

# STUDENT RESPONSIBILITIES

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## Student-Teacher Conferences

Students are urged to consult with their instructors, counselors, academic advisors, or department chairs when difficulties arise in their course work and to voluntarily seek extra help from their instructors during regular office hours.

Faculty and staff members will sometimes request a student to come in for a conference. The administration expects all students to appear promptly for such conferences on the day and hour for which they are arranged.

## Supplemental Student Policy Handbooks

These are required by certain programs. Students who apply and are admitted into special admission programs will receive a copy of the respective student handbook whereby students must comply with these policies as well as those of the College.

## Advisement

All students must meet with academic and faculty advisors at least once a semester prior to registration of classes. Those students who have not declared a major or have not met the Texas Success Initiative (TSI) requirements must meet with an academic advisor located in the Advising Center, Lerma-Peña Room 201 (956-721-5135). Students that have met all TSI requirements and have a declared major, must meet with a faculty advisor prior to registration of classes. Faculty advisors are located throughout campus in the respective academic discipline. The advisor(s) will provide the student with valuable information regarding course requirements and/or program changes which will affect the student's progress towards completing their certificate or degree.

## Transcript Review

Students are responsible for reviewing their transcript on a timely basis and reporting any discrepancies to the Office of Registrar and Admissions.

## Withdrawal

It is the students' responsibility to ensure a drop slip has been completed and processed whether it is student-requested or faculty-initiated. Students are also responsible for checking with the Office of Student Financial Aid for possible impact on financial aid status.

## Official Communications with Students

It is the students' responsibility to ensure they check their official LC e-mail account for all communications from LC. This includes official notifications of financial aid awards, grades, transcript holds, student account information, and other information important to students. Students must log in to their PASPort accounts in order to retrieve pertinent LC information via e-mail. Students can access their accounts on the world wide web at PASPort.laredo.edu (<https://PASPort.laredo.edu>).