SPRING 2022
Registration Guide
Includes 2021 Wintermester Schedule
www.laredo.edu
### Fort McIntosh

#### STUDENT SERVICES CONTACTS

**Lerma-Peña Building**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Registrar and Admissions</td>
<td>721-5109</td>
<td>116</td>
</tr>
<tr>
<td>International Students Services</td>
<td><a href="mailto:admissions@laredo.edu">admissions@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Financial Aid Center</td>
<td>721-5361</td>
<td>143</td>
</tr>
<tr>
<td>Bursar</td>
<td><a href="mailto:bursaroffice@laredo.edu">bursaroffice@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Office of Dual Enrollment</td>
<td>794-4113</td>
<td>160</td>
</tr>
<tr>
<td>Veterans Affairs Center</td>
<td><a href="mailto:veterans@laredo.edu">veterans@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Advising, Career and Transfer Center</td>
<td>721-5135</td>
<td>201</td>
</tr>
<tr>
<td>Assessment Center</td>
<td><a href="mailto:assessment@laredo.edu">assessment@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Special Services &amp; Counseling Center</td>
<td>721-5317</td>
<td>134</td>
</tr>
<tr>
<td>Office of Strategic Recruitment</td>
<td>(Kazen Student Center)</td>
<td></td>
</tr>
<tr>
<td>(Lerma Pena)</td>
<td>721-5239</td>
<td>250</td>
</tr>
<tr>
<td>Bookstore</td>
<td><a href="mailto:lcc@bkstr.com">lcc@bkstr.com</a></td>
<td></td>
</tr>
</tbody>
</table>

### South Campus

#### STUDENT SERVICES CONTACTS

**Billy Hall Student Center**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Registrar and Admissions</td>
<td>794-4110</td>
<td>113</td>
</tr>
<tr>
<td>International Students Services</td>
<td><a href="mailto:admissions@laredo.edu">admissions@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Financial Aid Center</td>
<td>794-4361</td>
<td>109</td>
</tr>
<tr>
<td>Bursar</td>
<td><a href="mailto:bursaroffice@laredo.edu">bursaroffice@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Veterans Affairs Center</td>
<td>794-4212</td>
<td>117</td>
</tr>
<tr>
<td>Advising, Career and Transfer Center</td>
<td>794-4265</td>
<td>109</td>
</tr>
<tr>
<td>Assessment Center</td>
<td><a href="mailto:advisingcenter@laredo.edu">advisingcenter@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Assessment Center</td>
<td><a href="mailto:assessment@laredo.edu">assessment@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Office of Strategic Recruitment</td>
<td>(Kazen Student Center)</td>
<td></td>
</tr>
<tr>
<td>(Lerma Pena)</td>
<td>794-4418</td>
<td>245</td>
</tr>
</tbody>
</table>

---

**Tuition and Fees**

**Payment Options/Refund Policy**

**eLearning**

**Fort McIntosh Department Directory**

**Fort McIntosh Map**

**South Campus Department Directory**

**South Campus Map**

---

**Table of Contents**

- Student Services Offices ........................................... 1
- Wintermester Calendar ............................................ 2
- Spring Calendar .................................................... 3
- Spring Flex Terms 2022 ............................................. 4
- Registration Process ................................................ 5
- Financial Aid Process ............................................... 7
- Advising Locations .................................................. 8
- Holds/Online Registration .......................................... 9

---

**ENROLL TODAY!**

Celebrating 75 Years of History and Legacy
Advising is available year-round at the Advising, Career and Transfer Center for students pursuing an Associate of Arts or Associate of Science. Students pursuing a Certificate, Associate of Applied Science, Bachelor of Science or Bachelor of Applied Science should consult with their department for advising. Advising is required before registration. Certain holds may prevent registration; please consult an advisor for more information.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online registration opens</td>
<td>November 1</td>
</tr>
<tr>
<td>1st payment deadline (payment due by 6pm)</td>
<td>December 9</td>
</tr>
<tr>
<td>Last payment deadline (payment due by 6pm)</td>
<td>December 15</td>
</tr>
<tr>
<td>Last day to register online via PASPort</td>
<td>December 16</td>
</tr>
<tr>
<td>Last day to register in-person at the Office of the Registrar &amp; Admissions (office closes at 12pm; payment due same day)</td>
<td>December 17</td>
</tr>
<tr>
<td>First Class Day</td>
<td>December 20</td>
</tr>
<tr>
<td>Official Reporting Day (ORD)</td>
<td>December 21</td>
</tr>
<tr>
<td>Last day to make schedule changes</td>
<td></td>
</tr>
<tr>
<td>Last day to drop with a &quot;W&quot;</td>
<td>December 30</td>
</tr>
<tr>
<td>Last Class Day</td>
<td>January 6</td>
</tr>
<tr>
<td>Final Exam Period and End of Term</td>
<td>January 7</td>
</tr>
<tr>
<td>Final Grades Due at 10 am</td>
<td>January 10</td>
</tr>
</tbody>
</table>
Advising is available year-round at the Advising, Career and Transfer Center for students pursuing an Associate of Arts or Associate of Science. Students pursuing a Certificate, Associate of Applied Science, Bachelor of Science or Bachelor of Applied Science should consult with their department for advising. Advising is required before registration. Certain holds may prevent registration; please consult an advisor for more information.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Registration Opens</td>
<td>November 1</td>
</tr>
<tr>
<td>1st Payment Deadline</td>
<td>December 15</td>
</tr>
<tr>
<td>(payment due by 6pm)</td>
<td></td>
</tr>
<tr>
<td>Late Registration</td>
<td>January 11 - 14</td>
</tr>
<tr>
<td>(8am - 6pm)</td>
<td></td>
</tr>
<tr>
<td>Last payment deadline</td>
<td>January 14</td>
</tr>
<tr>
<td>Last day to register for Spring 2022 online via PASPort</td>
<td>January 14</td>
</tr>
<tr>
<td>(offices close at 6pm; payment due by 6pm)</td>
<td></td>
</tr>
<tr>
<td>Martin Luther King Holiday</td>
<td>January 17</td>
</tr>
<tr>
<td>(college closed)</td>
<td></td>
</tr>
<tr>
<td>First Class Day</td>
<td>January 18</td>
</tr>
<tr>
<td>Official Reporting Day (ORD)</td>
<td>February 2</td>
</tr>
<tr>
<td>Last day to make schedule changes</td>
<td></td>
</tr>
<tr>
<td>Mid-term</td>
<td>March 10</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 14 - 18</td>
</tr>
<tr>
<td>(college closed)</td>
<td></td>
</tr>
<tr>
<td>Easter Holiday</td>
<td>April 15 - 18</td>
</tr>
<tr>
<td>(college closed)</td>
<td></td>
</tr>
<tr>
<td>Last day to drop with a &quot;W&quot;</td>
<td>April 22</td>
</tr>
<tr>
<td>Last Class Day</td>
<td>May 6 - 7</td>
</tr>
<tr>
<td>Final Exam Period and End of Term</td>
<td>May 9 - 14</td>
</tr>
<tr>
<td>Final Grades Due at 10 am</td>
<td>May 16</td>
</tr>
</tbody>
</table>
Laredo College Spring 2022 Enrollment Flex Term Calendars

Below is a schedule of "flex" terms offered during the Spring 2022 semester. Online registration for flex terms opens Monday, November 1, will be available until January 14, 2022; registration requested after this date must be processed by the Office of the Registrar and Admissions.

Online registration opens November 1

1st payment deadline December 15

2nd payment deadline and last day to register online via PASPort January 14

Last day to register in-person at the Office of the Registrar & Admissions Last Friday before term start date

Last Payment Deadline Last Thursday before term start date by 6pm

Last day to make schedule changes Official reporting day (ORD) for the term

<table>
<thead>
<tr>
<th>PART OF TERM</th>
<th>NUMBER OF WEEKS</th>
<th>START DATE</th>
<th>CENSUS DATE</th>
<th>MID TERM</th>
<th>LAST DAY TO DROP WITH A 'W'</th>
<th>END DATE</th>
<th>GRADES DUE AT 10 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>N01</td>
<td>16</td>
<td>1/18/2022</td>
<td>2/1/2022</td>
<td>3/9/2022</td>
<td>4/14/2022</td>
<td>5/6/2022</td>
<td>5/6/2022</td>
</tr>
<tr>
<td>N4A</td>
<td>4</td>
<td>1/18/2022</td>
<td>1/20/2022</td>
<td>n/a</td>
<td>2/4/2022</td>
<td>2/11/2022</td>
<td></td>
</tr>
<tr>
<td>F4B</td>
<td>4</td>
<td>2/14/2022</td>
<td>2/16/2022</td>
<td>n/a</td>
<td>3/4/2022</td>
<td>3/11/2022</td>
<td></td>
</tr>
<tr>
<td>F4C</td>
<td>4</td>
<td>3/21/2022</td>
<td>3/23/2022</td>
<td>n/a</td>
<td>4/8/2022</td>
<td>4/14/2022</td>
<td></td>
</tr>
<tr>
<td>F4D</td>
<td>4</td>
<td>4/19/2022</td>
<td>4/21/2022</td>
<td>n/a</td>
<td>5/6/2022</td>
<td>5/13/2022</td>
<td></td>
</tr>
</tbody>
</table>
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>Advising, Career and Transfer Center</td>
<td>Fort McIntosh</td>
<td>Lerma-Pena Building, 201</td>
<td>721-5135</td>
</tr>
<tr>
<td>Advising, Career and Transfer Center</td>
<td>South</td>
<td>Billy Hall Student Center, A331</td>
<td>794-4135</td>
</tr>
</tbody>
</table>

**www.laredo.edu/e-advising**

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

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CAMPUS</th>
<th>BUILDING/OFFICE</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual Arts/Performing Arts</td>
<td>Fort McIntosh</td>
<td>Visual &amp; Performing Arts, 128</td>
<td>721-5224</td>
</tr>
</tbody>
</table>

**email: mesoliz@laredo.edu**

#### 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>Diagnostics Medical Sonography</td>
<td></td>
<td></td>
<td>COHS, 3rd floor B324</td>
<td>721-5261</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td></td>
<td></td>
<td>COHS, 2nd floor A211</td>
<td>721-5261/794-4504</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td></td>
<td></td>
<td>COHS, 2nd floor A211</td>
<td>721-5261/721-5171</td>
</tr>
<tr>
<td>Physical Therapy Assistant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing A.D.N.</td>
<td>Nursing</td>
<td>South Campus</td>
<td>COHS, 2nd floor A215</td>
<td>721-5255/794-4504</td>
</tr>
<tr>
<td>Nursing A.D.N. - RN to B.S.N.</td>
<td>Nursiing</td>
<td>South Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Development</td>
<td>Child Development</td>
<td>South</td>
<td></td>
<td></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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cyber Defense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cybersecurity Institute</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></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heating, Air Conditioning, and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigeration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welding</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Academy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive-Collision Repair Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diesel Engine Mechanics and Repair</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cosmetology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cyber Defense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cybersecurity Institute</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heating, Air Conditioning, and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigeration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welding</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Academy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive-Collision Repair Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diesel Engine Mechanics and Repair</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cosmetology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Holds/Online Registration

The holds listed below will prevent registration. Check your PASPort account to verify if any of these holds have been placed on your record.

<table>
<thead>
<tr>
<th>Holds</th>
<th>TYPE</th>
<th>OFFICE</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Office of the Registrar &amp; Admissions</td>
<td><a href="mailto:admissions@laredo.edu">admissions@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Bursar</td>
<td>Bursar’s Office</td>
<td><a href="mailto:bursaroffice@laredo.edu">bursaroffice@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Transcript</td>
<td>Office of the Registrar &amp; Admissions</td>
<td><a href="mailto:admissions@laredo.edu">admissions@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Academic Suspension</td>
<td>Student Success Center</td>
<td><a href="mailto:studentsuccessct@laredo.edu">studentsuccessct@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Academic Probation</td>
<td>Student Success Center</td>
<td><a href="mailto:studentsuccessct@laredo.edu">studentsuccessct@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Academic Warning</td>
<td>Student Success Center</td>
<td><a href="mailto:studentsuccessct@laredo.edu">studentsuccessct@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>Athletics Department</td>
<td><a href="mailto:athletics@laredo.edu">athletics@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Special Services</td>
<td>Special Services Center</td>
<td><a href="mailto:specialservices@laredo.edu">specialservices@laredo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Health Services</td>
<td>Office of the Registrar &amp; Admissions</td>
<td><a href="mailto:admissions@laredo.edu">admissions@laredo.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

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 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.
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)**
*(Payment plans are not available for Wintermester. Payment is due in full.)*
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 census date of the semester (2nd class day for Wintermester and 12th class day for Spring).

**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 census date of the semester (2nd class day for Wintermester and 12th class day for Spring). 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.)

### Wintermester
- Date of course withdrawal(s) or reduction in semester hours: 
- Refund:
  - Prior to first day of the session: 100%
  - On first 3 days of the session: 70%
  - On 4th day of the session: 25%
  - On 5th day of the session through last day to drop with a “W”: None available

### Spring
- Date of course withdrawal(s) or reduction in semester hours: 
- Refund:
  - Prior to first day of the semester: 100%
  - On first 15 days of the semester: 70%
  - On 16th-20th days of the semester: 25%
  - On 21st day of the semester through last day to drop with a “W”: None available

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

- **English and Communication**  
  **AK 210/721-5445**  
  Holly Dykstra, 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, Dean**  
**elearning@laredo.edu LEAC 307/721-5211**

### Interim Provost/Vice President of Academic Affairs
**Dr. David Arreazola**  
**WB 124/721-5820**
Fort McIntosh Map

Adkins Building ..........AK
Archiga Hall ..............AH
Campus Police ..........CP
Cigarroa Science Complex ..CS
De la Garza Building .......DG
Eloy Garcia Building ........EG
Hachar Vocational Building ..HV
Kazen Student Center .......KC
Laird Hall .................EH
Lerma Peña Building .........LP
Lewis Energy Group Academic Center .... LEAC
Lopez Nursing Building .......LN
Martin Building ............MB
Martinez Fine Arts Center ....MFA
Maravillo Gym .............MG
Memorial Hall ..............MH
Moore Vocational Building ....MV
Ruben M. Garcia Allied Health Center ....HC
Visual and Performing Arts Center .... VPA
West Building .............WB
Yeray Library .............YL
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  C 112
Emergency Medical Services  COHS 1st floor
  Manuel Ramirez, Director  B104
Medical Assistant  COHS 1st floor
  Graciela Y. Gonzales, Director  C 113
Occupational Therapy Asst.  COHS 3rd floor
  Jodie M. Sandel, Director  B306
Physical Therapist Assistant  COHS 3rd floor
  Dr. Esmeralda Vargas, Director  C 313
Radiologic Technology  COHS 1st floor
  Hortencia D. Gonzalez, Director  C 112

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

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

English and Communication  AAC 125/794-4720
  Holly Dykstra, Dept. Chair
Kinesiology  AAC 125/794-4720
  Dr. Armando I. Perez, Dept. Chair
Mathematics  AAC 125/794-4720
  Norma E. Hachar, Dept. Chair
Natural Sciences  AAC 125/794-4720
  Selinda A. Martinez, Dept. Chair
Social and Behavioral Sciences  AAC 125/794-4720
  Dr. Hillary R. Gleason, Dept. Chair
Visual and Performing Arts
  Maria E. Soliz, Dept. Chair  AAC 125/794-4720

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  AAC 109/794-4389
  Gloria C. Juarez, Dept. Chair
Transportation Technology  RGA 148/794-4071
  Francisco J. Ramirez, Dept. Chair
Protective Services  PSC 132/794-4710
  Donald R. Hale, Director
South Texas Border Regional Police Academy  PSC 132/794-4908
  Donald R. Hale, Director

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

Adult Education & Literacy  AAC 231/794-4436
Continuing Education  AAC 231/794-4520

eLearning & Instructional Innovation Center
Dr. Elizabeth C Rodriguez, Dean
elearning@laredo.edu  B202/794-4211

Interim Dean of South Campus
Beatriz Gutierrez  BHC A-215/794-4002