



6 Step Enrollment Guide

The enrollment guide overview defines the steps necessary to successfully enroll at Lawson State Community College. Use the Student Global Suite at www.lawsonstate.edu to monitor important steps. Visit the webpage for logon information.

Step 1 – Applying for Admission

- Complete and return the Application for Admission.
 - Apply online at www.lawsonstate.edu/Admissions/index.html
 - Online applicants must print both pages and return them to the Admissions office (see addresses below).
 - Download an application at the same location.
- Complete and return a Certification of Selective Service Registration, if applicable. *Note that all males between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with section 36-26-15-1 of the Code of Alabama of 1974 (as amended). Register for selective service online at: <https://www.sss.gov>*
- Complete and return the Certificate of Eligibility for In-State Residency forms. If applicable, complete and return the secondary residency form. To acquire the form, see www.lawsonstate.edu/Admissions/index.html and click on *Admissions Office Forms*.
- Mail or deliver completed the transcript request form(s) to high school and any other postsecondary institutions (colleges) previously attended. Official transcript(s) must be mailed by the institution(s) to:

*Lawson State Community College
Birmingham Campus-Admissions Office
3060 Wilson Road, S.W.
Birmingham, AL 35221
(205) 929-6309*

*Lawson State Community College
Bessemer Campus-Admissions Office
1100 9th Ave. S.W.
Bessemer, AL 35022
(205) 929-3418*

- An official high school transcript may be personally delivered in an envelope sealed by a high school records official or such an official may mail it to our office. College transcript(s) must be mailed to the Admissions Office by Student Records Offices or Registrar's Offices.
- State Board Policy 801.01, Admissions General indicates that applicants must provide one primary form of identification or two secondary forms of identification before they may be admitted. Many applicants meet the policy requirements one of two ways: 1) by mailing notarized copies of valid Alabama Driver's licenses to our office, or 2) by visiting our office and presenting ID to staff members for verification. Faxes are not accepted. Types of acceptable identification are found at: www.lawsonstate.edu/Admissions/index.html
- Please refer to the catalog and / or see <http://www.lawsonstate.edu/Admissions/prospective/index.html> for admission requirements to the Associate of Applied Science, Certificate or Short Certificate programs.
- Admissions options for non-high school graduates: Students not awarded the Alabama High School Diploma, its equivalent, or the GED may be admitted to specific short certificate programs, including general automotive, under the "Ability to Benefit" provision after successfully completing the Career Programs Assessment Test (commonly called CPAT). Students awarded Certificate of Completions must also participate in CPAT. Such applicants may not enroll in courses credible towards an associate degree unless their admission credentials meet associate degree requirements at a later time. For more information, please call 929-6385. Applicants with special needs should contact Ms. Janice Williams at 929-6385 a minimum of three weeks prior to their selected CPAT session.

- Acceptance letters or other letters indicate steps remaining in the enrollment process once applications for admission have been received and processed.
- Those admitted prior to regularly scheduled New Student Orientation sessions are invited to attend by post card or letter. Session information is posted on the website under the Admissions link. New Student Orientation allows entering students to learn about the College, participate in academic advising, pre-register for classes, and gain valuable information on subjects such as financial aid, the college's newly implemented affordable tuition management plan, residential life, athletics, and more. Attend one session only.
- Graduating high school seniors should ensure their official, final high school transcripts are received by the Admissions Office prior to their entry term. Final high school transcripts must include graduation dates and signatures of school officials.
- Applicants enter or re-enter the College fall, spring, or summer semesters. The College also provides mini terms within the regular fall, spring, and summer semesters. Mini term classes meet fewer weeks than classes within regular semesters.
- Transfer credits are evaluated independently from each official institutional transcript where previously enrolled. Official transcripts from each previously attended institution must be on file for an official transfer credit evaluation. If prior credits have not been evaluated, please contact our office to request an evaluation. Transfer students are responsible for ensuring they do not register for duplicate, repeated classes.
- Nursing applicants must complete college and departmental applications prior to established deadlines and meet all published criteria for admission. See [http://www.lawsonstate.edu/Health Professions.html](http://www.lawsonstate.edu/Health%20Professions.html)

Step 2 – Applying for Financial Aid

- All financial aid applicants must first complete a FAFSA (Free Application for Federal Student Aid) form, including those applying for scholarships, grants and other sources of aid / assistance. For more information please contact the Office of Student Financial Services at (Birmingham Campus) 929-6393 or (Bessemer Campus) 929-3423. To initiate the FAFSA, visit: <http://www.fafsa.ed.gov/>
- Please visit <http://www.lawsonstate.edu/FinancialAid/index.html> for detailed financial aid information, including a financial aid application checklist.
- The web site location above contains comprehensive information about scholarships available to Lawson State Community College students. For some scholarships, the application deadline is April 15.
- Our financial aid code is 001059.
- Students may be selected at random by the federal government or the Office of Student Financial Services to verify the following items: 1) family income, 2) taxes paid, 3) family size, 4) number of family members other than parents' attending post secondary institutions, 5) any other item identified by the Office of Student Financial Services. Failure to submit the requested documentation will cause the student to forfeit entitlement to financial aid.
- Printouts of course schedules should be taken to the Office of Student Financial Services if using any type of financial aid to cover tuition. This applies to the following types of financial assistance: Grants – Federal PELL, College Work-Study, SEOG, ASAP College Sponsored Scholarships, External Scholarships, Special Programs, Veteran's Programs
- *Questions?* Call (Birmingham Campus Office) 929-6380 or (Bessemer Campus Office) 929-3423.

Step 3 – The Compass Placement Assessment

- Students intending to register for credit courses leading to associate degrees or certificates **must** take the COMPASS placement assessment unless exempt by policy. Contact the Admissions Office for more information or see the exemptions at: <http://www.lawsonstate.edu/Admissions/prospective/compassfrequentquestions.html>
- A variety of Compass placement assessment preparation resources are available online at: <http://www.lawsonstate.edu/Admissions/prospective/index.html>
- Students not transferring required English, math and reading courses or not completing them here or not taking required developmental English, math, and reading courses here within three years of an original assessment must re-take the Compass placement assessment.
- Nursing applicants must, at a minimum, take the Compass reading section or have on file valid reading scores no older than three years.
- Assessments must be completed prior to visiting advisors for pre-registration or registration.

Compass Assessment Schedule by Campus

Birmingham Campus Assessment Schedule	Bessemer Campus Assessment Schedule
Room 220, Leon Kennedy Student Center	Room 182, Building A, Student Services
Mondays- 1:00 p.m.	Mondays-9:00 a.m.
Tuesdays- 9:00 a.m. & 5:00 p.m.	Wednesdays- 9:00 a.m.
Wednesdays- 9:00 a.m. & 1:00 p.m.	Thursdays-1:00 p.m. & 6:00 p.m.
	1 st Saturday of each month- 9:00 a.m.

- Please call (Birmingham) 929-6385 or (Bessemer) 929-2053 or 3418 to schedule an assessment. Please bring a sanctioned, valid photo ID to the assessment. There is no fee for the assessment.
- An applicant with a documented disability needing Compass test accommodations should contact the Student Development Services office at least two weeks prior to the testing date.
- Compass Placement Assessments are untimed but on average, last approximately one and a half hours.

Step 4 – Academic Advising / Pre-Registering or Registering for Classes

- First time students meet with a counselor during pre-registration, on the open registration dates or during a new student orientation sessions to register for classes. Re-entering students should visit their departmental program coordinators / instructors to register for classes. Students will receive printouts of the course schedules and the costs of attendance for the semester from their counselors or instructors.
- Please ask the counselor / instructor for a copy of the degree plan. This is used to track academic progress during enrollment at Lawson State Community College.
- Degree plan definitions are based on information provided us on applications for admission relative to intended programs of study and award types.
- Online registration is optional after the first term here. See the online class schedule publication for details.

Step 5 – Paying Tuition / Fees and Purchasing Books / Supplies

- Pay tuition and fees at the Business Office, (Birmingham Campus-second floor, Administration Building) (Bessemer Campus-Building A, Cashier's Office)
- Remember: A student is not officially registered until tuition and fees have been paid or assumed by financial assistance. Receipts are provided once charges are cleared from an account. Please keep this receipt.
- Purchase textbooks / academic supplies in the bookstore on either campus. (Birmingham Campus- Leon Kennedy Student Center, second floor) (Bessemer Campus- Building A, Next to the Cashier's Office)
- Note: Tuition and fees are due at the time of registration. A student is not officially registered until tuition and fees are paid. Once tuition and fees have been paid, a receipt is issued. Please keep this receipt.
- Please refer to the class schedule publication, the catalog, or obtain a copy of the refund policies from the Business Affairs Office or the Office of Student Financial Services for specific information regarding refunds.
- Lawson State Community College has partnered with Tuition Management Systems to help students and their families better manage the cost of education. Go to Lawson State Community College's Payment Center (www.lawsonstate.edu) or call 1-800-722-4867.
- Tuition Management Systems offers low interest loans, interest free monthly payment options, education payment counseling, flexible payment scheduling, Family Info-Line, and 24-hour automated account access.

Step 6 – Acquiring a Student ID & Parking Decal

- Present a payment receipt at the ID station on either campus to receive the Student Identification Badge and parking decal. Multiple decals may be requested to register multiple vehicles.
- Locations for ID and Parking Decal Pick-up-
(Birmingham Campus – Leon Kennedy Student Center, Second floor-prior to open registration)
(Bessemer campus – Student Services Center, Building A, College Cashier/Bookstore Lobby)
College personnel will initial the Schedule Confirmation and issue an ID card.
- Bookstore Hours: Mondays-Thursdays, 8:00 a.m. to 6:00 p.m., Fridays-8:00 a.m. to 2:00 p.m.
Extended bookstore hours are in effect during registration.
- Note: ID badges will not be made without a copy of the student's Schedule Confirmation.
- Initial cost for the Student Identification Badge and Decal (no fee) / Replacement Cost for the Student Identification Badge- (\$25)

Other Important Information

Driving directions to both campuses is available in the class schedule publication online. Campus maps are available online and within the class schedule publication.

Residential Housing Information may be obtained at www.lawsonstate.edu by clicking the *Residential Living* link or you may call 205-929-6493 or email residencehall@lawsonstate.edu.

Comprehensive Telephone / Contact Information for Lawson State Faculty, Staff, and Administration is available at:
<http://www.lawsonstate.edu/Admissions/prospective/index.html>