

Bessemer Campus

1100 9th Avenue, SW
Bessemer, Alabama 35022
(205) 929-3418
FAX: (205) 424-5119
Student Services Center, Building



Birmingham Campus

3060 Wilson Road, SW
Birmingham, Alabama 35221
(205) 929-6309
FAX: (205) 925-3716
Administration Building A, Room 208

Financial Aid Code: 001059

E-mail questions to: admissions@lawsonstate.edu

Web Address: www.lawsonstate.edu

Admission Application Instructions

First-time College Student: *A student who has never attended a college or university.*

- An applicant must have an official copy of the high school transcript or GED score report mailed to the Office of Admissions.
- The high school transcript must include the date of graduation and must be on file prior to admission or during the first term of enrollment. (International students should see the section marked *International Student*).
- If an applicant does not possess a high school diploma or GED, the applicant may be admitted to certain certificate programs provided successful completion of the ability to benefit (ATB) assessment through appropriate testing. An applicant in this category should contact the Division of Student Services at 205-929-6385 to arrange an assessment. Students demonstrating Ability-to-Benefit may enter programs and courses not leading to an associate degree. A list of such programs is available in the catalog, on the Admissions page of the College's website: www.lawsonstate.edu, and elsewhere on this form.
- Students who graduated from foreign high schools must submit externally evaluated documents certifying the possession of certificates/diplomas equivalent to a U.S. high school diploma. The following credentialing services may be used: World Education Services, Inc. www.wes.org or Educational Credential Evaluators, Inc. www.ece.org. Evaluations should be forwarded to LSCC directly from one of these providers.
- Applicants holding the Alabama Occupational diploma are limited to "ability-to-benefit" programs – see *Important Applicant Information*.

Transfer Student: *A student who has attended another college or university.*

- An applicant should submit official transcripts from high school and all colleges attended.
- If a baccalaureate degree has been earned, only the transcript from the institution granting the degree is required. However, transcripts from all institution(s) granting credit are required if an applicant wishes to have transfer credits applied towards a LSCC degree or certificate.
- Students who earned credits at foreign colleges or universities may submit an evaluated document for consideration of credit. (See the *International Student* category below.) (See *ID statement*)

Transient Student: *A student who is attending / seeking a degree from another institution but wishes to attend LSCC for one term.*

- An applicant should submit an official letter of good standing or transient student form from the degree-granting/home institution. This letter must list the term the applicant wishes to enroll at LSCC.
- F1 Visa holders—for transient status **must** present a copy of the Visa in advance (before enrollment), as well as, a letter and transient clearance form from the institution recommending and approving specific courses before registration. A new transient letter/form must be presented for each subsequent term. (See *ID statement*)

Re-admitted / Returning Student: *A student who previously attended LSCC but has not attended for a period of time or during the previous fall or spring semester.*

- An applicant should submit an updated Application for Admission regardless of whether or not another college/university has been attended since last enrolled at LSCC.
- In addition, the applicant must submit the official transcript(s) from institutions attended since last enrolled in LSCC.
- Previously enrolled students who miss a fall or spring semester and wish to re-enter must re-apply for admission. (See *ID statement*)

International Student: *A foreign student who wishes to attend LSCC while in the United States. International students may attend the Birmingham campus only.*

- Present a minimum score of 5.5-6 on IELTS (International English Language Testing System) as determined by the college, or a total score of 61 on the Internet-based TOEFL (Test of English as a Foreign Language), a total of 173 on the computer-based TOEFL, or a total score of 500 on the paper-based TOEFL. NOTE: The foreign language test requirement may be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada (language will be

verified from transcript), England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados, Grenada, Belize, Dominica, Malawi, St. Lucia, St. Kitts, Nevis, Nigeria, Tanzania, the Gambia, Tobago, Trinidad, Zambia and Virgin Islands. All other waivers must be submitted to the Chancellor for approval and substantial documentation.

- Satisfy the requirements for the Immigration and Naturalization Service and complete forms necessary for attendance at Lawson State Community College.
- Present a VISA recognized and accepted by the U.S. government.
- Documentation demonstrating adequate health and life insurance which must be maintained during enrollment equivalent to \$50,000 in U.S. currency per injury or illness, including repatriation benefit. Premiums must be paid in the Business Affairs Office at registration.
- Provide a notarized medical report from a physician attesting to good health. Contact the Office of Admissions or <http://uscis.gov> for most recent U.S. government regulations.
- International students who earned credits at foreign colleges or universities may submit official, evaluated documents for consideration of credit. The following credentialing services may be used: World Education Services, Inc. www.wes.org or Educational Credential Evaluators, Inc. www.ece.org. Evaluations should be forwarded to LSCC directly from one of these providers. Those without prior college credit must have high school documents evaluated / translated as well.
- Completed transfer / transient clearance form. International students must pay the out-of-state, non-resident tuition rate.

Dual Enrollment / Accelerated High School Program Students:

A high school student enrolled at LSCC to earn college credit.

- Please use the separate dual enrollment / accelerated high school application form to apply for one of these programs. This form may be printed from the website under Admissions & Records / Admissions Information / [Dual Enrollment & Accelerated High School Program](#).

A Student Currently on Academic Suspension from Another Institution:

A student who is currently on academic suspension from the last institution attended.

- An applicant who is currently on suspension from another institution must submit a written appeal for admission to the Director of Admissions.
- Admissions appeals are coordinated through the Admissions Appeals Committee.
- Official transcripts from all colleges attended must be on file when an appeal is reviewed by the Admissions Appeals Committee.
- An appeal form (see website under [Admissions Appeals - Suspensions](#)) should address the circumstances surrounding your suspension and the steps you will take to earn better grades.
- Such applicants will be notified by telephone and by letter as to their admission status after the Admissions Appeals Committee has resolved each appeal for a given semester.
- Note the information on the application page which must be completed.

ID Policy Information – All Applicants

ID Policy: State Board of Education Policy 801.01, Admissions General, requires that all applicants to colleges in the Alabama Community College System, including dual enrolled or accelerated high school students, provide one primary form of identification BEFORE they may be admitted. This is usually met by providing a copy of a student's valid, state issued driver's license (such as a State of Alabama driver's license). Photocopies may be (1) personally presented in one of our office locations, (2) mailed to one of our office locations, or (3) e-mailed as a Portable Document Format file to admissions@lawsonstate.edu For more information, visit: www.lawsonstate.edu and click Admissions & Records / Admissions Information. The website also lists additional forms of primary identification which are acceptable for the ID requirement.

Accreditation Statement

Lawson State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lawson State Community College.



ID Policy Information & Student Suite Information

The Alabama State Board of Education Identification Policy:

- State Board of Education *Policy 801.01, Admissions General*, requires that all applicants to colleges in the Alabama Community College System, including dual enrollment or accelerated high school students, provide one primary form of identification BEFORE they may be admitted.
- This is usually a photocopy of the student's valid, state issued driver's license (such as a State of Alabama driver's license).
- Photocopies may be (1) personally presented at one of our office locations, (2) mailed to one of our office locations, or (3) e-mailed as a Portable Document Format file to admissions@lawsonstate.edu
- The website also lists these forms of primary identification. Visit: www.lawsonstate.edu / Admissions & Records / Admissions Information.

Examples of Acceptable Primary Forms of Identification:

- Unexpired Alabama Driver's License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card - Pre-1997
- Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photo
- I-797 Form with expiration date

Applicants who fail to satisfy the form of identification requirement will not be admitted to Lawson State Community College. Admission to Lawson State Community College does not ensure admission to individual programs or courses.

Check Your Admission File Status Online Using Student Suite!

Look at our Student Suite as your personal web page at the College. This is the site you will need to handle most of your business here. You can register for classes, check your grades, print your class schedule, print your degree plan, pay for classes, view unofficial transcripts, etc. However, your initial use of Student Suite may be to help you determine the status of your admission file. Here's how:

Step 1 – Go to Lawson's website: http://www.lawsonstate.edu/student_portal/student_suite.aspx

Step 2 – Log into Student Suite. You may watch an instructional video about student suite or follow these printed instructions.

- Once you activate the Student Suite icon, you will be on the sign-on screen.
- Enter your user ID (your social security number)
- Enter your PIN (your date of birth). The format of your birthday is MMDDYY – two digits for the month, two digits for the day and two digits for the year. For example, if your birthday is February 15, 1993, your PIN would be 021593.
- You will be prompted to change your PIN after you log-on the first time.
- If, after several attempts, you are unable to log-on, email Lawson's Help Desk at helpdesk@lawsonstate.edu
- Make sure you give the help desk your full name and your log-on information so this may be compared to our records.



Certification Form - In-State and Out-of-State Residency (Required)

Applicant's Name _____ SSN _____

Current Address _____

City _____ County _____ State _____ ZIP _____

Please read the following statements and check the one statement that applies to you and sign at the bottom of the page.

- I (or my non-estranged spouse) have lived in the State of Alabama for at least the last 12 months. I certify that the address above is my residence and I intend to remain at this address indefinitely.
- I am a minor, and my parents/legal guardian(s) has lived in the State of Alabama for at least 12 months.
- I do not currently live in the State of Alabama and I am considered an out-of state student. I certify that I do not meet any requirements to be classified as an in-state student. An out-of state student cannot attain resident student status simply by attending school for 12 months in the State of Alabama.
- *I have currently lived in the State of Alabama for less than 12 months. However, I certify that I possess more substantial connections with the State of Alabama than any other state at the time of this application. I further certify that the address above is my resident and I intend to remain at this address indefinitely. If you marked this box, what is your previous state of residence? _____

In-State Residency: *If you cannot check one of the first two boxes denoted above but intend on petitioning for in-state residency, you are required to complete a Lawson State Community College Certification of Eligibility for In-State Residency form and provide sufficient documentation to the Director of Admissions. The Director of Admissions must certify all documentation before the in-state tuition rate is official. The secondary form is required and it lists the types of documentation you may provide to potentially establish in-state residency. Please contact the Office of Admissions for more information (205-929-3414 or 205-929-6309). To petition residency status, applicants may download a Lawson State Community College Certification of Eligibility for In-State Residency form from the Admissions link on our website at: www.lawsonstate.edu. Documentation and the form may be mailed or personally delivered to either Admissions Office location.*

To be deemed eligible for in-state tuition, an applicant must (1) be a United States citizen or be a non-citizen who has been granted permanent residency status by the United States government; and (2) the applicant must be either (A) a duly registered resident in the State of Alabama for at least 12 months immediately preceding application for admission, or (B) have a non-estranged spouse who has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission, or (C) in the case of a minor dependent seeking admission, have parents, parent, or legal guardian who have/has resided in the State of Alabama at least 12 months immediately preceding application for admission. If a student's parents are divorced, the residency of the parent to whom the court has granted custody will determine residence or a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal resident in Alabama. Supporting person means either or both parents of the student, if the parents are living together, or if the parents are divorced or living separately, then either the parent who has legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither parent has legal custody, supporting person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

I certify that I have read the statements next to the check boxes above and I have selected the one statement for which I meet the qualifications.

Applicant's Signature _____ Date _____

Lawson State Community College Admission Application (Please Print)

CAMPUS Bessemer Birmingham Correctional Other

SOCIAL SECURITY NUMBER _____
*Your social security number will be cross referenced with your official student number. Please **BE SURE** that you write the number **EXACTLY** as it appears on your social security card. To ensure accuracy we may require a photocopy of your social security card.*

YOUR FULL LEGAL NAME

| | | |
|--------------|---------------|-------------|
| FIRST | MIDDLE | LAST |
|--------------|---------------|-------------|

In the next box, please list all other names under which your transcripts or other records may be listed, including your maiden name, (if applicable).
FORMER NAME(S) AND / OR MAIDEN NAME _____

YOUR HOME ADDRESS

Street _____
 City _____ State _____ Zip Code _____
 County _____ State of Legal Residence _____
 (If not Alabama, see paragraph at the bottom of "Certification Form In-State and Out-of-State Residency" form).

YOUR TELEPHONE NUMBERS & E-MAIL ADDRESS

Home: () _____
 Work: () _____
 Cell: () _____
 E-mail: _____

PERSON TO CONTACT IN AN EMERGENCY & HIS / HER TELEPHONE NUMBER

YOUR DATE OF BIRTH

Month _____ Day _____ Year _____

 City _____ State _____

YOUR EMPLOYERS NAME AND ADDRESS

ENTRY STATUS

First time freshman-HS (List High school information below)
 First time freshman-GED (List GED information below)
 *First time freshman-Not HS Graduate (List high school and highest grade level below)
 Transfer Student (List college(s) below)
 Transient Student
 Re-admit (list all other colleges you attended below)
 Former LSCC student (Dates: _____) Former BSTC student (Dates: _____)
 International Student
* - Those without a high school diploma or GED must take "Ability-to-Benefit" test. Contact the Division of Student Services at 205-929-6385 for test dates / times.

HAVE YOU EVER PARTICIPATED IN AN UPWARD BOUND OR ANY TRIO PROGRAM? Yes No

PROJECTED ENTRY

Fall Semester (August- December)
 Spring Semester (January-May)
 Summer Term (May-August)
 Fall mini term 1 / Fall mini term 2
 Spring mini term 1 / Spring mini term 2
 Summer mini term 1 / Summer mini term 2
YEAR: _____

CITIZENSHIP INFORMATION (REQUIRED)

U.S. Citizen
 Permanent Resident
 (official, valid permanent resident card required)
 Exchange Student
 Foreign (Visa Type _____)
 indicate country of citizenship if other than U.S.: _____

BELOW, PROVIDE THE INFORMATION FOR EACH COLLEGE YOU ATTENDED

| College / University Name / Location | Date(s) Attended | Degree Earned? |
|--------------------------------------|------------------|---|
| _____ | _____ | <input type="checkbox"/> Y <input type="checkbox"/> N |
| _____ | _____ | <input type="checkbox"/> Y <input type="checkbox"/> N |
| _____ | _____ | <input type="checkbox"/> Y <input type="checkbox"/> N |
| _____ | _____ | <input type="checkbox"/> Y <input type="checkbox"/> N |

HIGH SCHOOL NAME

City _____ State _____

Are you currently in HS? Yes No

Year of HS Graduation _____

FEDERAL / STATE REQUIREMENTS

The following information is used for federal/state reporting requirements. The information provided below will not affect the admission decision. Please check those items that apply.

Are you on suspension from any college/university you previously attended?
 Y N *Note: An applicant who is currently on suspension from another institution must submit a written appeal for admission to the Director of Admissions. Admissions appeals are coordinated through the Admissions Appeals Committee. Official transcripts from all colleges attended must be on file when an appeal is reviewed by the Admissions Appeals Committee. An appeal form (see website) should address the circumstances surrounding your suspension and the steps you will take to earn better grades.

AWARD TYPE

Advanced Standard Credit Based
 Occupational Certificate of Completion

ETHNICITY / GENDER RESPONSES ARE OPTIONAL

WHAT IS YOUR INTENDED PROGRAM OF STUDY? Example: Nursing, Barbering, etc.
(Required-see list for available choices.)

HAS EITHER PARENT EARNED A DEGREE FROM A 4 YEAR COLLEGE? Yes No

ETHNICITY (OPTIONAL)

American Indian or Alaskan Native
 Black or African American
 White
 Asian
 Native Hawaiian / other Pacific Islander
 Hispanic or Latino
 Other: _____

DEGREE SEEKING OPTION

AA/AS- earn a degree and transfer to another college or university
 AAS/AOT- earn a degree in career/occupational program
 CER- earn a certificate in a career/occupational program
 STC- earn a short certificate in a career / occupational program
 NCA- no collegiate award (degree or certificate) sought

GED INFORMATION (IF YOU RECEIVED A GED)

Testing Center: _____

 City _____ State _____

Year Received: _____

Highest Grade Achieved _____

GENDER (OPTIONAL)

Male Female

I certify that I comply with the provisions of the United States Military Selective Service ACT (50U.S. App. 453) by having registered with the Selective Service Board, or that I am not yet 18 years of age and I will register when required by the law to register, or that I am not required to register (Required by State of Alabama Legislative Act 91-584). I further agree to assume responsibility for payment of tuition and fees, where applicable, as adopted by the Alabama State Board of Education. I hereby attest that the information given above is accurate and complete to the best of my knowledge. I understand that submission of false or misrepresented information or the withholding of information requested in this application subjects me to refusal of enrollment, to dismissal, or to suspension as a student at Lawson State Community College. I do hereby release and absolve Lawson State Community College and its instructors or agents of any liability that might occur as a result of accidental injury during my tenure as a student. It is the policy of the Alabama State Board of Education and Lawson State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, sex, religion, national origin, disability or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Applicant's Signature _____ **Date** _____ (You must sign this form.)

Programs of Study / Areas of Concentration at Lawson State Community College

Please select a program of study and write it on the application for admission in the **MAJOR / PROGRAM OF STUDY** box. Also, indicate your desired award / degree option by checking **AA / AS, AAS / AOT, CER, STC, or NCA** in the **DEGREE SEEKING OPTION** box.

Associate of Arts degree (AA)

programs are designed for students wishing to earn a two year degree in the liberal arts. These programs are structured for effective transfer to a four year college or university.

Associate in Science degree (AS)

programs are suited for students who want to enter the work force with two year degrees and those who plan to pursue a specialized field of study at a four year institution.

AA / AS General Studies – (Partial listings for areas of concentration) - See additional listings in the current catalog.

Adult Education
Advertising
Applied Mathematics
Architecture
Art (Areas)
Athletic Training
Behavioral Science
Biology
Business
Business Education
Chemistry
Clinical Lab Sciences
Communication Studies
Computer Science
Criminal Justice
Criminology
Pre-Dentistry
Economics
Education (various disciplines)
Engineering (various disciplines)
English
Health & Physical Education
Health (related fields)
History
Hotel and Restaurant Management
Human Development
Journalism
Lab Technician
Pre-Law
Math
Pre-Medicine
Music
Pre-Nursing
Nutrition and Food Service
Pre-Occupational Therapy
Pre-Optometry
Pre-Osteopathic Medicine
Physical Education
Physics
Political Science
Pre-Pharmacy
Pre-Physical Therapy
Psychology
Public Administration
Public Relations
Public Safety
Radiologic Sciences
Rehabilitation Services

Respiratory Therapy
Social Science
Social Work
Sociology
Spanish Education
Special Education
Sport and Fitness
Surgical Physician Assistant
Pre-Veterinary

Associate of Applied Science degree (AAS)

programs are earned through two year programs that prepare students for immediate employment in one of several career fields.

Accounting Technology
Automotive Service Technology - Ford
Automotive Service Technology - GM
Automotive Service Technology -Toyota
Building Construction
Business Administration and Management
Child Development (Early Childhood Education)
Computer Science (Business Education)
Computer Science (Math)
Criminal Justice
Culinary Arts
Drafting and Design Technology
Electronics – Industrial
LPN to RN Mobility Program
Office Administration (General, Legal, Medical)
Registered Nursing
Social Work Technology

Associate of Occupational Technologies degree (AOT)

Air Conditioning / Refrigeration
Automotive Mechanics
Commercial Art and Illustration
Dental Assisting
Graphics and Prepress Communications
Medium / Heavy Truck Technician
Welding

Certificate Programs (CER)

Accounting Technology
Air Conditioning Refrigeration
Automotive Technician
Barbering Technology
Computer Science
Computer Science (Business Administration)
Commercial Art and Illustration
Cosmetology Technology
Criminal Justice
Culinary Arts
Dental Assisting
Drafting and Design Technology
Electronics- Industrial
Fashion Merchandising
Graphics and Printing
Interior Design
Licensed Practical Nursing
Medium / Heavy Truck Technician
Office Administration (General, Legal & Medical)
Radio / TV Production
Welding

Short Certificate Programs (STC)

Accounting Technology

Air Conditioning Refrigeration
Auto Body Repair*
Automotive Technician*
Barbering Technology*
Building Construction
Cabinet Making*
Carpentry Technology*
Computer Science
Commercial Art and Illustration
Commercial Food Service / Catering*
Cosmetology Technology*
Culinary Arts
Drafting and Design
Electrical Technology
Electrical / Electronic Engineering
EMS / EMT (courses)
Fire Science
Geographic Information Systems
Graphics and Printing
Home Health Aide (courses)*
Industrial Maintenance
Interior Design
Machine Tool Technology
Management and Supervision
Medium Heavy Truck Technician*
Microelectronics
Nail Care
Nurse Assistant (courses)*
Office Administration (General, Legal, Medical)
Plumbing*
Radio / TV Production
Real Estate
Welding*

*Denotes "Ability to Benefit" eligible programs.

Industry Certificates

Certified Novell Engineer
CISCO-Certified Network Associate
Microsoft Certified Systems Administrator
Microsoft Certified Solutions Developer
Microsoft Certified Systems Engineer
Microsoft Office User Specialist
Microsoft Certified Professional
Oracle DBA and Database Developer

Attention Prospective Health Professions Students!

In addition to being unconditionally admitted to the College through the Admissions Office, applicants to programs such as ADN (RN), LPN, and Dental Assisting must also complete / submit departmental program applications. Further, some of these programs have specific admissions criteria students must meet in order to qualify for program entry. If you plan to pursue one of these programs, please contact the Health Professions Department for further information or visit www.lawsonstate.edu.

Lawson State
COMMUNITY COLLEGE

Birmingham Campus
3060 Wilson Road, S.W.
Birmingham, AL 35221
Phone: 205-929-6309
Fax: 205-925-3716

Bessemer Campus
1100 9th Avenue, S.W.
Bessemer, AL 35022
Phone: 205-929-3414
Fax: 205-424-5119

Important Applicant Information

Course Placement using Compass Placement Assessment Scores or Valid ACT Scores: Entering students must complete the Compass placement assessment prior to registration unless exempt by State of Alabama Board of Education policy. The Compass placement assessment administration schedule, the list of exemptions, and other preparatory information may be found on the website. Compass assessments are administered multiple times weekly on both campuses. As an option, students whose valid ACT scores are on file may be placed based on their ACT scores instead of using Compass scores. Valid ACT scores must be no older than 3 years prior to a student's entry term. If ACT scores are used, a student does not need to take the Compass assessment. Check with the Office of Admissions to verify receipt or validity of ACT scores. For more information, visit www.lawsonstate.edu or call 205-929-6309 (Birmingham) or 205-929-3418 (Bessemer). LSCC ACT Code: 0078

Admission / Enrollment Options for Non-High School Graduates: Students not having been awarded a high school diploma or the *GED* may be admitted under the "Ability to Benefit" provision after successfully passing the designated ability to benefit assessment. Students receiving the *Certificate of Completion* must participate in the ability to benefit assessment. Students admitted under the "Ability to Benefit" provision may enroll only in courses not creditable toward an associate degree and may enter one of the following programs at the short certificate award level: Automotive Body Repair, Automotive Mechanics, Barbering, Cabinetmaking, Carpentry, Commercial Foods Service, Commercial Sewing, Cosmetology, Home Health Aide, Medium / Heavy Truck Technician, Nurse Assistant, Plumbing, Sewing in Soft Interior Furnishings, Sewing in Tailoring and Alterations, and Welding. A student may proceed beyond the short certificate award upon high school graduation or GED acquisition. Ability-to-Benefit assessments are scheduled prior to the beginning of each term. Assessment times / dates / locations are available by calling 205-929-6385. Lawson State Community College also provides a variety of Adult Education Services. The Adult Education Program has among its priorities putting people to work, helping people obtain the *GED*, helping them enter postsecondary education / training, and seeking to improve literacy skills. For more information, call 205-929-6476 or visit www.lawsonstate.edu

Admissions Office Locations / Points of Entry into the College: The Office of Admissions is located in the Student Services Center, Building A on the Bessemer Campus. The Office of Admissions and The Records Office use a combined office location on the second floor of the Administration Building A on the Birmingham Campus. Students enter or re-enter Lawson State Community College prior to fall, spring or summer semesters or prior to fall, spring, or summer mini terms. Mini terms (8 weeks) are shorter than traditional semesters (16 weeks). Mini term classes meet more minutes per class but fewer weeks than classes within regular, full semesters.

Student Financial Services / Scholarship Information: Many financial aid options are available, including grants, scholarships, and work study programs. The Bessemer campus office is located in Building A within the Student Services Suite and the Birmingham campus office is located on the first floor of the Administration building (West campus). Applicants for federal financial aid must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The College's financial aid code is 001059. Lawson State Community College offers a limited number of academic scholarships to first time freshman students, currently enrolled students, and transfer students. Transient students are ineligible for scholarships or financial aid. For more information, please visit www.lawsonstate.edu or contact the Office of Student Financial Services at 205-929-6380 (Birmingham) or 205-929-3423 (Bessemer). *Financial aid cannot be distributed until all required high school and / or college transcripts are on file in the Office of Admissions.*

Academic Advising / Counseling Services: Academic advising is provided by counselors prior to pre-registration or registration for entering students first semester. Thereafter, advising is provided by instructors within students' programs of study. Students' acceptance letters provide information about pre-registration and / or registration for their first semester. Class schedules are available on the website at www.lawsonstate.edu or may be acquired in person or by U.S. mail through the Office of Admissions. Students may obtain degree plans by logging into the Student Global Suite on our website. Students' academic advisors are listed on their degree plans.

How Credits Earned at Previous Colleges / Universities are Applied to Your LSCC Curriculum: General principles regarding transfer credit are denoted within the College catalog. Transfer credit is evaluated as your official transcript(s) are received by our office. Credit posted to the student information system appears on a student's computer generated degree plan. Whenever possible, evaluations occur prior to a student's initial semester but are otherwise done on a first come, first-served basis. Some credits may be ineligible for immediate transfer due to accreditation issues or incompatible course content. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree. However, the College does require official transcripts of other undergraduate coursework earned elsewhere if that coursework is to be used toward earning an award or fulfilling pre-requisites.

Residential Living at Lawson State Community College: Those interested in living within our residence hall located on the Birmingham campus may review our residence hall video at www.lawsonstate.edu. Specific information may be obtained by sending requests to residencehall@lawsonstate.edu or call 205-929-6493. Residence hall applications and additional information are available online at www.lawsonstate.edu

How to Check Your Admission File on the Internet (Student Suite): Using the internet, you may access the Lawson State Community College Student Suite (www.lawsonstate.edu) to check your admission status and determine which documents are needed to complete your file. Once you are on the website, click on the **Student Suite** link. For the User ID, enter your *social security number* without dashes or spaces. (Example: 111223333). For the PIN number, enter your *date of birth* without dashes or spaces. (Example: If your date of birth is July 12, 1980, enter 071280) Then, click the **Login** button. On the next screen, click Admissions Requirements. The next screen lists missing items in your admission file or shows that all items have been received, including the dates they were received. The list is updated as items are logged into our student information system.

New Student Orientation: New student orientation sessions are scheduled prior to fall, spring and summer semesters / terms. These sessions are designed to provide entering students with information about important enrollment functions such as admissions, records, financial aid, advising, student services, etc. Applicants are invited by letter and sessions times / dates / locations are posted on the website prior to each annual entry point. For more information, please call the Admissions Office at 205-929-6309 or 205-929-3418.