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Offices of Admissions and Records Printable On-line Forms

Form	Revised	Purpose of Form
Admissions Web Application Verification	Jan 08	Must be mailed to the Admissions Office by those who apply on line.
Application for Admission	Apr 08	Print your Application for Admission using this link.
Application for Graduation	Apr 08	Required to apply for an award and graduation from Lawson State.
Attendance Verification Correction	Apr 08	Used by instructors to correct errors in reporting class attendance.
Change of Record Request	Aug 07	Used to change your program/award/name/address, etc.
Closed Schools Transcript Request	Apr 08	Used to request transcripts for closed colleges/schools.
College/High School Transcript Request	Nov 05	Used to request official college/high school transcripts from other institutions.
Compass Study Guide	Apr 07	Used to prepare for the Compass Placement Assessment.
Course Substitution	Dec 06	Used to gain permission to substitute course requirements within curricula.
Declaration of Audit	Jan 06	Used to declare your intention to audit a credit course.
Drop / Add Form	Jan 07	Used to drop / add courses during the designated schedule change period.
Eligibility for In-State Residency	Dec 06	Used to demonstrate eligibility for in-state residency status.
Enrollment Verification Request Form	June 09	Used to request enrollment verification for local institutions and agencies only. LSCC has authorized National Student Clearinghouse to provide enrollment verifications.
GED Score Report Request	Apr 08	Used to request your GED score report (Only for those taken in Alabama to be sent to LSCC)
GPA Calculation	Apr 08	Used to teach you how to calculate your cumulative higher education GPA.
ID Verification	May 09	For LSCC staff use only.

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Birmingham Campus

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LSCC Transcript Request	May 08	Used to request that your LSCC transcript be mailed elsewhere.
Request for Free Course Due to GED Acquisition	May 07	Used to request 1 free course based on acquisition of GED on or after July 1, 2002.
Request for Academic Bankruptcy	Apr 08	Used to initiate a request for academic bankruptcy.
Transient Letter Request	Apr 08	Used to request a transient letter from LSCC.
Trial Schedule	Apr 08	Used to prepare your class schedule in a given form.
Tuition Management Information	May 08	Brochure about Tuition Management Systems.
Withdrawal Form	Apr 07	Used to withdraw from LSCC classes.
Change of Grade Form	Feb 09	Used by instructors to change students grades.
Missing / Incomplete Grade Form	Feb 09	Used by instructors to change incomplete grades and add missing grades.
GED Diploma / Transcript Request Form	Feb 09	Used to request duplicates of GED Diplomas and GED transcripts.
Course Forgiveness Form	Feb 09	Used to initiate course forgiveness.
Course Exemption Form (PSY 100)	Feb 09	Used to denote exemption from PSY 100 based upon 12 or more attempted hours at the collegiate level prior to admission to LSCC.
Course Exemption Form (BSS 220)	Feb 09	Used to denote exemption from BSS 220 based upon appropriate in-field experience.
Course Exemption Form (WKO 107)	Feb 09	Used to denote exemption from Work Keys-WKO 107-based upon previous receipt of higher college degree.