

OFFICE OF ADMISSIONS AND RECORDS

**MR. DARREN C. ALLEN, ASSISTANT DEAN FOR
ADMISSIONS AND RECORDS**
dallen@lawsonstate.edu

MR. JEFF SHELLEY, DIRECTOR OF ADMISSIONS
jshelley@lawsonstate.edu

MRS. LORI CHISEM, REGISTRAR
lchisem@lawsonstate.edu

Bessemer Campus
1100 9th Avenue, SW
Bessemer, Alabama 35022

Birmingham Campus
3060 Wilson Road
Birmingham, Alabama 35221

Admissions: (205) 929-3414
FAX: (205) 929-3605

*(205) 929-6309
FAX: (205) 923-7106

Records: (205) 929-3409
FAX: (205) 929-3602

OFFICE OF ADMISSIONS AND RECORDS

Division of Student Services

Hours of Operation:

NOTE: *The Office of Admissions and the Records Office are located in the Student Services Center, Building A on the Bessemer Campus. *The Offices of Admissions and Records use a combined office on the Second Floor of the Administration Building A on the Birmingham Campus.*

Monday - Thursday
8:00 a.m. – 7:00 p.m.

Friday
8:00 a.m. – 5:00 p.m.

OFFICE OF ADMISSIONS

The Office of Admissions and the Records Office work in tandem with the Office of Student Recruiting, to provide efficient student enrollment services. The Office of Admissions coordinates the admission of qualified student body. The Office processes student applications, advise students of available program offerings, disseminates appropriate brochures, literature, etc. to interested students, verifies student qualifications for specific certificate and degree programs.

RECORDS OFFICE

The Records Office primarily stores and maintains student academic records. This office provides transcripts of student academic records (official and student copies), facilitates registration each semester for credit classes, verifies and certifies student enrollment status. In addition, the office processes grade changes, certificates and degrees, and changes in student information. Specific registration information is contained in instructions distributed before each semester begins.

REGISTRATION

Registration is held each semester according to scheduled dates and procedures published in the semester schedule. Students are responsible for registering each semester. Lawson State may withhold the privilege of registering for the following reasons:

- Unpaid Fees
- Overdue Loans
- Library Books
- Incomplete Admission Records

Students who experience academic difficulties (see Satisfactory Academic Progress) may be limited in their selection of courses and the number of credits for which they may register. These students must see the Retention Counselor to complete registration.

SCHEDULE OF CLASSES

A schedule of classes is published each semester and is available approximately four weeks before each registration date. Schedules are available in the Office of Admissions, Records Office and at other campus locations. Please note that fees, curricula, etc. can change at any time; therefore, it is recommended that EACH student be counseled by an advisor before planning class schedules each semester.

CLASSIFICATIONS

Day	A student who is enrolled for a majority of course work scheduled before 5:00 p.m.
Evening	A student who is enrolled for a majority of course work scheduled after 5:00 p.m.
Full Time	A student who is enrolled for twelve or more semester hours.
Part Time	A student who is enrolled for fewer than twelve semester hours.
Freshman	A student who has completed 0-32 semester hours of coursework.
Sophomore	A student who has completed 33 or more semester hours of course work.

Only course work taken at Lawson State Community College is used in computing grade point averages.

ADMISSION OF FIRST-TIME COLLEGE STUDENTS

Applicants who have not previously attended any regionally accredited postsecondary institution will be considered first-time college students or freshmen.

ADMISSION TO COURSES CREDITABLE TOWARD AN ASSOCIATE DEGREE

To be eligible for admission to courses creditable toward an associate degree, a first-time Lawson State student must meet one of the following criteria:

- Applicants who hold a diploma issued at a regionally and/or state accredited high school are eligible for admission. Applicants who hold a certificate or any other award issued in lieu of a diploma are ineligible for admission.
- Applicants who have attended a non-accredited high school may be admitted upon presentation of a transcript indicating successful completion of courses of study on the secondary level. In addition, the courses must be based on the minimum of Carnegie units required by the state's educational agency at the time of award. These students must have achieved a minimum score of 16 on the ACT test or equivalent score on the SAT or passage of the Alabama High School Graduation Exam (AHSGE).

- Applicants who cannot comply with either condition above may submit a Certificate of High School Equivalency (GED Certificate) issued by Alabama or other state departments of education.
- All first-time students must take the English, Reading, and Mathematics Placement Test (COMPASS). *Contact the Office of Student Services for information on placement.*
- Lawson State may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

ADMISSION TO COURSES NOT CREDITABLE TOWARD AN ASSOCIATE DEGREE

Lawson State Community College, as mandated by the State Board of Education, has an open door policy. Lawson State admits students who do not have a high school diploma or a GED Certificate into certain programs. The courses taken in the programs are not creditable toward an associate degree when the student demonstrates an ability to benefit in the programs. Students admitted under these provisions shall be classified as "Non-Degree Eligible" students.

Under the ability to benefit provisions, applicants **MUST ENROLL IN COURSES NOT CREDITABLE** toward an associate degree. Therefore, the courses must reflect a career technical certificate program. All applicants must:

- Be at least 16 years of age.
- Not have been enrolled in secondary education program for at least one calendar year (or upon the recommendation of the local superintendent).
- Have specifically documented ability to benefit.
- Be a student without a high school diploma or GED Certificate, who wishes to enroll in designated ability to benefit programs and courses, must take an ability to benefit test. The GED coordinator arranges for an independent tester to administer the ability to benefit test to determine if the student can enter one of the designated programs. The students must achieve a minimum score to enter one of the designated ability to benefit programs.

These programs are as follows:

- Air Conditioning and Refrigeration
- Automotive Body Repair
- Automotive Mechanics
- Barbering
- Cabinetmaking
- Carpentry
- Commercial Foods Service
- Commercial Sewing
- Cosmetology

- Diesel Mechanics
- Graphics and Printing
- Home Health Aid
- Masonry
- Nursing Assistant
- Plumbing
- Sewing in Soft Interior Furnishings
- Sewing in Tailoring and Alterations
- Welding

Lawson State may establish additional requirements to specific courses or occupational degree programs.

UNCONDITIONAL ADMISSION OF FIRST-TIME STUDENTS

For unconditional admission, applicants must have completed the college placement exam and have on file the following documents:

- A completed application for admission.
- Completion of a college placement program.
- A Selective Service Verification Form (if appropriate).
- An official transcript from a regionally and/or state accredited high school and/or college.
- Must have completed any required high school prerequisites (for example: a student may not take English Composition until all required high school English courses have been completed) or an official GED Certificate.

For admission to courses not creditable toward an associate degree, applicants must have on file documented ability to benefit if he or she plans to receive financial assistance. (See previous section *Admission To Courses Not Creditable Toward An Associate Degree.*)

CONDITIONAL ADMISSION OF FIRST-TIME COLLEGE STUDENTS

Applicants who do not have on file an official transcript from the high school or college(s) attended or an official GED Certificate, but who have completed a college placement exam, may be granted conditional admission. Applicants will not be allowed to enroll for a second semester unless the requirements for admissions are satisfied. If requirements are unsatisfactory, grade reports will not be issued.

ACCELERATED HIGH SCHOOL PROGRAM

Lawson State Community College offers qualified high school juniors and seniors the opportunity to enroll in a special academic program. During the junior and senior years in high school, a student may take college courses that will fulfill college requirements. Upon graduation from high school, the student may continue at Lawson State or transfer the college credits to another postsecondary institution.

Eligibility

- The student must have successfully completed the 10th grade.
- The student must submit a completed application for admission with an official transcript attached.
- The student must have completed any required high school prerequisites (for example: a student may not take English Composition until all required English courses have been completed).
- The student must have a minimum cumulative “B” average with certification from the principal and/or designee certifying the student’s GPA and recommending admission to the program.
- The student must meet the entrance requirements in order to receive transferable credits.
- The student may enroll in 3 semester hours per fall and spring semester and 6 semester hours during the summer.
- Parental permission to travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education.
- The student must provide proof of a minimum of 16 ACT composite score if he/she is enrolled at a non-accredited high school.
- Students may enroll in career occupational/technical courses/programs in accordance with guidelines of the Department of Postsecondary Education.
- Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission from the student’s principal **and** superintendent.
- All college credit completed at Lawson State Community College prior to earning the high school diploma or GED is conditionally awarded. The student’s transcript will read “CONDITIONAL CREDIT” until the Office of Admissions has received an official high school transcript showing the date of graduation.
- EXCEPTIONS may be granted for a student documented as gifted or talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to bullets #1 and #3 above.

DUAL ENROLLMENT/DUAL CREDIT FOR HIGH SCHOOL STUDENTS

Lawson State Community College is authorized to establish Dual Enrollment/Dual Credit programs with local Boards of Education in the college service area. Courses offered by postsecondary institutions shall be of postsecondary level. Enrolled students must pay their college tuition as required. This program allows qualified high school students to earn dual credits for a high school diploma and/or a postsecondary degree.

- The student must be in grade 10, 11 or 12.
- The student must complete an Application for Admission with an official transcript attached.
- The student must have written approval from the appropriate principal and the local superintendent of education that the student be admitted in this program.
- The student must have a “B” average in completed high school courses.
- The student must meet the entrance requirements in order to receive transferable credits.
- The student must have six semester credit hours at the postsecondary level that equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between Lawson State and the local Board of Education.
- Parental permission and travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education.
- Student may enroll in career occupational/technical courses/programs in accordance with guidelines of Department of Postsecondary Education.
- Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission from the students’ principal, superintendent, and President of Lawson State Community College.
- EXCEPTIONS may be granted for a student documented as gifted or talented according to the standards included in the State Plan of Exceptional Children and Youth. EXCEPTIONS apply only to bullets #1 and #3 above.

TRANSFER STUDENT ADMISSION

Admissions requirements for transfer students that provide for acceptance of coursework, completed at other regionally accredited colleges or postsecondary technical institutions, are as follows:

- Only those courses completed at other regionally accredited colleges or postsecondary technical institutions, with a minimum grade of “C” will be accepted for transfer.

- Credit extended to an applicant will be granted based on a comprehensive evaluation of the applicant’s demonstrated and documented competencies and formal training. All transfer students must complete at least 25% of the selected program of study at Lawson State to receive a degree or certificate.
- Transfer students whose cumulative grade point average is less than 2.0 on a 4.0 scale will be admitted ONLY on academic probation and will adhere to the same probation and suspension requirements as returning students at Lawson State.
- Any applicant who is on temporary academic suspension from another postsecondary institution may be considered for admission upon appeal to Admission/Appeal/Grievance Committee.
- Students from other institutions who are on permanent academic suspension after 12 months will be admitted on probation.
- Any applicant who has been suspended from another institution for disciplinary reasons will not be considered unless appealed to the Dean of Students.
- Transfer students are required to submit official transcripts from all regionally accredited postsecondary institutions attended.
- Students who have earned fewer than 24 semester hours or 36-quarter hours must also submit a high school transcript and meet freshman admission standards.
- Transfer students who hold a bachelor’s degree must submit the transcript from the institution granting the degree.

Acceptance of credits and application of credits to a special degree program are two separate processes. Students MUST consult an academic advisor for degree applicability within the desired degree program. However, students must demonstrate completion of prerequisites before permitted to register in certain courses.

All admissions material must be on file in the Office of Admissions by the end of the student’s first semester of enrollment at Lawson State. Students will not be allowed to enroll the second semester until all requirements have been met.

TRANSIENT STUDENT ADMISSION

A student enrolled at another institution may secure permission from that institution to enroll at Lawson State Community College as a transient student by submitting an Application for Admission and a Transient Student Form completed by an official of the primary institution. Transient students ARE NOT required to submit official transcripts of their previously earned credits at other postsecondary institutions.

SENIOR CITIZEN ADMISSION

Persons age 60 or over may receive tuition scholarships. Such persons must follow standard admissions procedures and meet all course prerequisites as stated in the catalog. Waivers apply **ONLY** to college-credit courses and **do not include books, fees, supplies, or tools**. Registration will take place during regular registration periods. Available space will not be assured until the last day of late registration. In the event space is no longer available, such persons will be required to withdraw from the course.

INTERNATIONAL STUDENT ADMISSION

International students must meet the following admissions requirements:

- Submit a completed *Application for Admission*
- Present a minimum score of 500 (173 computer-based or 61 internet-based) on the Test of English as a Foreign Language (TOEFL). The TOEFL score may be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada (verify from transcript), England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados, Grenada, Belize, Dominica, Malawi, St. Lucia, St. Kitts, Nevis, Nigeria, Tanzania, the Gambia, Tobago, Trinidad, and Virgin Islands. All other waivers must be submitted to the Chancellor for approval and substantial documentation.
- Satisfy the requirements for the Immigration and Naturalization Service and complete forms necessary for attendance at Lawson State Community College. An official translated copy of the student's high school transcript (and college transcript, if applicable). These documents must be reviewed by **Educational Credential Evaluators, Inc. www.ece.org or World Education Services, Inc. www.wes.org** in the United States, at the expense of the applicant. An official report should be forwarded directly to Lawson State Community College.
- Present an F-1 Visa from another institution (for full-time status).
- Purchase and maintain medical insurance coverage equivalent to \$50,000 in U.S. currency per injury or illness, including repatriation. Provide notarized medical report from a physician attesting to good health of the international applicant.
- Provide an F-1 Visa—**for transient status**. The transient status will only be in effect for one semester under the following conditions:
 - The Visa **MUST** be presented in advance (before enrollment).
 - A letter must be received from the institution recommending and approving specific courses.
 - F-1 Visa holders are required to be enrolled full-time

(12 semester hours) and should be progressing satisfactorily toward a degree.

- Tuition for international students is two (2) times that of residents of the state of Alabama.
- The Assistant Dean for Admissions and Records will make the final decision for acceptance of international students, who have met the preceding conditions.
- Applicants are responsible for all consulting costs incurred in processing immigration forms.
- Applicants **MUST** take the COMPASS exam before being admitted to Lawson State and register for the appropriate English and reading courses during the first semester and each successive semester until all requirements are met.

SELECTIVE SERVICES REGISTRATION POLICY

All males between the ages of 18 and 26 are required by Act No. 9-584, effective January 1, 1992, to register with the Selective Service prior to enrollment at Lawson State Community College. Submission of proof of registration with the Selective Service is a prerequisite to enrollment.

READMISSION REQUIREMENTS

Prospective students who were previously enrolled are required to complete the following steps to reapply for admission to Lawson State Community College:

- Update information on the Application for Admission Form if information is no longer accurate.
- Retake COMPASS placement exam, if needed.
- Request transcripts from other colleges and universities attended to be sent to the Office of Admissions at Lawson State Community College, if such transcripts are not in the student's academic record.
- Submit Selective Service Verification if appropriate.
- Assignment of appropriate catalog.

A returning student who is on academic or disciplinary suspension from any other college(s) must appeal to the Dean of Students.

CHANGE OF PROGRAM

Students may change their program by completing a "Program Change Form", which is available in the Records Office. The division dean/director for the new program will be asked to evaluate the student's transcript. Following the evaluation, the student's permanent record will indicate a change of program. Only Lawson State Community College grades, accepted through the Vice President's or Divisional Administrator's evaluation, will be considered in computing the Lawson State Community College grade