



Completing a STARS Guide (Step-by-Step)

How to Access Student E-mail

All students are assigned an e-mail account upon registration. All students are required to use this account. If you enrolled in Lawson before the fall of 2007, your email address is made up of your first initial, your last name, and the last four digits of your Social Security number, followed by @students.lawsonstate.edu.

Your email will look like this:
(Name: Joe Doe; SSN: 100-00-1234):
jdoe1234@students.lawsonstate.edu

If you are a first time, first semester student (or you enrolled in fall 2007) at LSCC, your email address is made up of your first initial, your last name, and the last two digits of your Student Identification Number, followed by @students.lawsonstate.edu.

Your email address will look like this:
(Name: Joe Doe; SSN: 1012212)
jdoe12@students.lawsonstate.edu

NOTE: Looking for your Student Number? Your student number is located on your schedule.

To **Login** to your e-mail:

1. Go to www.lawsonstate.edu click on *Student Mail* located at the left of your screen. This will take you to the Lawson State Community College Login page for student e-mail.
2. In the *Name:* field, type in your Login ID

NOTE: Students will not be able to log in to Blackboard or their LSCC e-mail without paying the required tuition and fees.

Email not working?

Contact our free Help Desk at
helpdesk@lawsonstate.edu

Having Blackboard Troubles?

Contact Dr. Alice Tyler Milton
amilton@lawsonstate.edu
or
Teheitha Taylor
ttaylor@lawsonstate.edu

Required for all potential transferring students

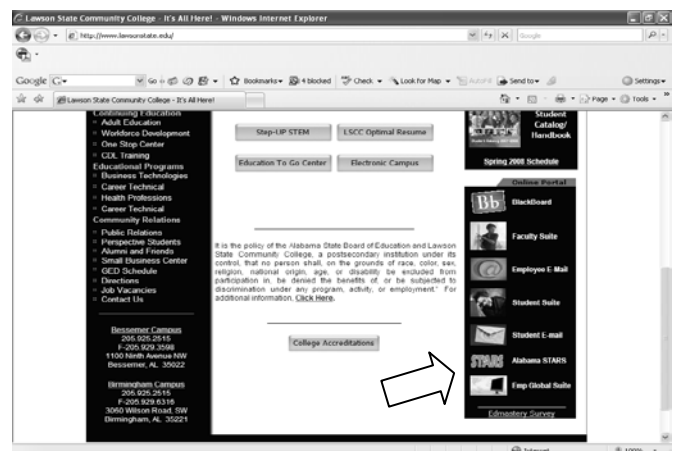
All students wishing to transfer their credits to a 4-year college need to get a STARS (Statewide Transfer Articulating Reporting System) Guide.

Getting the guide is easy. Just follow these steps.

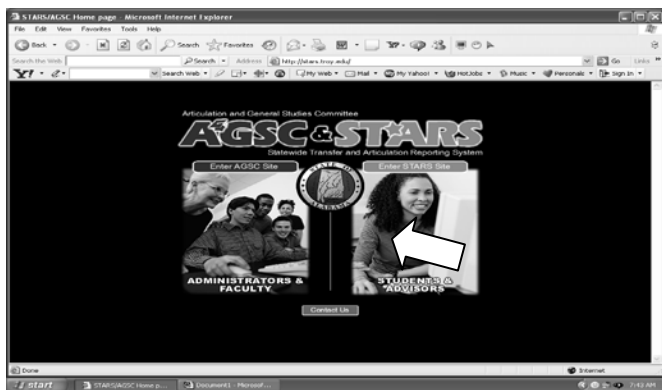
Step 1: Go to our LSCC's college website (www.lawsonstate.edu).



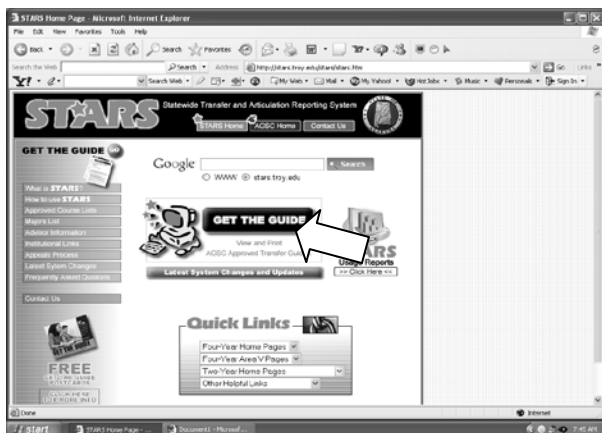
Step 2: Scroll down LSCC's website until you see the STARS symbol on the right. Then, double-click directly on the ICON.



Step 3: When you enter the site, this page (see below) will appear. Click on “Students and Advisors” one time.



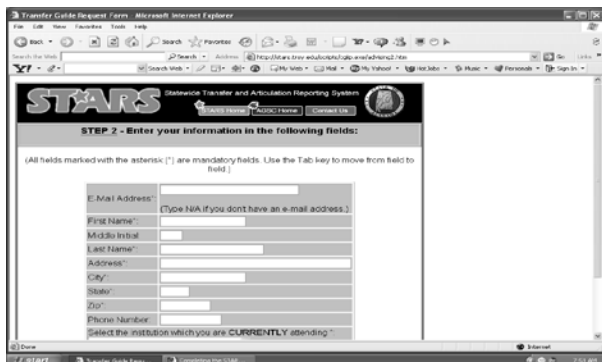
Step 4: Then, click on the “Get the Guide” message



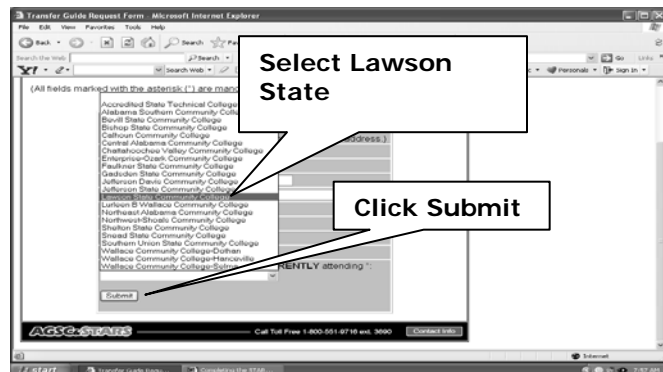
Step 5: Once within the site, you will see this first page. The system defaults to the “In state transfer mode”, so you will not have to change the setting. Scroll down the page.

Step 6: Once you scroll down, look for the “Submit Query” icon and click it (it’s at the bottom).

Step 7: An input screen will come up (see below). Fill-out all REQUIRED information that has a RED asterisk (*). You will need to scroll down to see all the information on this page. In fact, the bottom information is the most important. So, continue to scroll down.



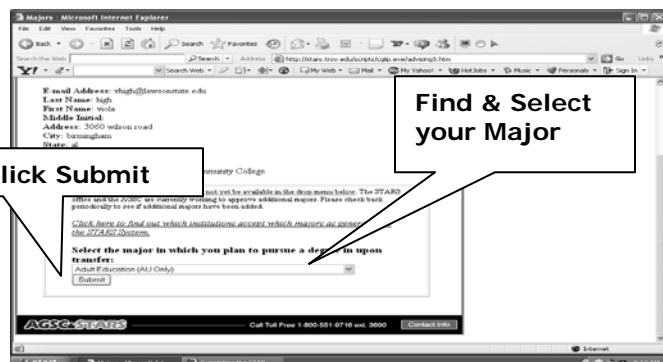
Step 8: When you scroll down to the bottom of this screen, you will see a question which reads, “Select the institution that you are currently attending.” **It is of utmost importance that you select the college you are attending (Lawson State Community College) in order to validate the guide you are creating.** To select Lawson State, simply click the little blue down arrow that is directly under the question. When you do, a list of Alabama colleges will “pop-up”. **Find and select Lawson State Community College by clicking it on it.** It will turn blue. When it does, click on the SUBMIT key in the left-hand corner.



Step 9: Once in the STARS system officially, a screen (which houses the personal information you just inputted) will “pop-up”. Check the accuracy of the information. If the information is correct, scroll down the page to continue.

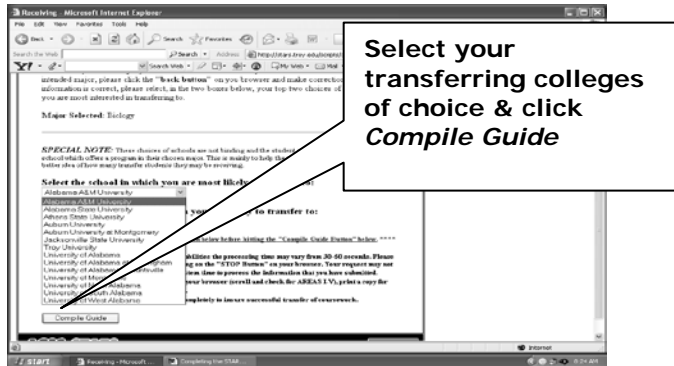
NOTE: If the information is incorrect, click on the “back button” on your browser to make the correction on the previous page.

Step 10: Using the same technique that you used to select the college you are attending, select which major you plan on transferring to the four year college or institution of your choice by clicking on the little blue down arrow under the question that reads, “Select the major...”.



Step 11: Once you select your major of choice, click it once. When it turns blue, click the SUBMIT key on the left-hand corner of the screen.

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”.

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.

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.

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)**.