

# STUDENT RECORDS

## Student Official Transcript

An official transcript is a record of the student's academic history, which includes all coursework from current or previously attended institutions.

An official transcript will display the student's legal name as provided and verified at the time of admissions and is officiated by the institution's seal and signature of the registrar or designee. The college registrar is the custodian of all records for currently enrolled students and all official academic records.

Transcripts are retained on file **permanently** and contain the following information:

1. Student's official legal name
2. Social Security Number (*if available*)
3. Student Palomino ID
4. Date of Birth
5. Address
6. Current Program
7. Degrees and/or Certificates conferred/awarded
8. Term of entry and enrollment to Laredo College and other colleges (*upon articulation*)
9. By term: course number, course title, semester credit hours (*SCHs*), course grade, grade points, course repeat indicator, earned hours, GPA hours, GPA points, term GPA
10. Notation of academic standing/scholastic recognitions (*including but not limited to: 'good standing', 'warning', 'suspension', 'Phi Theta Kappa membership', etc.*)
11. Transcript totals: earned hours, GPA hours, GPA points, institutional GPA, transfer GPA, overall GPA
12. TSI information (*if available*)
13. Core Curriculum listing
14. Undergraduate course drop counter
15. Participation in an honors course section designated by a 'Honors' notation

As per Laredo College policy, all courses for which a student is enrolled as of the official census date of each term will appear on the student's transcript. The transcript will display the grade earned (see Grades and Grade Point Average for additional details), exceptions to the policy are as follows:

1. On **Challenge Examinations**, grades must be '**C**' or better to be recorded on the transcript.
2. **No** grades are assigned and **no** credit is given for the CLEP General Examination.
3. CLEP Subject Examination grades are recorded at the **request of the student** at the Office of the Registrar. Grades are assigned based on the national norms and no grade below 'C' is recorded. The deadline to submit CLEP scores/credits is on the last day of Finals for each academic term. (see Credit by Non-Traditional Means for additional details).

## Transcripts from Laredo College

Laredo College official transcript requests are handled through the Office of the Registrar. Transcripts can be requested in-person or online via Parchment (<https://www.parchment.com/u/registration/33247/>

institution/) (*Parchment online transcripts are available for LC students who enrolled after Fall 2000*). For security reasons, the Office of the Registrar will not fax, email, or scan transcripts into digital format/email. The first official transcript is free of charge, subsequent copies of the student's transcript can be requested for a fee. Student holds, student account balances or pending documents/items may cause a delay in the release of transcripts.

## Transcripts to Laredo College

Transcripts being sent to Laredo College must be received in a sealed envelope or electronically from the college/university provider to be considered official. All transcripts submitted to Laredo College become part of the students' permanent record at the Office of the Registrar. For transcript evaluation for credit see Transfer of Credit (<https://catalog.laredo.edu/enrollment-information/transfer-credit/>).

## Student Record Maintenance

For internal record-keeping purposes, the following areas may maintain student records.

1. Academic Records
  - a. Office of the Registrar
  - b. Academic departments and faculty offices
  - c. Advising Center
  - d. Center for Learning, Academic, and Student Success
2. Student Account Records
  - a. Bursar's Office
  - b. Office of Financial Aid
3. Other Student Records
  - a. Advising Center
  - b. Assessment Center
  - c. Office of Admissions
  - d. Veteran Services Center

## Change of Name

Students may request an official legal name change by completing a 'Change of Information Form' at the Office of the Registrar and submit two (2) supporting documents from the list below:

- Birth Certificate
- Social Security Card
- US Passport
- Marriage Certificate
- Divorce Decree
- Court Order
- Official Valid State ID (Texas Driver's License or Texas Identification Card)
- Government Issued ID

## Uses of Preferred First Name or Full Legal Name

- Students may use names other than their legal first name to identify themselves, regardless of whether they have legally changed their name. The preferred first name will be included in the following:
  - Class rosters (Banner only)
  - Grade rosters
  - Canvas
  - Graduation announcement - preferred name changes must occur prior to the graduation application deadline.

- Other databases and systems when institutional and technical capabilities permit.
- The college is required to record a student's legal name and sex on formal records to comply with federal law for transactions to include:
  - Paycheck
  - Financial Aid
  - Medical documentation
  - Transcripts
  - Enrollment verification
  - Admissions
  - Immigration Documents
  - Diplomas
  - Graduation Programs
- Preferred first names can be edited and recorded in the Banner Student Information System (SIS) by logging into the Student Records in PasPort. Students who have questions about the steps to change to their preferred name may contact the Office of the Registrar.

The preferred first names are limited to alphabetical characters, diacritical marks, and spaces. The preferred first name must be an allowable format. Examples of allowable formats of the preferred first name include, but are not limited to:

- A middle name instead of the first name
- An abbreviated name (Rob instead of Robert)
- The first and middle initials (A.J. instead of Andrew John)
- The name of which you are in the process of legally changing.
- A name that better represents your gender identity
- An anglicized name

Students may not use their preferred first name for misrepresentation or for illegal purposes. Laredo College reserves the right to reject preferred name requests that are offensive, obscene or that use derogatory language. Students are cautioned about using preferred names that could be considered self-aggrandizing or nonsensical. While there is no limit to the number of changes that can be made, it is recommended only one change per semester. Exception for the policy (or for this limit) may be approved by the Office of the Registrar. If a student wishes to appeal this decision, please contact the Office of the Registrar at [registrar@laredo.edu](mailto:registrar@laredo.edu).

## Change of Address

Students must provide Laredo College with a correct, current permanent and mailing address on the Admissions Application. This address will be utilized to determine the students residency status for tuition purposes. Students who need to change/update their address must do so by submitting a 'Change of Information Form' at the Office of the Registrar. Should the change require an update to the students residency status, additional documentation may be required.

## Change of Major

A 'major' is a concentration of specialized coursework, which leads to a certificate or degree. Students may declare a major on the Admissions Application and may change their major at any time by completing and submitting a 'Change of Information Form' to the Office of the Registrar. See Degree Programs and Certificates (<https://catalog.laredo.edu/degree-programs-certificates/#programsaztext>) for a complete list of majors.

## Directory Information

As per Laredo College policy, the following information, *which would not generally be considered harmful or an invasion of privacy if disclosed*, contained in an education record of a student is considered directory information.

- Name
- Address
- Telephone Number
- E-mail Address
- Enrollment Status (*Undergraduate; full-time, part-time, etc.*)
- Major/Field of Study
- Classification
- Dates of Attendance
- Degrees/Honors/Awards received
- Name of institution previously attended

Laredo College may disclose any of these items as listed without student consent. If a student does not allow for their student directory information to be released, they must indicate so in writing by completing the 'Request to Withhold Directory Information Form' at the Office of the Registrar. Laredo College will honor the request from the semester the form is submitted until indicated otherwise by the student. This does not inhibit Laredo College from other legal released of student data, which may include personal data.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Right and Privacy Act of 1974 protects the privacy of educational records, establishes the right of a student to inspect and review their educational record, and provides guidelines for the correction of inaccurate or misleading data.