

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.