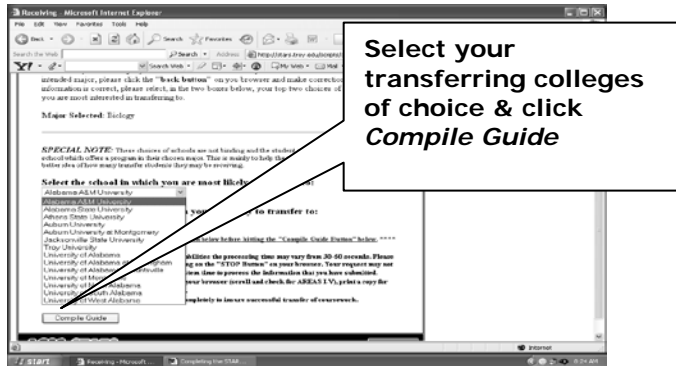


Step 12: The next screen that will “pop-up” is a screen asking you to select TWO possible colleges you may likely to transfer to. Using the same selection technique that you used to select the college you are currently attending and your major, select **TWO** possible future college choices by finding and selecting each school (individually). To do so, simply click the blue arrow on each box (one at a time) and select TWO different colleges of choice. Once you have selected the TWO colleges of your choice, click on the “Compile Guide” prompt located on the far-left side of the screen.



Step 13: You are now finished. The STARS guide should be up on your screen. To see the entire guide, simply scroll down. Be sure to **PRINT** your guide and maintain a copy of this guide for future reference. Also, in reading your guide, critically analyze it to gain a better understanding of how many hours you will need under each area (Area I-Area V).

Step 14: Again, read through the guide carefully. Every major is different and is likely to have different requirements. The STARS guide forms a binding contract between you and your transferring college. If you elect not to follow the guide, then your transferring college does will have the authority to reject your credits. Thus, it behooves you to understand what classes you are expected to take for your major. If you follow the guide, your transfer credits are guaranteed.

NOTE: Grades of “C” or better will likely transfer. Some colleges, including Lawson State, do not accept grades of “D”.

Locating Your Advisor: What Every Student Needs to Know

When you enroll in Lawson, you are automatically provided with a Lawson State Advisor. Your advisor’s name is located on your schedule.

During your first semester at the college, it is important to set-up an appointment to meet your advisor.

An advisor is there to help you understand your current degree plan and guides you in making the best academic choices during your years at Lawson.

An advisor can also help you in not only pre-registering and registering, but he or she will assist you in solving academic problems, adding and dropping classes, withdrawing from classes, changing your major, applying for graduation, etc...

How to Locate Your Advisor:

First, secure the name of your advisor off of your schedule. If one is not listed, report this omission to the Admissions Office and request to be assigned an advisor.

Roughly 99% of advisors all have the same email account set-ups. Faculty emails are set-up using the faculty member’s first initial and their last name followed by @lawsonstate.edu.

For example, if you read your schedule, and it reads that your advisor’s name is J. Hancock. Then, J. Hancock’s email address is jhancock@lawsonstate.edu.

Or, if the name reads John Doe, then the faculty members email address is jdoe@lawsonstate.edu.

When you email your advisor, introduce yourself and set-up an appointment to see him or her. Or, you can go by his or her office and view their LOCATOR CARD which lists his or her advising hours.

FAILURE TO ATTEND NOTICE:

All students should report to class and attend regularly. A student who fails to attend (*No-Show*) can be dropped from the course.

Once a student has been administratively dropped from a course, he or she will not be reinstated.

CAN’T FIND YOUR ADVISOR?



Use our back-up plan on the next page.

CAN'T FIND YOUR ADVISOR?



Use our back-up plan

If for some reason you are unsuccessful in locating your advisor via email (as was outlined in the previous page of the booklet), please contact the Department Chair or Dean under which your major falls. **In doing so, he or she will direct you to your Advisor for help.**

Athletes contact Ms. Eleanor Pitts at epitts@lawsonstate.edu or you can see your coach for assistance.

Business & Information Technologies majors on the Birmingham campus contact Dr. Alice Tyler Milton at amilton@lawsonstate.edu

Business & Information Technologies majors on the Bessemer campus contact Teheitha Taylor at ttaylor@lawsonstate.edu

Career Technical majors on the Bessemer campus contact Dr. Charles Murray at cmurray@lawsonstate.edu

Career Technical majors on the Birmingham campus contact Mr. Donald Sledge at dsledge@lawsonstate.edu

College Transfer and General Studies majors on the Bessemer Campus contact Dr. Charles Fowler at cfowler@lawsonstate.edu

College Transfer and General Studies majors on the Birmingham Campus contact Dr. Karl Pruitt at kpruitt@lawsonstate.edu

Dental Assisting majors contact Dr. Ronald Cater at rcater@lawsonstate.edu

Social Science majors contact Dr. Karl Pruitt at kpruitt@lawsonstate.edu

English, Arts and Humanities majors, contact Ms. MasiMasi at vmasimasi@lawsonstate.edu

Health & Physical Education majors contact Ms. Eleanor Pitts at epitts@lawsonstate.edu

Math majors contact Dr. Charles Fowler at cfowler@lawsonstate.edu

Pre-nursing majors: Contact Dr. Sherri Davis at sdavis@lawsonstate.edu

Nursing majors (Birmingham Campus): Contact Dr. Shelia Marable at smarable@lawsonstate.edu

Nursing, LPN, Nursing Assistant majors (Bessemer Campus): Contact Ms. Sharon Romine at sromine@lawsonstate.edu

Science majors contact Dr. Karl Pruitt at kpruitt@lawsonstate.edu

NO ADVISOR ASSIGNED?: Go to Admissions Office to request and be assigned an advisor.

NON-DISCRIMINATION POLICY

It is the policy of the Alabama State Board of Education and Lawson State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, sex, religion, national origin, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

For additional information on student related issues, including ADA, Section 504, Title II and Title IX accommodations, questions or concerns, please contact Mrs. Janice Williams, Counselor (Birmingham Campus); 3060 Wilson Road, Birmingham, AL 35211; 205-929-6383 or contact Ms. Renay Herndon, Counselor (Bessemer Campus); 1100 9th Avenue, SW; 205-929-3419.

For additional information on employment issues, including ADA Section 504, Title II and Title IX accommodations, questions or concerns, please contact Mrs. Vergie Spears, Human Resources Office; 3060 Wilson Road, SW; Birmingham, AL 35221; 205-929-6313.

ADA Non-Compliance Grievance Procedures

If you need to file an ADA Non-Compliance Grievance, please contact either Coordinator as outlined above and review current procedures as outlined in the current school catalog.

For more information about ADA, go to www.lawsonstate.edu and click on the **Guide to Disability (Services)**.