Enrollment Checklist

Step 1 – Apply for Admission

- Complete and return the Application for Admission.
  - Apply online - [www.lawsonstate.edu](http://www.lawsonstate.edu)
  - Online applicants must print both pages and return them to the Admissions office (see addresses below).
  - Print / complete / submit a paper copy of the admissions application.
- Males between 18 and 26 must complete and return a Certification of Selective Service Registration. [Register for selective service online at:](https://www.sss.gov) https://www.sss.gov and print / mail the proof of registration to our office.
- Request that official transcripts from your high school and all previously attended colleges / universities be mailed to our office. Official transcript(s) must be mailed or sent electronically by the institution(s). Our mailing addresses are below:
  - Lawson State Community College
    - Birmingham Campus-Admissions Office
    - 3060 Wilson Road, S.W.
    - Birmingham, AL 35221
    - (205) 929-6309
  - Lawson State Community College
    - Bessemer Campus-Admissions Office
    - 1100 9th Ave. S.W.
    - Bessemer, AL 35022
    - (205) 929-3418

  - Official high school transcripts may be personally delivered in envelopes sealed by high school records officials. College transcripts must be mailed by Student Records Offices / Registrar’s Offices. You must present appropriate ID information before we may admit you. If you do not have a valid Alabama driver’s license, please review the other acceptable types of ID on our website at [www.lawsonstate.edu](http://www.lawsonstate.edu). You should either: 1) personally present your valid Alabama driver’s license at one of our office locations, or 2) mail a notarized copy to one of our office locations.

- Non High School Graduates - if you did not graduate high school, you must complete an ability to benefit assessment before being admitted. You should apply for admission first and indicate you did not graduate high school. You will be invited by letter to participate in the next available assessment. There is no fee to participate in the ATB assessment. If your scores meet or exceed the required minimum scores, you may be admitted to specific short certificate / certificate programs. See application for details.

Step 2 – Apply for Financial Aid

- Financial aid applicants must complete an online FAFSA (Free Application for Federal Student Aid) form, including those applying for scholarships, grants and other sources of aid / assistance. To initiate the FAFSA, visit: [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)
  - For more information please contact the Office of Student Financial Services.
    - Birmingham Campus 205-929-6393
    - Bessemer Campus 205-929-3423
    - LSCC financial aid code 001059

- Please visit [www.lawsonstate.edu](http://www.lawsonstate.edu) for detailed financial aid information, including:
  - A financial aid application checklist and other forms
  - Comprehensive information about scholarships and deadlines

Step 3 – Take the Compass Placement Assessment

- *Students intending to register for credit courses leading to associate degrees or certificates must take the COMPASS placement assessment unless exempt by policy. Contact the Admissions Office for more information about the exemptions or visit [www.lawsonstate.edu](http://www.lawsonstate.edu)*
- *Some students are placed using valid ACT score information. If your valid scores are on file, we will use them to place you into appropriate math, English, and reading courses. If so, you DO NOT need the Compass placement assessment.*
- Compass placement assessment preparation resources are available online at: [www.act.org/compass/sample/](http://www.act.org/compass/sample/)
- Assessments must be completed prior to visiting advisors for pre-registration or registration.
- To schedule an assessment, call 205-929-6385 (Birmingham) or 205-929-3418 or 205-929-2053 (Bessemer). Bring your valid photo ID (driver’s license) to the assessment. There is no fee for the assessment.
- Compass Placement Assessment times / days are posted on the website.
If you wish to declare a documented disability or need Compass test accommodations, you should contact the Ms. Herndon, 205-929-3419 (Bessemer Campus) or Ms. Suggs 205-929-6449 (Birmingham Campus) 2 weeks before your test date.

**Step 4A- Attend New Student Orientation (if possible)**

- New student orientation sessions occur just before classes begin each semester / term. All applicants are invited by letter to attend one session of their choice.
- During orientation, you will:
  - Register for classes
  - Receive academic advising about your class schedule and degree plan
  - Hear presentations on financial aid, advising, safety / security, records, student activities and more!
- If you apply for admissions before the sessions occur, you will be invited to attend and directed to register for a session online.
- Otherwise, you may register for classes during open registration (see academic calendar)

**Step 4B – Academic Advising / Registering for Classes**

- If you are a first time student, you will visit a counselor to register during new student orientation or beyond.
- If you are a re-entering student, you will register for classes with your departmental instructor(s).
- You may view a copy of your degree plan through Student Suite on our website. Use your social security number (no dashes) as your user name and your date of birth (mm/dd/yy) as your PIN number.
- You may also ask the counselor / instructor for a copy of your degree plan.
- This is used to track your academic progress towards graduation.
- Online registration is may be used after your first term. See the online class schedule / Student Suite for details.

**Step 5 – Pay Tuition / Fees and Purchase Books / Supplies**

- Pay tuition and fees at the Business Office
  - Birmingham Campus  Second floor, Administration Building  205-929-6334
  - Bessemer Campus  Building A, Cashier’s Office  205-929-3429
- Your registration is NOT complete until your tuition and fees have been paid or assumed by financial assistance.
- Receipts are provided and should be kept. Tuition is due at the time of registration.
- Purchase textbooks / academic supplies in either campus bookstore.
  - Birmingham Campus  Leon Kennedy Student Center, (Second floor)  205-929-6326
  - Bessemer Campus  Building A, (next to the Cashier’s Office)  205-929-3424
- Lawson State Community College has partnered with **Tuition Management Systems** to help students and their families better manage the cost of education. Go to Lawson State Community College’s Payment Center (www.lawsonstate.edu) or call 1-800-722-4867. Tuition Management Systems offers low interest loans, interest free monthly payment options, education payment counseling, flexible payment scheduling, Family Info-Line, and 24-hour automated account access.

**Step 6 – Acquire Your Student ID & Parking Decal**

- Present your payment receipt at the ID station on either campus to receive your Student Identification Badge and parking decal. Multiple decals may be requested to register multiple vehicles.
- Locations for ID and Parking Decal Pick-up:
  - Birmingham Campus  Administration Building, (first floor- across from the Financial Aid Office)
  - Bessemer campus  Student Services Center, Building A, (Bookstore Lobby)
- Bookstore Hours: Mondays - Thursdays, 8:00 a.m. to 6:00 p.m., Fridays - 8:00 a.m. to 2:00 p.m. Extended bookstore hours are in effect during registration.

**Other Important Information**

- Driving directions to both campuses and campus maps are available on the website.
- Residential Housing Information may be obtained at www.lawsonstate.edu or you may call 205-929-6493 or email residencehall@lawsonstate.edu
  - Housing applications and handbooks are available online.

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