

Student Handbook Changes from 2024-2025 to 2025-2026

Changes are outlined below:

Academic Affairs Division

Bachelor of Applied Science in Organizational Leadership Program — Change year from 2025 to 2026 throughout the document. COVER- change year. PAGE 2 Change Faculty to Staff (page 8); Class Meetings (page 15) line remove dash after meetings, remove dash after Experiential Learning, and remove dash after Other Learning Activities; on last line capitalize Experiential and Project; PAGE 3 capitalize Pipeline Students (page 20), Remove dash after Academic Probation, Resuming Degree plan, and Financial Aid Inquires; Remove error on Canvas and change to page 26; PAGE 4 capitalize Learning Project on first line, PAGE 7 change advisory committee to current committee members; change Amanda Flores Del Toro- Academic Retention Specialist to Workforce Development in Organizational Leadership Director

PAGE 8- remove the last 2 lines under Advisory Committee Change Header from Faculty to Staff; after Dr. Guerrero information add Workforce Development in Organizational Leadership Director Amanda Flores-Del Toro Office: Yearly Library Room 206 Phone: 956-721-5219, the add Full Time Faculty header and Dr. Antonio Carranza Office: Memorial Hall Room 114 Phone: 956-794-4761; remove Dr. Carranza from part-time faculty; add Academic Intervention Specialist header and add Patricia Perez Office: Memorial Hall Room 220 Phone: 956-721-5330; add Marisa Parra

Office: Yearly Library Room 212 Phone: 956-721-4197 add header Instructional Assistant add Mollie Gaytan Office: Memorial Building Room 216 Phone: 956-721-5209. PAGE 19 under admission heading after cohort size. Add *Applicants who miss the deadline are advised to consult with a BASORGL advisor to determine whether late admission may be possible, contingent upon available space; Page 19 on the first line of Acceptance header add the word resume, after leatter of interest; Page 23 last line on page remove while student hardcopy; PAGE 24 remove files will be kept in a locked file in the Physical Therapist Assistant Department Office.; PAGE 24 on the first header remove the word and in front of remediation and add a , and READMISSION after the word remediation.; PAGE 24 under academic progress, remediation, and readmission on the third line remove a course and add all assignments; Page 24 under Academic Probation header first sentence remove a course and add to all assignments; Page 24 after sentence 4 add Students who receive an overall course grade below a B in their course will be required to reapply to the program; Page 24 in 5th sentence after (ELP) add presenting the experiential learning project (ELP) to a committee for approval and remove as assigned. Page 24 under Academic Progress, Remediation, and Readmission add this as last paragraph A student can fail only one course over the duration of the program. Failure of a second course—whether the same or a different one—will result in permanent dismissal from the program. A course withdrawal, provided it follows official withdrawal procedures and deadlines, will not be considered a course failure.; Page 25 on bullet point 2. Remove (see Readmission policy); under the Withdrawl Due to Academic Failure section on bullet 2. Add (see Academic Probation) to the end of the sentence; on bullet 3. Remove (see Readmission Policy); Page 28 under the Experiential Learning Project (ELP) Process under the Application Process remove sentence add During New Student Orientation, incoming students will be surveyed on their career and educational backgrounds. BASORGL Staff will then present the ELP project line-up for the semester. Students will then be asked to rank each project from their most desired project to their least desired project.; under BASORGL Staff Review on first bullet first sentence remove video/resume and recommend ELP sites. Add educational and career background surveys and project rankings to determine the site and project for each student.; remove second bullet; under the Onboarding heading on the 4th bullet add Face to face participation and time on tasks may vary by project; Page 29 add to last bullet Full participation and project satisfaction will be communicated to coaches and faculty in a timely manner. Add additional bullet points to read Students are required to participate in mandatory coaching sessions. Add bullet to read Students will be expected to deliver a comprehensive presentation of their final project findings at the symposium.; Add bullet to read Failure to participate in the final project may affect ELP outcomes and corresponding course grades.; Add bullet to read Failure to meet project satisfaction criteria may result in placement into an individualized learning plan.; add bullet to read Any issues between parties or conflicts among classmates should be raised and reported promptly. ; under General Procedures header under emergency messages delete the word clinical and add ELP site); last sentence in emergency messages heading change phone number to (956)721-5209.; Page 29 under Other Disciplinary Action tab add another bullet Students may not solicit donations from entities without prior approval from the department and the college, not may they use the names of ELP sites or the college.; Page 31 add header ELP SITES; under ELP SITES header add list of ELP sites and contact information for each site*

Page 31 add IMPACT STUDENT ORGANIZATION header; Page 31 under the IMPACT STUDENT ORGANIZATION HEADER add IMPACT STANDS FOR INSPIRING MEMBERS TO PROMOTE ACTION, COMMUNITY, AND TRANSFORMATION. The IMPACT Student Organization is a network of students

passionate about leadership development and community engagement. Through this organization, students develop leadership, networking, and communication skills. They do this by performing community service projects, networking with organizations in the community, and learning from guest speakers. Members choose community service projects based on their interests and the needs of the community. Taking part in our organization gives students the opportunity to make a difference and develop their professional skills. Membership in this organization shall be open to all Laredo College students and/or students in the BAS in Organizational Leadership Program or interested in leadership professional development. Students must be in good academic and disciplinary standing, currently enrolled in Laredo College at either campus, regardless of race, creed, color, sex, gender identity, sexual orientation, or physical disability. Membership shall be retained until the student severs relationship with the College whether by graduation or otherwise. Membership will be retained during all Laredo College holidays, the vacations and recesses of the college. Students from both Laredo College campuses (Main & South) can be members. Any registered Laredo College student may be in the organization. Members who wish to resign must submit a formal written communication stating so to the club President.

Academic Innovation & Technology Division

eLearning and Instructional Innovation Center. Page 1 eLearning & Instructional Innovation Center mission statement was updated in the statement “All eLearning courses require students to have textbooks, internet access, and a webcam and to complete course requirements online, which may include final exams.” The word “textbooks” was deleted. Page 2 eLearning & Instructional Innovation Center Staff section: deleted “Vacant”, inserted “Gabriel Gonzalez”; deleted “Alfredo Gonzalez III”, inserted “Vacant”; deleted “Zulema Saldaña”, inserted “Vacant”; deleted “Anna Gonzalez”, inserted “Vacant”. Page 3 Table of Contents section: updated page numbers. Page 4 Canvas section: fixed comma placement in the sentence describing course delivery. Technology Requirements for Canvas section: revised comma usage for internet browser requirement. Page 5 Virtual Backpack Online Student Orientation section: updated “Virtual Backpack Online Student Orientation” link; Scholastic Dishonesty section: corrected punctuation at the end of the paragraph; Student Disciplinary Procedures section: revised phrase “discipline problem” to “disciplinary problem”. Page 6 Advising for Online Students section: updated Registration Guide link, and removed comma before “regarding registration dates”; Registration for Online Classes section: updated “PASPort” link; Authenticating the Identity of Students Enrolled in Online Education Courses section: updated “PASPort Personnel and Student Portal (PASPort)” link. Page 7 Authenticating the Identity of Students Enrolled in Online Education Courses section: corrected “displaying on” to “displayed on”; changed “not only to Canvas but also to personal information” to “to Canvas and personal information”; Bookstore section: changed “web sources” to “websites”, and deleted paragraph’s last sentence “Contact the LC Bookstore at (956) 721-5250 for additional information”. Page 8 Online Testing section: updated Respondus webpage link; Student eHelpdesk section: removed “it is” for sentence clarity and updated “hours of operation” link; Online Tutoring section: deleted Brainfuse Tutoring link, replaced it with Upswing Tutoring link; Library Resources section deleted “The Distance Education link on”. Page 9 Counseling and Disability Services section: updated Counseling and Disability Services department name to “Disability Services”. Page 10 Grades section: updated “PASPort” link, added commas for consistency in course modality list, and updated “Office of the Registrar” link. Page 11 FERPA section: revised second sentence by adding commas for clarity and punctuation regarding policy development; Graduation section: updated “Graduation” link; Note section: corrected pronoun use from “as it pertains” to “as they pertain”.

Art & Sciences Division

LC Honors Program — Academic year and photo updated on cover; Student Concerns and Non-Discrimination Policy moved to page 7 after Philosophy; Honors Program Leadership and Administrative Directory Updated; Contact Information Updated; Final Selection Updated under The Application Process; Language pertaining to remaining in the program and about community service requirements was updated; New Language pertaining to when students will be notified after final decisions was added; List of Honors Program course offerings updated adding ENGL 2327 and, removing PSYC 2301 and PSYC 2314; Credit Hour totals on the Honors Sections Area was updated; Community Service Hours requirement for graduation was increased from 45 to 50 hours. Removed Additional Honor Cord from graduation award options; List of LC Honors Program Faculty members updated; Director's name was updated in the Honors Contract for Academic Credit Section.

Community Education Division

Adult Education & Literacy Program — the handbook year and logo, and no changes to the body of the handbook.

Health Sciences Division

Associate Degree Nursing Program — ADDED: 2025-2026 Academic Year throughout the handbook and revised date at the bottom; ADDED: to table of contents (vii) Appendix O-Technical Performance Standards; Pg. 1- Organizational Chart to reflect new faculty and administrator positions; Pg. 1 & Pg. 2 (updated retention specialist staff name); Pg. 3 REVISED: LC's Institutional Mission, Vision, and Core Values; Pg. 4, REVISED: LC's Institutional Goals and Palomino Promise; Pg. 10- ADDED: T-Spot or QuantiFERON-TB Gold serum blood test acceptable. Pg. 11- REMOVED: COVID-19 vaccine requirement and ADDED COVID-19 vaccination exemption form according to facility requirements; Unexpired, valid government-issued identification card pg. 11- REVISED: STUDENT INFORMATION: All student applicants shall submit a negative background check and obtain a DPS/FBI background clearance (blue card) or outcome letter from the Texas Board of Nursing to be considered eligible for acceptance and continuation in the Program; Pg. 15 REVISED: Cell Phones, d. Students must complete documentation for the clinical day after they leave the clinical site. Electronic devices are not allowed to be used in the clinical facilities. All identifiable personal information and confidential health information should not be removed from the facility in any form; Pg. 16 & 17 REVISED accident report link; Pg. 18 ADDED Title IX LC website link; Pg. 19 REVISED program cost; ADDED: Palomino Scholar Dollars (LINK). An updated FAFSA application must be on file. For more information, visit The Office of Financial Aid (LINK). Pg. 33- REVISED Clinical Attire, Lab Coat (optional): A neat, clean, white lab coat may be worn with the school insignia embroidered in green stitching on the upper left front chest area. Other coats and jackets, such as athletic jackets, sweaters, and windbreakers, are not allowed; Pg. 46- Continuation Procedure REMOVED; ADDED: Recovery Option- A recovery option is offered to a student who is unsuccessful in the 3rd or 4th semester of the A.D.N. Program. It is defined as a readmission opportunity back into specific courses in which the student was unsuccessful. Only one readmission opportunity is allowed with the recovery option. A student who withdraws or receives a letter grade BELOW "C" in any RNSG course(s) is defined as unsuccessful, regardless of the reason. Eligibility for the recovery option is available for a student who is unsuccessful the first time in the A.D.N. Program in the following courses and may opt to be recovered the next time the course is offered: RNSG 2213, RNSG 1412, RNSG 2307, and RNSG 2331. Clinical courses are not eligible for the recovery option. ONLY 1 Recovery attempt is allowed per admission in the 3rd or 4th semester. Students who are unsuccessful a second time in the A.D.N. Program may reapply during the next application cycle. Being a prior student in the A.D.N. program does not grant preference for the next application cycle nor guarantee re-admission of the applicant into the program. Procedure: Students must submit a formal email to the retention specialist and program director by the following deadlines: Date specified by faculty or within 5 business days of Final Course Grade notification. Students must maintain an Institutional and Overall GPA of at least a 2.5 to continue in the recovery option; Pg. 47, REMOVED: Every theory course and associated clinical/skills course must be taken at the same time regardless if the academic failure was only for one course. For example, RNSG 1443(failed), RNSG 1144 (passed), and RNSG 1360 (passed). The student applied for continuation and is required to repeat associated THREE courses not just RNSG 1443 (failed)*, ADDED: A student who withdraws from a nursing course(s) due to extenuating circumstances must inform their instructor(s) within 5 business days of the student's last class attendance, and a meeting with a review committee will be scheduled. The student will be informed in writing via email of the committee's recommendations within seven working days. The student must submit the Exit Survey (Appendix P) documentation within 5 days, explaining the reasons for the withdrawal and a plan of action. Failure to comply with this procedure will result in the withdrawal counting against the student's recovery option process. The student should refer to the Recovery Option Procedure for eligibility. Pg. 53- Dress attire for the pinning ceremony: (added) A Laredo College Stole may be worn at the pinning ceremony; Pg. 59 & 60 - ADDED Link to Program Website: Plan of Study/Pathway Link, pg. 71-ADDED: Appendix O-Technical Performance Standards; Pg. 73, ADDED: Appendix P: Exit Survey from the A.D.N. Program; grammar corrected throughout document utilizing Grammarly.

Bachelor of Science in Nursing Program — Changed: "2024-2025" to "2025-2026" throughout the handbook.; Change Footer to revision: 5/25 throughout handbook; pg 2- Organizational Chart to reflect new faculty and positions and Updated staff to program organizational chart; pg. 3 updated to current Institutional Vision and Institutional Core Values; pg. 5 updated to current Institutional Goals; pg. 11 Admission Requirements: add #2- Be fully admitted to Laredo College; pg. 19- update the incident report link for LC; pg. 35- add statement to attendance- Theory: 'For this reason, regular remote class attendance—along with grade standards— are deemed essential. A student who habitually does not attend class remotely during the respective term will be advised by the faculty member (refer to the section on Code of Conduct)'. *Punctuation and grammar were corrected throughout the handbook with the use of Grammarly, which was purchased in 2025.

Diagnostic Medical Sonography Program — UPDATED 2025-2026 academic year page 1; REVISED grammatical errors; REVISED all links; REVISED organizational chart page 5; REVISED faculty vitae page 6;

Emergency Medical Services Program — Title page updated from 2024-2025 to 2025-2026. Page 2 Remove: that you have set for yourself, remember that we are here to assist you. Our desire is for you to be successful in all your endeavors. Added: As you pursue your aspirations, remember that we are here to support you. Our goal is for you to achieve success in all your endeavors. Page 6 Remove: Acting, Letycia Blanco, Health Sciences Specialist, Miriam Hinojosa, Accreditation Specialist, and Marisa Parra, Accreditation Specialist. Added: Vicente Mancha, Emergency Medical Services Instructor. Page 8 Added: EMS Faculty, Amanda Molyneux, Office: COHS B103, Phone: 956-794-4515, Email: amanda.molyneux@laredo.edu. Page 13 Added: Students are not permitted to consume alcohol, smoke, or vape while wearing the LC EMS Program uniform. Page 17 Remove: 721-5261 and ADDED: 794-4515. Page 18 REMOVE: Videotaping ADDED: Filming.

Medical Assistant Program — UPDATED 2025-2026 academic year, page 1; UPDATED page numbers on Table of Contents, pgs. 3,4,5, and 6; REVISED the title to read “Welcome And General Informaton”, pg. 7, REVISED the title from “General Program Information” to “About Laredo College”, UPDATED the Laredo College’s mission, vision, and core values, pg. 9; ADDED the Institutional Goals and Promises, pg 10; ADDED Title pages to pages 11, 19, 24, 30, 33, 38 44, and 47; ADDED title “About the Program” and the program’s mission and vision statements: *“Mission: The Medical Assistant Program supports the mission of Laredo College by offering accessible and forward-thinking education that prepares students for rewarding careers in healthcare. Through a commitment to excellence, the program develops students’ knowledge, hands-on abilities, and professional values essential for success as entry-level medical assistants. By integrating emerging technologies and encouraging continuous learning, the program empowers graduates to serve their communities and contribute meaningfully to healthcare at the local, regional, and global levels. Vision: Empowering aspiring medical assistants to transform healthcare through excellence in education, fostering skilled professionals who uplift patients, enrich communities, and advance the profession.,* pg 12; REVISED the academic year to 2025-2026, REMOVED “Acting” from the Dean of Health Science title, ADDED name to the Instructional Assistant, pg 13; REVISED title to “Faculty and Staff Contact Information,” and ADDED contact information for the Allied Health Instructional Assistant and Lab Coordinator. pg. 14; MOVED certificates and degrees section to page 12, MOVED evaluation section to page 26, and MOVED sections titled “Advising Center”, “Counseling and Disability Services”, “Student Support Services” to new section titled “Student Services” on page 50, pg.14; ADDED title “Admission and Enrollment”, REVISED admission and selection criteria for improved clarity, and MOVED “Transfer Credit” section from page 28, placed it after “Selection Process”, and REVISED title to “Transition Program”, pg 15; Revised the title from “Program Requirements” to “Conditional Acceptance” pg. 16; Under “Recommended”, REMOVED the 2nd sentence in the 2nd paragraph” as it was duplicate information located under the section “Criminal Background Record”, SWITCHED paragraphs 2 and 3 for improved sequencing, MOVED paragraphs 5, 6, and 7 after paragraph 1 under “Essential Functions” on page 17; pg 16; UPDATED costs for program materials, pg. 17; REVISED page title from “Grading and Evaluation” to “Grading Policy” and section title from “Exam Schedule” to “Course Syllabus” and REMOVED paragraph 2 under “Course syllabus” as the information was duplicated on paragraph 4 of page 22 under “Attendance Policy”, pg.20; MOVED the sections titled “Academic Dishonesty” and “Departmental Procedure for Appeal of a Grade” from “COURSEWORK” and placed sections under “Grading Policy” pg 20-21; ADDED new page titled “Attendance Policy” and ADDED paragraphs 2 and 3 from “Class/Lab Guidelines” formerly on page 34. pg.22; ADDED page titled "Policy on Withdrawal (W)", REVISED section titles from “Withdrawal” to “Withdrawal for Non-Academic Reasons” and from “Failure” to “Withdrawal for Academic Reasons (Failure)”, and MOVED the section titled “Dismissal Policies” to new section titled “Disciplinary Procedures” on pg. 39, pg 23; MOVED “Laboratory Practices” from “Clinical Guidelines” (pg 30) and placed section under “Coursework”, MOVED paragraphs 2 and 3 from this section to “Attendance Policy” (pg 22) after the first paragraph, and REMOVED paragraphs 1 and 4 as the information was duplicated under “Attendance Policy” (pg 22), pg 25; REVISED numbers 1-4 under “Skills Practicum” for improved clarity to read *“1. Students with excused absences due to medical and personal emergencies make up a lab practical upon returning to class. Appropriate written documentation (e.g., doctor’s excuse, police report, etc.) must be submitted to the instructor. 2. The student must request a make-up date on the first day back in class. 3. Students who fail a lab practical are allowed one final attempt after completing required remediation (refer to Appendix E). Remediation must be completed within three (3) days of the original exam. The maximum grade on the second attempt is 80%. 4.The instructor will set the date for the second attempt. Failure to complete it on the scheduled date will result in a grade of zero.,* pg. 25; MOVED the “Clinical Evaluation” section to new section titled “Clinical Information” on pg. 31, pg. 26; MOVED “Evaluation section” from page 14 to end of page 26; MOVED the section titled “Computer-Based Assessment Guidelines” from “Grading Policy” and placed section under “Courswork”on pg 27; MOVED the the sections titled “Student Retention”, “Remediation/Tutoring”, and “Counseling” under new page titled “Retention and Remediation”, pg. 28; REMOVED “Academic Withdrawal Procedure” from the end of

the section titled “Progression in the Medical Assistant Program” as the information was duplicated in the first paragraph on page 23, pg 29; UPDATED the statement under the section “Grades” and REVISED the “Captstone Course” percentage score from 75% to 70% to reflect current program criteria, pg 29. REPLACED the title of the first section from “Clinical Information” to “Applied Experience” and MOVED the following sections under new page title “Clinical Information”: “Service Work” from pg 40, “Clinical Site Orientation” from page 30, “Clinical Evaluation” from “Coursework” page 30, pg 31; ADDED new section titled “Clinical Dress Code”, REVISED the section titled “Uniform” to improve clarity: *“Program uniforms are required for the Medical Assistant program. Students must purchase and wear program color scrubs and close-toed shoes. In addition, students must also purchase a class polo and scrub jacket or lab coat to be worn over clean scrubs during class and clinicals.”* and MOVED the second paragraph under “School Patch” to a new section titled “Personal Protective Equipment” under “Clinical Site Guidelines”, pg 32; MOVED the following sections to new sections: “Reporting an Injury” moved to new “Safety” section on page 49, “Use of Electronic Devices” moved under “General Procedures”, page 40, “Clinical ID Badges” moved under “Clinical Dress Code”, page 32, , “HIPAA” and “Obtaining Patient Informed Consent” sections formerly moved under “Clinical Site Guidelines on page 32; MOVED sections titled “Professional Standards”, “Code of Ethics”, “Code of Conduct”, “Examples of Code of Conduct Infractions”, under new section titled “Professional and Ethical Standards” pgs 34-37; MOVED sections titled “Disciplinary Action”, “Immediate Dismissal from the MA Program”, “Dismissal Policies” under new section titled “Disciplinary Procedures”, pg 39; MOVED sections titled “Transportation”, “Use of Electronic Devices”, “Emergency Messages”, “Social Media”, under new section titled “General Procedures”, pg. 40; UPDATED “Use of Electronic Devices Policy” to match current LC catalog, pg 40; MOVED the following sections titled “Student Complaints – Informal Process”, Student Complaints – Informal Process”, “Freedom from Retaliation”, Application”, “Filing”, “Response”, “General Provisions”, “Untimely Filings” “Costs Incurred”, “Complaint Form”, “Levels 1—4”, and “Complaints About the Program, Faculty, Students, or Graduates” under new section titled “Student Complaints”, pgs. 41-43; UPDATED section titled “Filing” and “Complaint Process Levels” and ADDED new sections titled “Notice to Students,” “External Complaints,” and “For More Information”, pgs 41-43; MOVED the following sections under new section titled “Student Records and Privacy”: “Student Records”, FERPA”, “Dissemination of Information to Students”, “Disclosure of Student Records to Accrediting Agencies”, “Documents Included in the MA Record”, “Disclosure of Student Records to Clinical Affiliates”, “Directory Information from Admissions and Registrar’s Office”, pgs 45-46; REVISED title from “Health and Safety Services” to “Health and Wellness” and ADDED: *The Office of Student Health Services and Wellness, Students at Laredo College now have access to health and wellness services offered through the Office of Student Health Services and Wellness inside the Kazen Student Center, Room 132 located at the Ft. McIntosh campus. Services include, case management, counseling, minor health and mental health services. Case Management Services: Services offered include short term focused guidance relating to wellness, development, and behavioral management; promoting student support services; respondin to early alert referrals; and reaching out to students on academic suspension to assist in helping students achieve their educational goals. Counseling: [Counseling](#) is available to help students adjust to the demands of higher education while fostering and promoting the intellectual, emotional, social, and cultural development of students. By utilizing a variety of college services, online resources, and community referrals, counselors provide students with the support and guidance needed to ensure a healthy and enriching college experience. General Health Services: Health services are offered to students in need of assessment and evaluation for minor illnesses and injuries, health education, and for responding to campus emergencies. Mental Health Services: Laredo College is now partnered with TimelyCare to deliver a new virtual mental health and well-being platform for students. Through either mobile ap or your desktop, TimelyCare provides around the clock access to virtual care from anywhere in the United States at no cost.,* pg 48; REVISED section titled “Health and Safety” to “Safety”, pg 49; MOVED the following sections under new section titled “Student Services”: “Title IX and Disability Services”, “Pregnancy, Parenting Students, Breastfeeding”, “Advising Center”, “Counseling and Disability Services”, “Early Alert”, and “TRIO Student Support Services, and ADDED new sections titled “Assessment Center” and “Library” pg. 50;

Physical Therapist Assistant Program — UPDATED: 2025-2026 academic year, first page and throughout the student handbook; REVISED: Advising Center and Counseling and Disability Services title to Advising Center, page ii; REVISED: Academic Counseling title to Academic Advising, page ii; ADDED: Service Learning title to table of contents, page iii; REVISED: Health Services title to Student Health Services and Wellness in table of contents, page iv; ADDED: Counseling Services title to table of contents, page iv; ADDED: Pinning Ceremony title to table of contents, page v; REVISED: Counseling and Disabilities Services Center name to Disabilities Services Center, page 2; REVISED: Laredo College’s mission statement: “Laredo College, a Hispanic-Serving Institution, is committed to transforming students’ lives through high-quality, innovative, and affordable programs and services. By leveraging emerging technologies and fostering lifelong learning, Laredo College equips students with the knowledge and skills to positively impact local, regional, national, and global

development.”, page 4; REVISED the PTA Program’s mission: “The mission of Laredo College’s Physical Therapist Assistant Program is to provide a quality education that transforms students into caring, knowledgeable, and skilled physical therapist assistants committed to safe and ethical practice and lifelong learning to meet the healthcare needs of the community and the region.”, page 4; ADDED a statement to view the Laredo College Vision, Core Values, Institutional Goals, and Palomino Promise and link, page 4; UPDATED: Allied Health Physical Therapist Assistant Organizational Chart academic year to 2025-2026, page 7; UPDATED: About the PTA Program section to include the first-time licensure pass rate for 2022-2024, number of 2024 graduates, and number of years that graduate surveys have been collected regarding graduate employment, page 8; REVISED: title from Advising Center and Counseling and Disability Services to Advising Center and deleted content related to Disability Services, page 9; REVISED: name from Counseling and Disability Services to Disability Services, page 13; REVISED: Recommended statement under documents required for submission to the clinical site to “Recommended: COVID-19 vaccine or COVID-19 vaccination exemption form according to facility requirements”, page 16; REVISED: Dismissal policies #2 to include “A student who scores less than 75% in the comprehensive exam, or obtains a scale score of less than 600 on the PEAT in PTHA 2339 Professional Issues (Capstone course), will result in a grade of “D” being entered into the Canvas grade book. The student will not be able to continue in the program.”; page 24; ADDED: Service Learning title and description of requirements, page 41; REVISED: title from Health Services to Student Health Services and Wellness and updated the description of services provided, page 53; ADDED: Counseling Services title and description of services offered, page 54; REVISED: content under Guidelines to Prevent Transmission of Infectious Disease, page 54; REVISED: Procedure for Student Injury, Illness, Exposure to Substances #2 to include the name of the Office of Student Health Services, phone number; and #3 to include the link to the incident report, page 55; ADDED: Pinning Ceremony title and requirements, page 56; REVISED: Appendix H to reflect updated Disability Services and Student Health Services and Wellness department names and locations, page 67; UPDATED: Student Handbook Acknowledgement Form 2025-2026 year, page 73; REVISED: corrected punctuation and grammatical errors and updated links throughout the PTA student handbook.

Radiologic Technology Program — UPDATED 2025-2026 academic year page 1; REVISED grammatical errors; REVISED all links; REVISED organizational chart 5; ADDED the number of graduates on 2023 page 6; REVISED RT uniforms page 41;

Vocational Nursing Program — — Academic year changed from 2024-2025 to 2025-2026 throughout the Handbook.; Punctuations, grammar, phone numbers, and alignment corrected throughout the handbook; Changes Advisement Form to Progress Form throughout handbook. Table of Contents: Added: Appendix R- Exit Survey, p. 94. Organizational chart page 2: Revised: Organizational Chart to reflect current faculty and positions/titles. Institutional Mission page 3: Updated to LC’s current mission. Page 3 Institutional Vision: Updated to LC’s current institutional vision. Page 3: Core Values: Updated to LC’s current core values. Page 4 Institutional Goals: Updated: updated to LC’s current institutional goals. Page 5: Program mission: Revised: “The mission of the Vocational Nursing Program is dedicated to equipping individuals with the knowledge and skills needed to become competent and safe vocational nurses. Through high-quality nursing education, we uphold a commitment to excellence and foster student success.” Page 5: Program Philosophy: Revised: “The Vocational Nursing Program at Laredo College is rooted in the institution’s Core Values, fostering a positive and supportive learning environment where students are empowered to achieve their educational goals and excel in the dynamic field of nursing. Our faculty embraces a holistic approach to patient care, recognizing each individual as a multifaceted being with physiological, spiritual, psychological, sociological, cultural, and economic dimensions. This philosophy guides the educational experience, ensuring students develop the knowledge and skills necessary to provide compassionate and comprehensive care. The curriculum is thoughtfully designed to support students in meeting program learning outcomes and educational objectives. It incorporates essential nursing concepts, including the Differentiated Essential Competencies (DECs) for Graduates of Texas Nursing Programs, the nursing process, and Quality and Safety Education for Nurses (QSEN). Graduates of the Vocational Nursing Program are prepared for entry-level practice as Members of the Profession, Providers of Patient-Centered Care, Patient Safety Advocates, and Members of the Health Care Team. The nursing process serves as a foundational tool of the program, providing a structured approach to data collection, critical thinking, clinical judgment, and problem-solving. Integrated throughout the curriculum, this process equips students with the foundational skills necessary for success in vocational nursing practice.” Page 8, Program Outcomes #3 Revised: “A minimum of 85% of the employers who return the Employer Survey Tool

or participate in focus groups/meetings respond that graduates are satisfactory in all practice areas.” Page 9, Curriculum: Revised: Level I: 1st Semester. “The focus will be on fundamental nursing topics, skills, simulations, including responsibilities and expectations of their professional role in vocational nursing.” Page 10, Testing Requirements: Revised: “Students enrolled in the Vocational Nursing Program are required to complete computer-based exams, which are designed to prepare them for the NCLEX-PN licensure examination. Each student must bring their own laptop meeting specified software requirements and bring it to class starting in August.” Page 11, Health and Safety: Student Health Requirements: Removed: Two Step TB test and ADDED, “TB test upon entering, and one annually thereafter, or chest x-ray within 2 years, or T-Spot, or QuantiFERON-TB Gold serum test.” “Current BLS CPR certification (American Heart Association) and Unexpired Valid Government Issued I.D.; Removed COVID 19 test(s). Page 12, Health and Safety: Student Health Requirements: Revised: #10 “If it is determined that a student’s condition poses a risk to the safety or well-being of patients, staff, or fellow students, the student will be required to leave the clinical site. The absence will be recorded, and the student must provide medical clearance and any necessary supporting documents before returning.” Page 13, Emergency Health Care: Removed: “Students who are not permitted to attend clinical sites must “withdraw” from the program.” Page 14, Criminal Background: Removed: “Students who are not permitted to attend clinical sites must “withdraw” from the clinical course(s) and all concurrent theory course(s).” Page 18, Disabilities Statement: Revised: #3 “Students requiring note-taking or test-taking accommodations must inform the faculty member prior to the first exam, in accordance with the Counseling and Disability Services letter. Any subsequent changes by the student must be addressed directly with Counseling and Disability Services.” Page 24, General Procedures, Program Advisement: added- “and Retention Specialist”, Instructor Availability, Added: “-IPASS, Virtual Office”. Page 32, Nursing Unprofessional Conduct/Disciplinary Action Procedure: Revised: “This procedure outlines unprofessional conduct and behavior, detailing grounds for disciplinary action, which may lead to dismissal from the Vocational Nursing Program. Depending on the severity of the incident, a Health Sciences Committee may review it during the first, second, or third occurrence and provide recommendations to the Nursing Program Director and the Dean of Health Sciences. Students dismissed from the program will neither be permitted to continue nor allowed to reapply for admission to the Vocational Nursing Program.”; Page 37, Attendance Theory/Lab: Added: “absent, or leaving early from class or lab”. Page 40, Professional Clinical Standards and Guideline: Lab Coat: Removed “¾ length or full length” and Added: “optional.” Page 44: Patient Care Procedures: #10 Removed Concept Map and Added: Electronic Health Record Documentation. Page 51, Administration of computer-based exams and or procedures: Added: “If a student needs a laptop, one can be requested ahead of time through [Laredo College Library Laptop Request](#). This is on a first come, first serve basis.” Page 60, LC Academic Withdrawal Procedure: Added: “The student must complete an Exit Survey within 5 days from withdrawal (Appendix R)”. Page 71: Pinning Ceremony: Dress Attire for Pinning Ceremony: Changed “hunter green to white uniform” and Added: A Laredo College stole may be worn at the pinning ceremony. Page 94, Added Appendix R- Exit Survey.

Workforce Education Division

Automotive Collision Repair Technology Program — No Changes to handbook.

Automotive Technology Program — No Changes to handbook.

Business Management — Pg.2 updated organizational chart by correcting the Departmental Chair's name.

Computer Aided Drafting and Design Technology Program — Pg. 1 – updated year. Pg. 2. - Updated Table of Contents. Removed CAD Draftsman Level I Certificate as it was retired. Page numbers were updated. Pg. 3 – changes to organization chart to update Dr. Salinas’s and Dr. Hernandez’s titles. Pg. 4 – updated the catalog year to 2024-2025. Corrected any instances of the “CADD” acronym which only had one “D.” Pg. 5 - Corrected any instances of the “CADD” acronym which only had one D. Removed mention of the certificate I. Corrected amount of hours for CADD certificate II from 45 to 24. Pg. 10 – Page was removed as the certificate I was removed. New page became certificate II. Courses were adjusted to represent certificate II. All consecutive pages were changed in number. Pg. 12 – Removed certificate I. Revised certificate II. Pg. 15 – Revised the Computer Aided Drafting occupational skills award to remove DFTG 2340 and include DFTG 1310.

Cosmetology Program — Change Program Mission Statement page 7; The Cosmetology Program empowers students through innovative and affordable education. By promoting lifelong learning, we equip our students with the skills to excel in the beauty industry and positively impact our local and regional

communities. Add information to Admission Requirements page 7 and 8; Application Requirements: Must have a High School Diploma or GED, Apply to Admissions to Laredo College and must be accepted (click [here](#) for more information), Students must meet a High Intermediate Reading Level assessment (Assessment will be provided by the Cosmetology Department.), Selection Process: Be on the Cosmetology Program Waiting List (Student name will be active only for one year, being on the waiting list does not guarantee a spot in the program), Registration is based on a first-come, first-served basis, Clear all holds at the Registrars and Admissions office, Students must meet with a Cosmetology Professor for Advising and to obtain a registration permit, Student must take registration permit to the registrar's office to register for the Cosmetology courses (registration permit will expire in three business days), Conditional Acceptance: A student accepted in the Cosmetology Program must submit the following documentation for the Texas Department of Licensing and Regulation (TDLR) SHEARS (Student Hour and Enrollment Automated Reporting System) registration to obtain a Texas Operator Student Permit Number to practice Cosmetology salon services. Copy of Social Security Card or TDLR Student Permit Application, A profile picture sized: 2 in. x 2 in. (passport picture), A government-issued ID (Ex. Passport, State ID, Driver License, Matricula Consular), A \$25 money order for first-time SHEARS registration, Requirements must be met by the first-class date to remain enrolled in the Cosmetology Program. Correction on Prerequisites for Semester II page 9; Texas Cosmetology Laws and Rules Book, Rule 83.72. Remove Student Services from page 12. Add Cosmetology Lab Guidelines page 13 and 14; Professional Conduct, Client Communication: Always greet clients warmly and communicate clearly about services and procedures. Confidentiality: Maintain client privacy and confidentiality at all times. Personal Presentation: wear your uniform and maintain personal hygiene. Gossip: Maintain a positive atmosphere in the lab and classroom by avoiding gossip. Hygiene and Sanitation, Hand Hygiene: Wash hands thoroughly before and after each client interaction. Tool Disinfection and Sterilization: Disinfect and sterilize all tools and equipment before and after each use. Cleaning work areas: Clean and disinfect all work area surfaces: pedicure, manicure, facial, chairs, stations, shampoo bowl, sinks, and floors. Single-Use Items: Use disposable items when possible and dispose of them properly after each use. Laundering: Launder reusable items, such as towels and capes, regularly. Food: Students are not allowed to store food at their styling stations or eat in the lab or theory classroom. Safety Procedures, PPE Use: Wear appropriate personal protective equipment, such as gloves and masks, when necessary. Chemical Handling: Store and handle chemicals safely, following manufacturer guidelines. Emergency Preparedness: Know the location of emergency exits, fire extinguishers, and first aid kits. Equipment and Tools, Proper Use: Use all tools and equipment according to the manufacturer's instructions. Maintenance: Regularly inspect and maintain equipment to ensure it functions well. Inform your instructor immediately if any equipment is malfunctioning. Client Services, Consultation: Perform a thorough consultation with each client to understand their needs and preferences. Aftercare: Provide clients with aftercare instructions and products to maintain their treatments. Waste Disposal, General Waste: Dispose of general waste in designated bins. Hazardous Waste: Follow local regulations for the disposal of hazardous waste, such as chemicals and sharp objects. Professional Development, Feedback: Encourage and act upon feedback from clients and peers to improve services. Removed Transfer Students page 14; Change the campus police number on page 16; add do not step out of the lab or theory classroom for more than 5 minutes on page 17.

Culinary Arts Program — Pg. 2: Revised organizational chart: Added Dr. Heriberto Hernandez, Associate Provost/ Strategic Collaborative Partnerships; Removed Dr. Hernandez and replaced with Dr. Horacio Salinas as Dean of Workforce Education; Pg. 3: Revised title for pages 5-6; Pg. 3-4: Revised page numbers on Table of Contents; Updated Prerequisites and Co-requisites from page 8-9 to page 9; Revised title for page 24 from Agreement for Cooperating Teacher to Agreement for Culinary Arts Lab Sites; Revised title for page 25 from Agreement for Culinary Arts Lab Sites to Agreement for Cooperating Chef's; Pg. 5: Under Welcome: Revised statement; Under Introduction Revised links and statement; Pg. 5-6: Revised Disclaimer to Communicable Disease Notice; Pg. 7: Under About the Program: Revised statement; Pg. 9: Revised Prerequisites/ Co-Requisites statement; Pg. 10: Under Grades Regulations: Revised PASPort link; Replaced LC South Child Development Resource Room, AAC 104 with LC South Center for Learning, Academic, and Student Success (CLASS); Replaced LC South Learning Center with LC South Center for Learning, Academic, and Student Success (CLASS); Revised Associate Vice President for Student Services to Director of Student Discipline/ Title IX Coordinator; Pg. 11: Under Academic/ Scholastic Dishonesty: Revised statement; Pg. 11: Under Food Safety: added the word disposable to tasting spoons; Removed statement of student garden requirements; Pg. 11: Under Professionalism: Revised statement; Pg. 12: Under Professionals: Revised bullet points; Pg. 12: Under Uniforms: Revised uniform statement; Removed black polo shirt with LC approved logo; Revised Duty Shoes to Black Non Slip Shoes with closed toe; Pg. 13: Under Lab Supplies Revised statement; Revised Duty Shoes to Black Non Slip Shoes with closed toe; Pg. 13: Under Practicum: Revised Associates in Applied Science Degree to Associates of Applied Science Degree; Pg. 15: Revised Practicum Requirements Form; Pg. 18: Revised Lab Student Information Form; Pg. 19-22: Revised

Laboratory Directions and Requirements Form; Pg. 23: Revised Practicum Responsibilities Form; Pg. 24: Revised Agreement for Culinary Arts Lab Sites; Pg. 25: Revised Agreement for Cooperating Chef's Form.

Cybersecurity Institute — Title page updated Laredo College logo and removed cybersecurity logo and changed the handbook year; He/She pronouns were replaced on page 10.

Diesel Engine Mechanics and Repair Technology Program — No Changes to handbook.

Electrical Technology Program — Page 2: Updated Dr. Heriberto Hernandez's job title and added Dr. Horacio Salinas as Dean of Workforce Education.

Electronic Technologies Program — Page 2: Updated Dr. Heriberto Hernandez's job title and added Dr. Horacio Salinas as Dean of Workforce Education, Updated Mr. Hassan I. Escamilla job title.

Engineering Technology Program – Title page – updated year. Pg. 3. Updated organizational chart to reflect new titles for Dr. Hernandez and Dr. Salinas. Pg. 10 – Revised the certificates I and II to represent the accurate course sequence. Pg. 11 – Replaced GEOL courses for PHYS 1315 and PHYS 1115 to match curriculum changes.

Heating, Ventilation, Air Conditioning and Refrigeration Program — Page 2: Updated Dr. Heriberto Hernandez's job title and added Dr. Horacio Salinas as Dean of Workforce Education.

Homeland Security Studies Program — Page 1: Added current year; Page 2: Added page 2 with department's contact information; Page 3: Revised mission statement.

Networking Administration Program — Title page updated the Laredo College logo and placed on top of the page, updated the program name and the handbook year; Pg. 3 updated Dr. Hernandez new title Dr. Heriberto Hernandez Associate Provost Strategic & Collaborative Partnerships, added Dr. Horacio Salinas, Jr. Dean of Workforce Education.

Protective Services — PAGE 2: Updated year to 2025 – 2026. Replace Briana Ponce as Department Chair with Manuel J. Maciel as Acting Department Chair. Removed Luis Martinez and added Briana Ponce as Professor of Criminal Justice. Removed Alfonso De La Garza and added Roberto Peralta as Professor of Criminal Justice.

Regional Law Enforcement Academy—Page 6 and 7: Section 3.2.1.2 Remediation Process content was added. The date and years on page 17 were updated.

Welding Technology Program — Page 2: Updated Dr. Heriberto Hernandez's job title and added Dr. Horacio Salinas as Dean of Workforce Education, removed Mr. Jorge Bernal and replaced with Mr. Julio Talamantes.

[New or Deleted Handbooks:](#)

Construction Management Technology Program – A new handbook.

Fire Science Program – Deleted.