



# Student Welcome Guide



[lauruscollege.edu](http://lauruscollege.edu) • (805) 267-1690

# Getting Ready for Your First Day

# Important Contact Information & Links

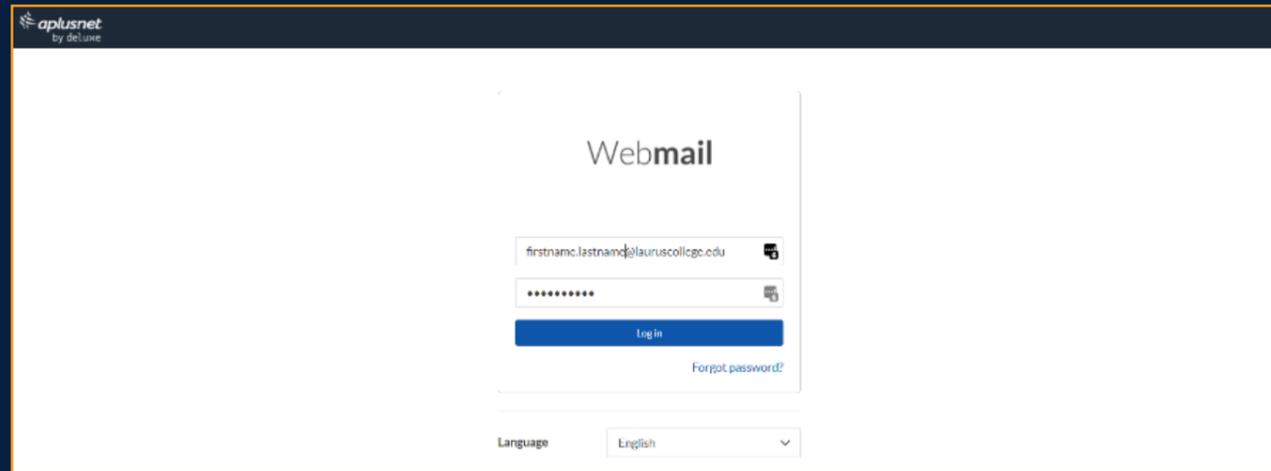


- ✔ Keep in touch with your Admissions Representative
- ✔ Complete your FAFSA (<https://fafsa.gov>)
- ✔ Attend all Financial Aid Appointments
- ✔ Choose a class time (and a back-up)
- ✔ Make an appointment with Technical Support
- ✔ Use your official Laurus College email account (.edu)
- ✔ Learn how to log into MyLaurus Portal
- ✔ Meet with your Academic Specialist
- ✔ Attend New Student Orientation on Friday before classes start

- Main Line & Tech Support.....(805) 267-1690
- Financial Aid.....[fa@lauruscollege.edu](mailto:fa@lauruscollege.edu)
- Registrar.....[registrar@lauruscollege.edu](mailto:registrar@lauruscollege.edu)
- Student Services.....[studentservices@lauruscollege.edu](mailto:studentservices@lauruscollege.edu)
- Career Services.....[careerservices@lauruscollege.edu](mailto:careerservices@lauruscollege.edu)
- Technical Support.....[support@lauruscollege.edu](mailto:support@lauruscollege.edu)
- MyLaurus Student Portal.....<https://mylaurus.lauruscollege.edu/>
- Student Email.....<https://webmail.aplus.net>

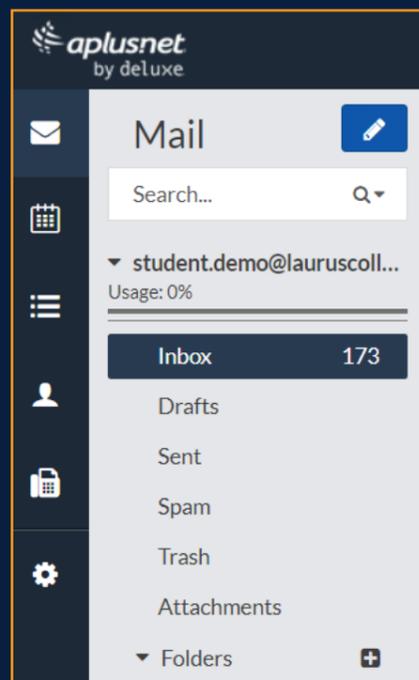
# Student Email (Webmail)

Visit <https://webmail.aplus.net>



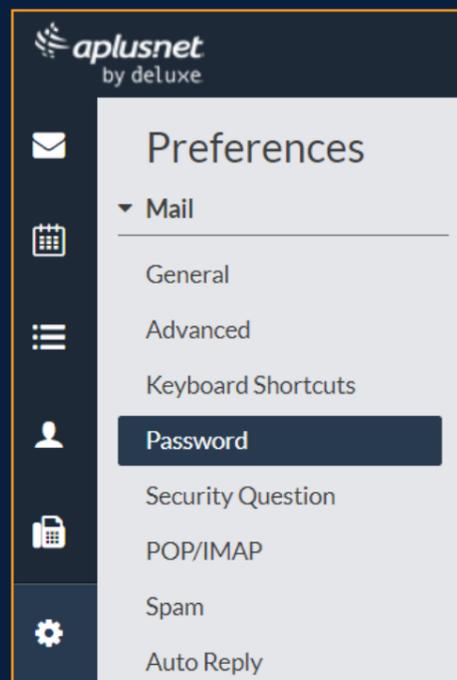
Your Username is **firstname.lastname@lauruscollege.edu**

Your starting Password is **\$Laurus123** which you will need to change after your initial login:



1) Click on Gear Icon

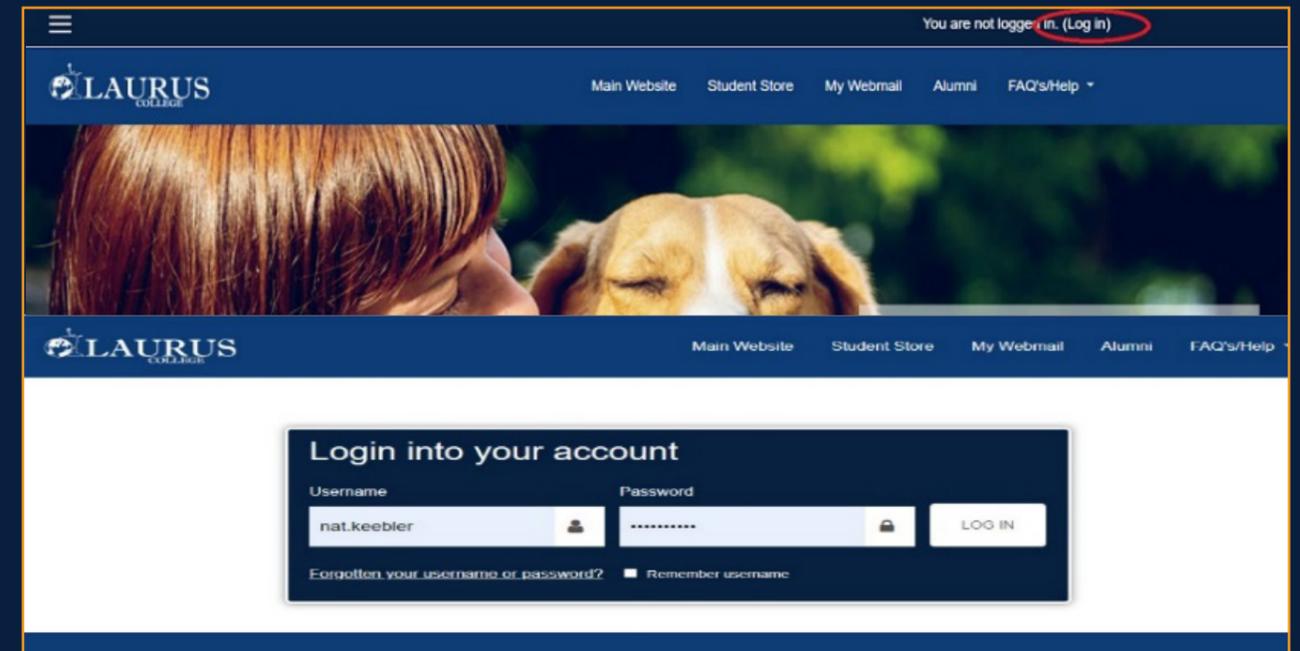
2) Select 'Password'



# My Laurus Student Portal

Visit <https://mylaurus.lauruscollege.edu>

Your Username is **firstname.lastname**  
Your Temporary Password is **\$Laurus123**



Next Steps:

1) Perform the "Adobe Connection Diagnostic Test"

[https://laurus.adobeconnect.com/common/help/en/support/meeting\\_test.htm](https://laurus.adobeconnect.com/common/help/en/support/meeting_test.htm)

2) Attend New Student Orientation

<https://laurus.adobeconnect.com/orientation/>

3) Find Your Class

<http://www.lauruscollege.edu/student-services/student-links/>

With MyLaurus Portal (MLP) You Can:

- Login to Classes
- Turn in Assignments
- Watch Recorded Lectures
- Access Student Email
- Track Academic Progress
- Access Career Services

# General FAQ's

## How can I find out which class I'm scheduled for?

You should receive an email in your Laurus College email account the week before the term starts. If you have not received a notification email, please contact our **Registrar Team** at [registrar@lauruscollege.edu](mailto:registrar@lauruscollege.edu) or call the Registrar at **805.267.1690** for assistance.

If you login to the **MyLaurus Student Portal** (<https://mylaurus.lauruscollege.edu/>) on Monday, the First day of the Term, it will show you what class you're currently enrolled in.

## How do I add / reschedule classes?

Students need to be scheduled for at least one class per term in order to receive financial aid.

The best and fastest way to **reschedule your class** is to email your **Registrar Team** at [registrar@lauruscollege.edu](mailto:registrar@lauruscollege.edu). Please be aware that because of the various factors that affect scheduling classes, we may not be able to accommodate your scheduling needs.

If during the first week of the term, you decide you want to **take a second class**, you should **first contact your financial aid representative** to make sure that your financial aid will cover the full cost of the additional class. Once you have talked to your FA representative, contact [registrar@lauruscollege.edu](mailto:registrar@lauruscollege.edu) to be scheduled.

## Need help?

Contact your Student Advisor at **805.267.1690** or [studentservices@lauruscollege.edu](mailto:studentservices@lauruscollege.edu).

# General FAQ's

## When do class terms start / end? When do school-recognized holidays occur?

Laurus College offers ten (10) terms of five (5) weeks each year. Check the **Laurus College Catalog** for scheduled start / end dates and school-recognized holidays. The calendar posted on the **MyLaurus Student Portal** should also feature the holidays for the current month.

## When will I receive my book(s) for class?

Books are typically sent out during the week **prior to the term start**. All books are mailed through USPS and require a signature from the student in order for the book to be delivered.

If your class requires an e-book, you will receive an email from Registrar with instructions on how to obtain your e-book. Your instructor will go over class resources and textbooks on the first day of class, as well as provide instructions on how to access the course learning materials.

## When will I receive my laptop?

**Laptop distribution** is contingent upon the completion of your financial aid process. As a result, student laptops are typically shipped around the second week of your second term. Students will receive an email from Fed Ex (to their **Laurus college email**) with tracking information when the laptop has been shipped and delivered. A direct signature is required by the student in order for the laptop to be delivered.

**Note: Laptops cannot be shipped to a P.O. Box or APO/FPO address.**

# General FAQ's

# Career Services Department

<http://mylaurus.lauruscollege.edu/local/info/career-toolbox.php>

## Are there tutoring services available?

**Yes.** You can email [tutoring@lauruscollege.edu](mailto:tutoring@lauruscollege.edu) or speak to your Student Advisor to request a tutor. You can also let your instructor know and they can assist in making arrangements for tutoring.

## I'm going on vacation during the academic term, what do I need to do?

### Step 1)

Inform your **Instructor** so that you can make arrangements to watch the recorded lectures and complete the assignments for the time you will be missing.

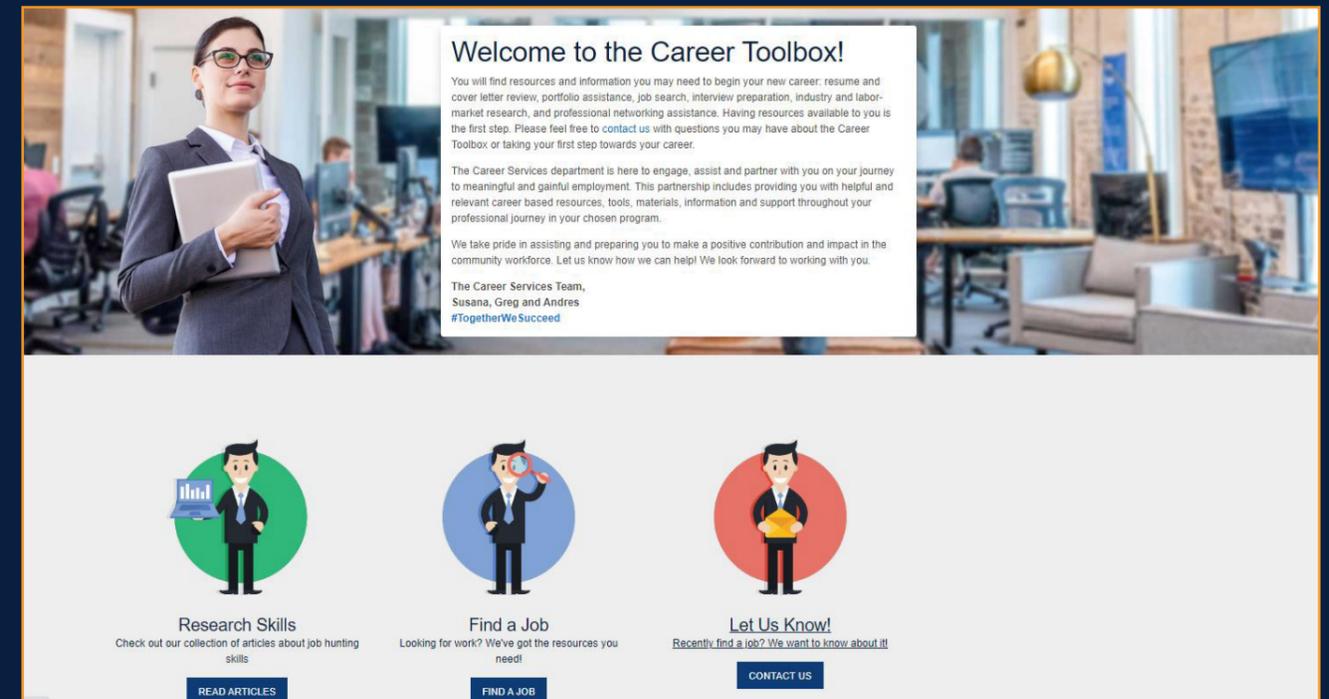
### Step 2)

Contact your **Student Advisor** at 805.267.1690 or [studentservices@lauruscollege.edu](mailto:studentservices@lauruscollege.edu) to make a plan for that time period. It is best to make plans for vacations, trips and extended absences with your Instructors and Student Advisor **at least two weeks in advance.**

**Note:** Recorded lectures are not able to be accessed/viewed if using a phone or tablet.

## When do I receive my Degree?

The process of reviewing your academic and financial records can take up to six (6) weeks. Your Career Services Advisor will contact you prior to the completion of your program to **schedule a Career Services Exit Interview.**



The Career Toolbox portal helps with the latest job search tips, tricks, tools, and technology!

For more information, contact the **Career Services Department** at:

**805.267.1690** or [careerservices@lauruscollege.edu](mailto:careerservices@lauruscollege.edu).

**GET PREPARED. EARN BADGES. SIGN UP TODAY!**

## Discover Options

- Learn about your future options to explore careers.

## Get Hired

- Land your next position with the best search strategies, resume, cover letter, LinkedIn, and interview skills.

## Career Toolbox

- An easy to navigate system dashboard.
- Department Roadmaps.
- Tools for building targeted resumes and cover letters.
- A built-in Indeed job board aggregator portal to find and save posted jobs.
- Links to other productive job search tools.
- Career Events.





## Student Links

**Laurus College Catalog & Student Handbook:**

[https://lauruscollege.edu/dl/Laurus\\_College\\_Catalog.pdf](https://lauruscollege.edu/dl/Laurus_College_Catalog.pdf)

<https://lauruscollege.edu/student-services/student-resources/>

**Safety Policies:**

<https://lauruscollege.edu/campus-safety/>