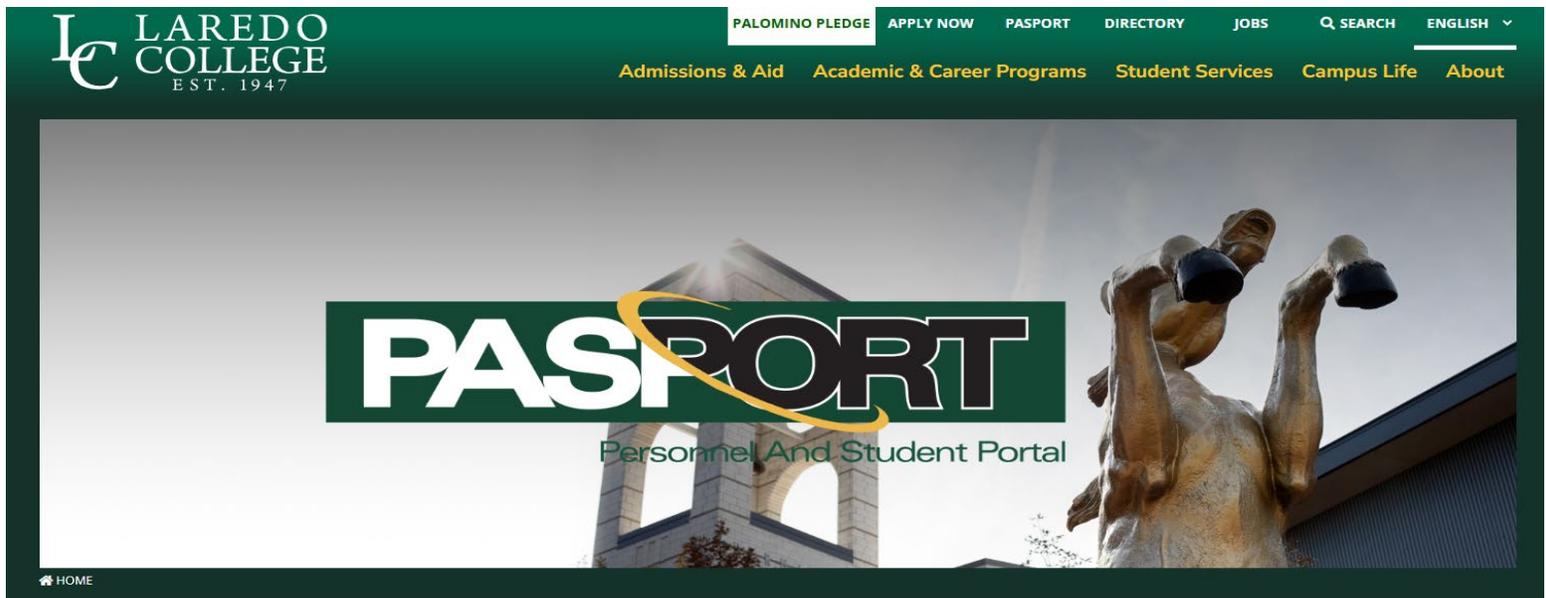


How to submit the Laredo College On-Line Graduation Application on PASPORT

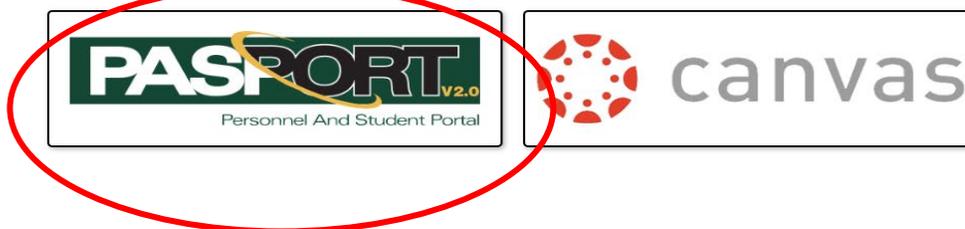
Step 1: Go to laredo.edu and select the PASPORT icon located on the top row of the website.



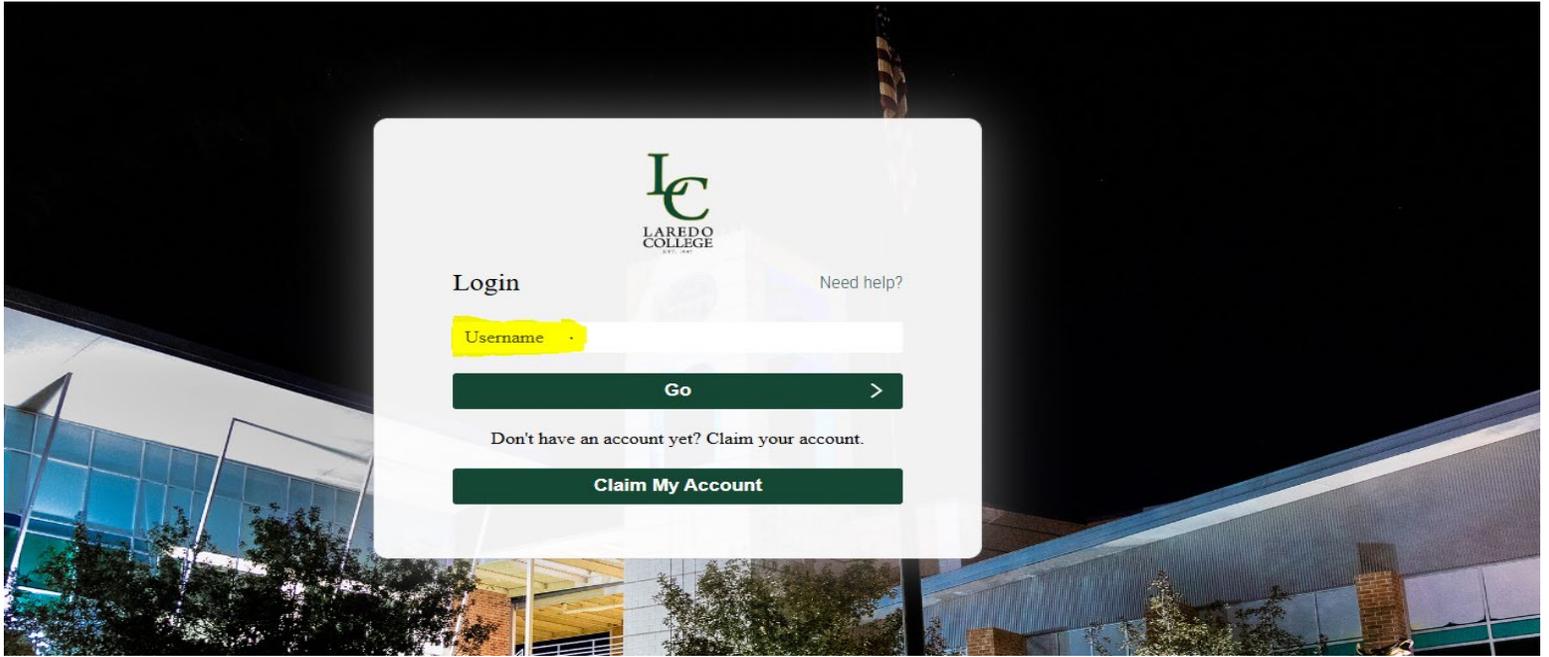
Step2: Select the PASPORT Personnel and Student Portal by double-clicking the icon.



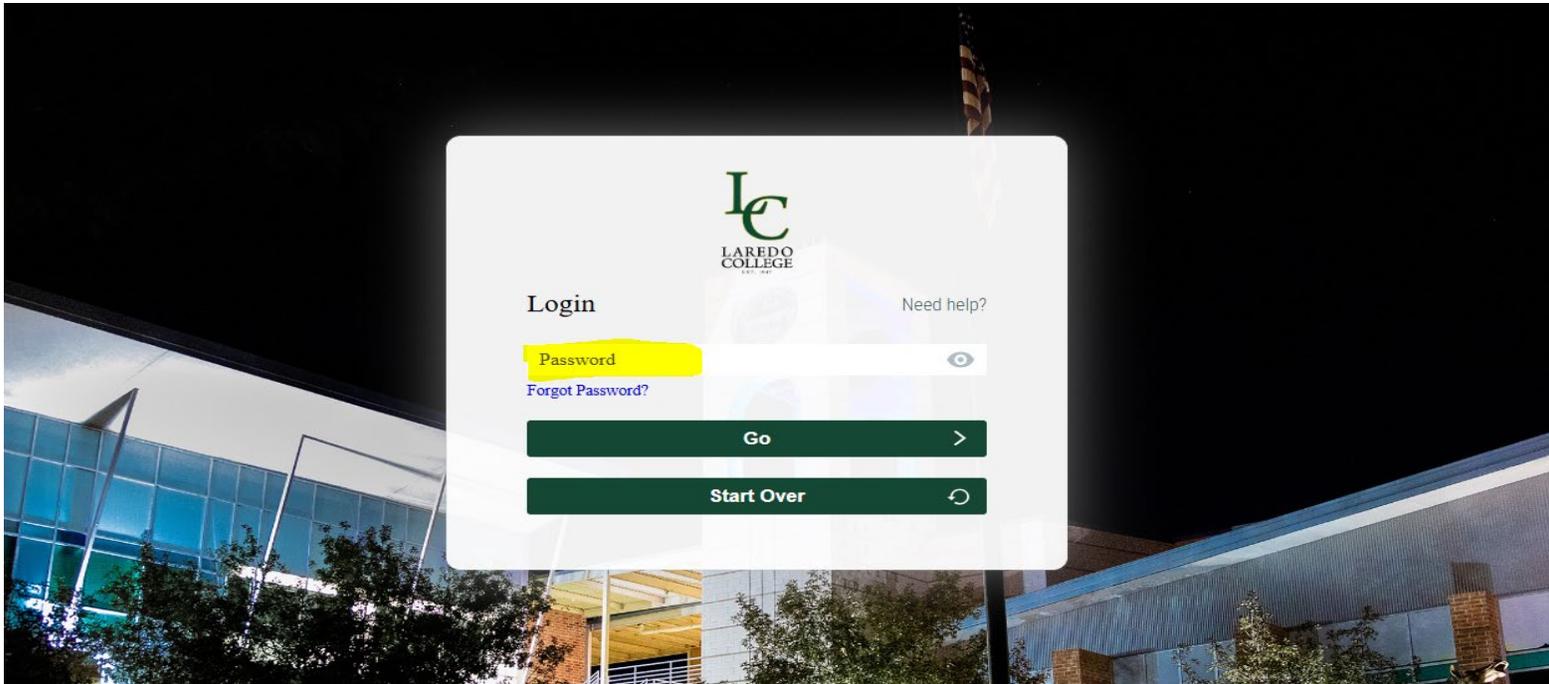
Click on the images below to access Pasport or Canvas



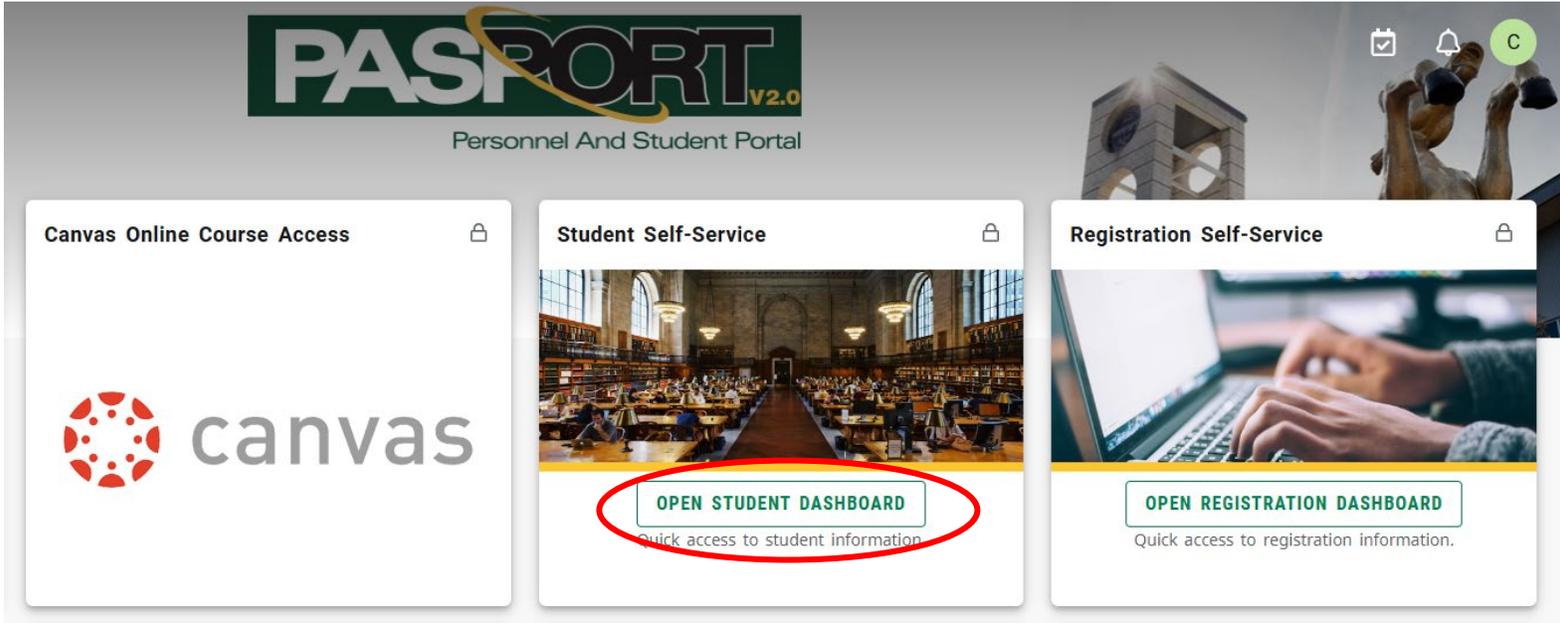
Step 3: Enter your Login Username and click GO.



Step 4: Enter your Login Password and click Go.



Step 5: In the Student Self-Service box select Open Student Dashboard by double clicking the icon.



Step 6: Select Academic Records located under the My Records header.

Welcome to your homepage for student services! This page serves as your centralized hub to access any of the records below.:

My Records

- [Personal Information](#)
- [Academic Records](#)
- [Degreeworks](#)
- [Registration](#)
- [Financial Aid](#)
- [Account Summary](#)
- [Account Detail For Term 9x](#)
- [Tax Notification \(1098-T\) 9x](#)
- [Account Information 9x](#)
- [Statement and Payment History 9x](#)
- [Payment and Deposit Processing 9x](#)
- [Pay My Bill](#)

If you should have any questions, please contact the appropriate office below:

Office of Registrars:	(956)721-5861	registrars@laredo.edu
Office of Admissions:	(956)721-5109	admissions@laredo.edu
Office of Financial Aid:	(956)721-5361	finaid@laredo.edu
Bursar's Office:	(956)721-5112	bursaroffice@laredo.edu

Step 7: Select Apply for Graduation located under Additional Links column on the lower left corner.

Student Profile

Additional Links

Academic Transcript

Registration

Apply for Graduation

View Graduation Application

Request Academic Transcript

View Grades

Step 8: Complete the application process by answering each question as accurately as possible. Select the appropriate term. Ex. Spring 2025.

Student • Graduation Application

Curriculum Selection

i Select a curriculum for your graduation application. If more than one curriculum is listed, and they accurately reflect your current curriculum, please apply for one graduation application and then repeat the process for subsequent applications). If your graduation application contains incorrect details, DO NOT CONTINUE. Please contact the Registrar's Office to correct your record. Once corrections are made, please apply for graduation.

Term *

Select 

- Summer II 2024
- Summer I 2023

Step 9: Select your program curriculum and click Continue. If your program curriculum is incorrect, contact the Office of the Registrars at (956) 721-5861 to update your records.

Student • Graduation Application

Curriculum Selection

i Select a curriculum for your graduation application. If more than one curriculum is listed, and they accurately reflect your current curriculum, please apply for one graduation application and then repeat the process for subsequent applications). If your graduation application contains incorrect details, DO NOT CONTINUE. Please contact the Registrar's Office to correct your record. Once corrections are made, please apply for graduation.

Term *
Summer II 2024

Current Program

Associate of Science		
Level	Program	Major and Department
Undergraduate	Associate of Science	General Studies, Advising Career Transfer Ctr

Continue

Step 10: Use the drop-down arrow to select the Graduation Ceremony and click Continue. Ex. Date: 5/9/2025 Term: Spring 2025 Year: 2024-2025

 LAREDO COLLEGE
EST. 1947

Student • Graduation Application

Graduation Date Selection

Current Program
Associate of Science

Graduation Ceremony Attendance

Graduation Date *
Select
Date: 08/08/2024 Term: Summer II 2024 Year: 2023-2024

Back Continue

Step 11: Please select an option for the graduation ceremony attendance and click Continue.

Student • Graduation Application

Graduation Date Selection

Current Program
Associate of Science

Graduation Ceremony Attendance

Graduation Date *
Date: 08/08/2024 Term: Summer II 2024 Year: 2023-2024

Will you attend the ceremony?
 Yes
 No
 Undecided

Back Continue

Step 12: Use the drop-down arrow to select an option for your name on the diploma.

Student • Graduation Application

Diploma Name Selection

Current Program
Associate of Science

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

Name
[Redacted]

Select a Name for your Diploma *
Select

Back Continue

Step 13: Review the information and click Continue

Student • Graduation Application

Diploma Name Selection

Current Program

Associate of Science

i Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

Name

[Redacted]

Select a Name for your Diploma *

Current Name (Erika Gonzalez) ▼

First Name

[Redacted]

Middle Name

Last Name *

[Redacted]

Suffix

Back

Continue

Step 14: Review the Graduation Application Summary for accuracy and click Submit Request.

Student • Graduation Application

Graduation Application Summary

Graduation Date

Date	Term	Year
08/08/2024	Summer II 2024	2023-2024

Ceremony

Attend Ceremony
No

Diploma Name

First Name	Last Name
[Redacted]	[Redacted]

Curriculum
Current Program

Associate of Science

Level	Program	Major and Department
Undergraduate	Associate of Science	General Studies, Advising Career Transfer Ctr

Back

Submit Request

Step 15: Confirmation of the submission is acknowledged by your Student PID number.



[Student](#) • [Graduation Application](#)

Acknowledgement

PI [REDACTED]