log in, your password is your date of birth in 6-digit format: ex: October 12, 1996, would be 101296. You can also try your date of birth with a lowercase “p” at the beginning: October 12, 1996, would be p101296.
   **Need help to log in? Contact the Pasport Help Desk at pasporthelpdesk@laredo.edu, or (956) 721-5312.**
3. Click the STUDENTS tab and select the ACADEMICS option.
4. Go to the registration tools section and click the Student Information and RegistrationLink.
5. Select REGISTRATION, Select ADD/DROP CLASSES
6. Select a TERM and click the SUBMIT box.
7. Click the CLASS SEARCH box; then, click the ADVANCED SEARCH box.
8. Go to the SUBJECT box and select or highlight the course you need (e.g., English, Math).
9. Go to the COURSE NUMBER box and enter the course number (e.g., 1301, 1314).
10. Go to the CAMPUS box and select or highlight campus where you want class (e.g., Dist. Ed., Fort McIntosh, South).
11. Click the CLASS SEARCH box at the bottom of the screen.
12. Review the schedule that appears.
13. Click the open box □ appearing on the left side of the class you want so that you can make your selection.
14. Click the REGISTER box at the bottom of the screen to enroll in the course section.
15. Repeat steps 5-13 for every class you want to add to your schedule.
### Tuition and Fees

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

Other institutional charges such as laboratory fees and student liability insurance fees may apply to some, but not all students. Some of the institutional charges are listed below.

#### Distance Education Fee
A $20.00 charge per semester credit hour is applied to all online, hybrid and video conference courses.

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

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

#### Add/Drop Fee
A $10.00 processing fee is applied to all add and/or drop course transactions made on or after the first class day of the semester.
Payment Options/Refund Policy

Students are required to pay all tuition and fees in full by the payment deadline for the semester in which they enroll for classes. Students who fail to meet payment deadline are not considered registered for courses. The following details payment options available at the institution.

Payment with Financial Aid (Grants, Scholarships, Loans)
Visit www.laredo.edu/financialaid to inquire when your tuition will be paid after you have been awarded your financial aid package and/or scholarship. Once your award has been authorized, students will need to review financial aid award and account summary via PASPort to confirm financial aid payment. For further assistance send an email to finaid@laredo.edu.

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

Payment with Payment Plan (Self Pay)
Visit the Bursar’s Office at either LC Campus and request a payment plan or log in to PASPort to process the payment plan enrollment. The steps required to process the payment plan are as follows:
1.) Log in to your PASPort account.
2.) Hover over the "Student" tab.
3.) Click on "My Finances".
4.) Click "Online Payments" link.
5.) Click "View Account Information/Make Payments" tab.
6.) Click "Enroll in Payment Plan" tab.
7.) Select Fall 2021 term and follow the step-by-step online instructions.
A $25 contract fee plus 50% of your total tuition and fees is required for the first installment. (Plans are available Fall and Spring only)

Payment with Veteran Benefits
You may call the Veterans Affairs Center at 956-764-5768, you may also visit the center or send email to veterans@laredo.edu to discuss and determine your payment eligibility.

Payment with Sponsorship
Email sponsorship document(s) to the Bursar’s Office at bursaroffice@laredo.edu or fax to (956) 721-5158 by the published payment deadline, but no later than the 12th class day (census date) of the semester.

Payment with Exemptions or Waivers
Email exemption or waiver documentation to the Bursar’s Office at bursaroffice@laredo.edu or fax to (956) 721-5158 by the published deadline, but no later than the 12th class day (census date) of the semester. For additional information on tuition and/or fee exemptions or waivers, go to www.collegeforalltexans.com.

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

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

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

Flex courses with different "Begin" and "End" dates than the regular semester or summer session will have a different refund schedule. Contact the Bursar’s Office (bursaroffice@laredo.edu) for more details.
What is Canvas?
Canvas is the Learning Management System that hosts Laredo College classes. After you register, you will have access to your courses on the first class day of the semester. Access your classes in Canvas by logging into PASPort. PASPort is a secure portal that connects you to your student email account, personal data, school records, and other important information, and is managed by the IT Department of Laredo College. Help with PASPort is available via email at: pasporthelpdesk@laredo.edu.

Virtual Backpack
Online Student Orientation

The Virtual Backpack is an free, on-demand, self-paced orientation course that helps you to understand online classes and provides the information you need to start your online learning experience on the right note. The Virtual Backpack Online Student Orientation is open to all current and prospective students and covers topics on how to log into and navigate your course, customize your account, complete assignments and tests, and more.

Unzip the Virtual Backpack today!
www.laredo.edu/cms/VirtualBackpack

eHelpdesk: Support for Canvas
The eHelpdesk is a self-service portal where students can get help with questions related to Canvas and online classes. Technical support is available after regular office hours and on weekends; students can log on to the eHelpdesk to access the knowledgebase or submit a ticket at https://ehelpdesk.laredo.edu.

Access Canvas using your PASPort Student Account

Scan the code to learn how!

eLearning & Instructional Innovation Center
Email: elearning@laredo.edu • Phone: (956) 721-5211
Department Directory

Fort McIntosh Instructional Department Directory

**Arts and Sciences Division**
Dr. Horacio Salinas Jr., Dean  WB 120/764-5798

- **English and Communication**  AK 210/721-5445  
  Dr. Marissa G. Longoria, Dept. Chair

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

- **Mathematics**  LH 105/721-5441  
  Norma E. Hachar, Dept. Chair

- **Natural Sciences**  CSC D200/721-5195  
  Selinda A. Martinez, Dept. Chair

- **Social and Behavioral Sciences**  LEAC 206/721-5294  
  Dr. Hillary R. Gleason, Dept. Chair

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

**Workforce Division**
Heriberto Hernandez, Dean  WB 119/721-5802

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

- **Computer Technology**  HV 129/721-5317  
  Robert P. Moore, Dept. Chair

- **Cybersecurity Institute**  HV 142/764-5703  
  Tekuani M. Perez, Assistant Director

- **Homeland Security Studies**  HV 142/721-5400  
  Dr. Michael M. Bailey, Instructor

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

**Community Education**
Sandra L. Cortez, Dean  EG 102/794-4982

- **Adult Education & Literacy**  EG 111/721-5436

- **Continuing Education**  EG 102/721-5374

- **Cosmetology**  VPA 120A/721-5187

**eLearning & Instructional Innovation Center**
Dr. Elizabeth C. Rodriguez, Director  
elearning@laredo.edu  LEAC 307/721-5211

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

Health Sciences Division
Dr. Dianna L. Miller, Dean of Health Sciences /Nursing Programs Director

Allied Health  
COHS 3rd floor, B324/721-5261  
COHS 3rd floor, B326/721-5262

Diagnostic Medical Sonography  
COHS 1st floor  
Hortencia D. Gonzalez, Director

Emergency Medical Services  
COHS 1st floor  
Manuel Ramirez, Director

Medical Assistant  
COHS 1st floor  
Graciela Y. Gonzales, Director

Occupational Therapy Asst.  
COHS 3rd floor  
Jodie M. Sandel, Director

Physical Therapist Assistant  
COHS 3rd floor  
Dr. Esmeralda Vargas, Director

Radiologic Technology  
COHS 1st floor  
Hortencia D. Gonzalez, Director

Nursing  
COHS 2nd floor, A215/721-5255  
COHS 2nd floor, A218/721-5252  
COHS 2nd floor, A211/794-4504

Vocational Nursing  
Tracy A. Humphries, Director

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

Nursing (A.D.N.- RN to B.S.N.)  
Marissa Jimenez, BSN Operations Manager

Workforce Division
Heriberto Hernandez, Dean  
WB 119/721-5802

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

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

Culinary Arts  
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