

DIVISION OF STUDENT SERVICES



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GENERAL INFORMATION

The Student Services Division is committed to helping each student at Lawson State Community College achieve his/her goals. The division assists students with admissions, advisement, counseling services, registration, orientation, academic support services, special needs services, student activities, and career planning. Professionally trained staff are available to assist the individual student in evaluating his or her potential for success as he or she selects a program of study.

MISSION AND GOALS

The mission of Student Services is to provide assistance to prospective and enrolled students, former students and graduates in the area which relate to student growth and development. The division supports the instruction of students through a variety of programs, services, and activities.

Student Services long range goals are:

- To aid students in developing their full potential.
- To help students develop decision-making abilities which will aid them in their personal and academic planning.
- To help students achieve an understanding and acceptance of themselves.
- To provide financial services and options to students.
- To provide orientation, counseling and academic support services that promotes student success.
- To support academic advising for all students.
- To coordinate student retention measures.
- To provide a dynamic student life experience enhanced by social, cultural, service and athletic activities.

ORIENTATION - PSY 100

All full-time and part-time degree seeking students and full-certificate students are required to enroll in PSY 100 during their first semester at Lawson State Community College.

Transfer students with fewer than 12 semester hours on their transcript are required to enroll in PSY 100 during their first semester at Lawson State Community College. Transfer students with 12 semester hours or more on their transcript will not be required to enroll in PSY 100 at Lawson State Community College.

The Orientation Program is designed to provide information that will aid a new student in his/her transition to college and stimulate an excitement for learning. New students are introduced to college policies, procedures, requirements, and services as well as knowledge of the physical environment of the campus and the college community. Services provided through the Orientation Program include individualized counseling, monitoring of students' progress to ensure early identification of those having problems, individualized assistance with academic and personal adjustment issues, and group activities to address study/test-taking strategies and to provide appropriate intervention.

Students are encouraged to make wise use of all services made available in the Office of Student Services. Every student enrolled is assigned a faculty advisor. Students are encouraged to discuss their plans, problems, and needs with their faculty advisors or other members of the counseling staff.

ACADEMIC ADVISEMENT

The primary purpose of academic advising is to support students in their pursuit of meaningful educational programs that will assist them in fulfilling goals. Academic advisement is provided for each student at Lawson State Community College. Each student is expected to meet with his/her academic advisor at least once each semester to arrange a schedule of classes for the subsequent semester. Visits with the academic advisor not only facilitate matching a student's interests, strengths, and goals with career needs, but also provides the advisor an opportunity to become familiar with each student enrolled in his/her program area. The advisor can also assist with awareness of resources and opportunities that can enhance a student's chance of academic success.

Students are assigned to their advisors through the Office of Admissions and Records with input from the department chairperson of their respective program of study. Designated Student Services staff also provides academic advisement services.

One of the goals of the college is to teach each student to assume responsibility for his/her academic career. In order to accomplish this goal, the following guidelines have been adopted to assist the student in reaching his/her academic goal.

The responsible student should:

1. Be familiar with the contents of the Lawson State Community College Student Handbook and General Catalog.
2. Be familiar with written college policy statements that must be followed in order to complete degree, diploma, or certificate requirements.
3. Verify that his/her high school and/or college transcripts have arrived in the Registrar's Office and that appropriate written requests have been completed for transfer of credits and/or advanced placement.
4. Be familiar with the current academic calendar (days classes meet, approved holidays, deadlines for drop/add, and final exam dates).
5. Be familiar with the attendance policy.
6. Consult his/her advisor about his/her degree or certificate plans.
7. Be familiar with the requirements of his/her major program and develop a long-range graduation plan. A student should also be aware of any developmental course prerequisites that may be required. (See COMPASS planning sheet provided after assessment.)
8. Pre-register for classes each term in order to insure a place in class. (Registration is not complete unless all tuition and fees are paid.)
9. Monitor the accuracy of his/her grade report each term and report errors to his/her advisor and/or instructor. (An incomplete grade that is not removed within the first six weeks of the following term automatically becomes an "F".)
10. Inform the Registrar if a change of name or address occurs. Each student is expected to maintain current and accurate information on file in the Registrar's Office and to respond promptly to all communications from the college. All changes should be submitted to the Registrar.
11. Notify the Student Services staff if he/she is unable to keep scheduled appointments or if he/she is unable to contact his/her advisor for assistance.

The responsible advisor will:

1. Post specific office hours.
2. Be familiar with the contents of the Lawson State Community College Student Handbook and General Catalog.
3. Be available to listen to a student's concerns and to discuss options with a student.
4. Provide guidance and referrals as he/she assists a student with choices of a major and career options.
5. Provide information about the requirements for the major program, curriculum options, and graduation.
6. Verify that each student is eligible to enroll and provide guidance in course selections, as it relates to a student's COMPASS placement scores and completion of prerequisites.
7. Approve and sign schedules for the upcoming semester/term.
8. Provide interpretation and clarification of college policies.
9. Act as a referral agent to other college support services.
10. Assist with job placement and follow-up.

COUNSELING SERVICES

The counseling staff provides professional guidance and counseling services. The guidance program is committed to the establishment of an environment where a student is provided the opportunity to become a responsible, self-directed learner and to maximize his/her potential for growth. A student is provided information and support in the achievement of realistic career and

educational goals in agreement with his/her expressed interests and abilities. It is recommended that students meet with a counselor or advisor on a regular basis to review degree plans and academic progress.

Some of the counseling services provided are personal counseling, career and academic advisement, assessment (achievement, aptitude, career, interest, personality, self-directed search, and values inventory), college transfer information, student activities information, tutorial services, and academic placement.

ASSESSMENT SERVICES

Each college in the Alabama College System shall require a comprehensive assessment of students upon admission to the college and prior to enrollment in associate degree, diploma, or certificate programs. Students shall not be allowed to enroll for more than four credit hours or eight weekly contact hours before being assessed with a comprehensive assessment instrument.

All first-time students who enroll in associate degree, diploma, or certificate programs and who enroll for more than four credit hours or eight weekly contact hours per semester will be assessed through the administration of the COMPASS computerized assessment instrument, and placed at the appropriate developmental level as indicated by the assessment results. The following exemptions from the assessment requirement may apply for:

1. Students scoring 480 or above on the SAT verbal and 526 or above on the SAT math, and 20 or above on the ACT English and math provided they enroll in a System college within three years of high school graduation.
2. Students who have an associate degree or higher.
3. Students who transfer degree-creditable college-level English or mathematics courses with a grade of "C" or better.
4. Senior citizens, undeclared, and other non-award seeking majors who are taking classes for vocational reasons only.
5. Students in certain short certificate programs having no English or mathematics requirements.
6. Students who have completed required developmental coursework at another Alabama College System institution within the last three years.
7. Students auditing English or mathematics courses.
8. Students who can provide documentation of COMPASS assessment within the last three years; and transient students.
9. Students who are transient.

It is the student's responsibility to have ACT, SAT, or COMPASS scores on file with the assessment coordinator or the Admissions Office at Lawson State. The assessment coordinator on the Birmingham Campus is located in the Leon Kennedy Student Center (Room F221). Assessment services on the Bessemer Campus is located in the Student Services Center, Room 182.

ACCOMMODATIONS FOR THE DISABLED

Lawson State Community College is committed to providing a quality environment to support and assist its students throughout the academic process. In compliance with *Section 504 of the Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, special services and accommodations are given on an individual basis once supporting documentation is provided. It is the responsibility of a student to notify the college of a disability that requires assistance. Requests for accommodations should be made prior to enrollment.

Students with mobility impairments who require assistance from offices/personnel housed on the second floor of the Administration Building on the Birmingham Campus should report to the Office of Student Financial Services, Room 104, for such assistance. Signage indicating such is visibly posted at each entrance and in the hallway of the building. Students with disabilities receive appropriate accommodations relative to their specific disability. Though the Academic Building has no elevator, students are not excluded from a requested course offering, program or activity because it is not offered in an accessible location. The college relocates classes, programs and activities as necessary to accommodate students with mobility challenges.

In accordance with the Americans with Disabilities Act, (ADA), service animals are permitted on the college campus and in its facilities. Technically speaking, a service animal means any guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair or fetching dropped items. Therapy or companion animals are not service animals and are not covered under the ADA. To be permitted on campus, a guide dog must be specifically trained to perform a service function. Furthermore, the animal should wear a harness, cape, identification tag or other gear that readily identifies its working status. Guide dogs whose behavior poses a direct threat to the health or safety of others may be excluded regardless of training or certification.

All students requesting assistance should contact Janice Williams, Leon Kennedy Student Center (Birmingham Campus) or Renay Herndon, Student Services Center, Building A, Room 183 Bessemer Campus).

For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2545 (TT only) or 1-800-548-2547 (voice only).

PLACEMENT TESTING FOR TRANSFER STUDENTS

Transfer students who have not taken reading, English, and mathematics courses will be required to take the placement test administered to new students at Lawson State Community College.

ACT WORKKEYS SERVICE CENTER

Lawson State Community College is licensed by American College Testing (ACT) as an ACT WorkKeys Employment Center. The Center is a comprehensive system for measuring, communicating, and improving the common skills required for success in the workplace. It allows these skills to be quantitatively assessed for both individual persons and in actual jobs. Therefore, WorkKeys can correctly identify individuals who have the basic skills required to be successful in a given position or career. ACT's rigorous approach has guaranteed that the WorkKeys assessment and job profiling systems are EEOC compliant and legally defensible.

Job profiling is the process of determining the basis skills that a person needs to do a specific job successfully. An ACT trained and licensed profiler is available on campus to perform this task. The profiler meets with actual employees, subject matter experts, and others involved in the job assignment. Together, the team develops a list of tasks required to perform job assignments within a company.

Lawson State Community College students in career/technical programs take the WorkKeys assessment during their first semester at the college. If their assessment scores fall below the scores needed for work in their field of study, they are encouraged to take advantage of targeted instruction to build their skills while they are enrolled at the College. KeyTrain software is available in labs on both campuses and is used by students to practice skills associated with the WorkKeys employment system. The software provides review topics in each WorkKeys skill area and practice problems similar to those on the actual WorkKeys assessment. It is a fully interactive computer-based training system. The curriculum is based on WorkKeys *Targets for Instruction*; thus guaranteeing that all of the

important skills measured in the WorkKeys assessments are covered.

Students finishing career/technical programs with degrees or certificates also take an exit WorkKeys assessment. Thus, in addition to their technical competencies, they will have documentation of their workplace skills.

CAREER/JOB PLACEMENT SERVICES

Job Placement and the Career Education Center function as a bridge between the student's academic preparation and the world of work. The Center has numerous activities, including career counseling, maintaining a career information library, receiving and publishing job vacancy notices, arranging for prospective employers to visit the campus, interviewing applicants, mailing students credentials to prospective employers, and publicizing campus interviews.

TRIO PROGRAMS

The TRIO programs at Lawson State Community College are federally funded by the United States Department of Education. The programs identify qualified youth or adults who are low income and first-generation college students. Participants are selected according to their potential for academic success.

TRIO at LSCC is comprised of two programs: Upward Bound and Student Support Services. The ultimate goal of each TRIO program is to assist participants in postsecondary education. Each program has specific goals, objectives and criteria for students served based on its respective grant proposal approved by the Department of Education.

CONTACT PERSONS—For further information regarding the TRIO programs at Lawson State Community College, contact the TRIO program coordinators:

► *Mr. Elijah Anthony*
Director of Student Support Services
eanthony@lawsonstate.edu
205-426-7416

► *Mrs. Mattie Crawford*
Coordinator of Upward Bound
mcrawford@lawsonstate.edu
205-929-6339

► *Ms. Sandra Howard*
Coordinator of Student Support Services
showard@lawsonstate.edu
205-929-6397