

## Online Registration Step-by-Step Guide

Students who are currently enrolled at Lawson State may use the [Online Registration System](#).

*If you encounter any problems registering online, email Lawson's free Help Desk at [helpdesk@lawsonstate.edu](mailto:helpdesk@lawsonstate.edu).*

*Be sure to provide your full name and the user name and password you attempted to use in the system.*

To register online, students who are not currently enrolled at Lawson State must have completed all requirements for admission at least five days prior to the beginning of the registration process period. The admission requirements include a completed "Application for Admission" and high school (and college, where applicable) transcripts. This category of students includes transfers, transients (students who attend another college or university), and those who have not been officially admitted into college.

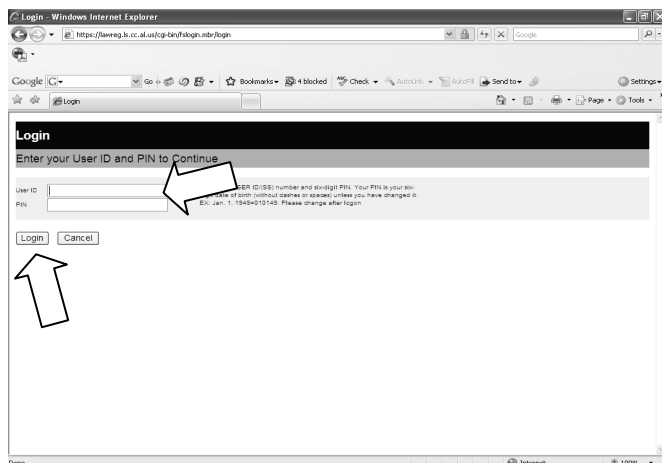
## Online Registration (Step-by-Step)

**Step 1:** If you are a student wishing to eventually transfer your credits to a 4-year institution, complete the steps necessary to complete a **STARS Guide** which outlines all the courses you will need (under your major or area of concentration) to transfer. See pages 8-10 of this booklet for step-by-step **STARS** directions. If you are a not intending to transfer your credits, you do **not** need a **STARS Guide**. You will only need a copy of your **Degree Plan**.

**Step 2:** With your **STARS Guide** in hand (if applicable), make sure that you have a copy of your **Degree Plan** and the current course schedule booklet listing upcoming available classes. The goal in registering for classes is to cross-compare your **STARS Guide** and your **LSCC Degree Plan**. To secure your **Degree Plan**, go to our main website [www.lawsonstate.edu](http://www.lawsonstate.edu) and log onto the **Student Suite** (located on the far right hand side of the main webpage as pictured above). Log-on instructions for the **Student Suite** can be accessed by clicking the icon.



Once you click on **Student Suite**, follow the instructions for logging in. Input your **User Name** (Social Security Number **or** Student Identification Number without dashes or spaces) and **Password** (Date of Birth—two digits (MMDDYY) and click the Login icon. *Example:* SSN: 555-00-5555; Born: Jan. 31, 1990, enter 555005555 for the User Name and 013190 for the password.



**Step 3:** Once in the **Student Suite**, scroll down until you see the **Student Information Center** (as pictured on the next page). Click on **Degree Plan** and print off a copy. To print, simply click the print icon towards the right side of the page (see illustration on next page). Again, if you are planning to transfer your credits eventually, cross-compare your **Degree Plan** with your **STARS Guide** to determine appropriate course selections and/or requirements. When in doubt, see your advisor. Never guess about course selection. Such decisions can delay your graduation and amount to costly errors. **NOTE:** The college accepts no responsibility if you fail to follow your Degree Plan, STARS agreement or seek advisement.