

### Step 1 – Apply for Admission

- Complete and return an application for admission. Print it from our website or use the online version.
  - Apply online - [www.lawsonstate.edu](http://www.lawsonstate.edu) and click *Apply Now!*
  - Online applicants must print both output pages and return them to the Admissions office (see addresses below).
  - If the pages do not print, submit an Admissions Application Verification form instead. See Admissions Forms.
- 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>* and print / mail the proof of registration to our office.
- Request an official transcript from your high school and those from previously attended colleges / universities. \*Have them mailed to our office. 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 9<sup>th</sup> Ave. S.W.  
Bessemer, AL 35022  
(205) 929-3418*

- Your official \*high school transcript may be delivered to our office in envelopes sealed by high school records officials. College transcripts must be mailed to us individually by each previously attended college. Please submit your appropriate ID information because, without it, we may not 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 copy to one of our office locations or 3) snapshot your ID and email it to [admissions@lawsonstate.edu](mailto:admissions@lawsonstate.edu)
- 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/>
  - 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 Placement Assessment

- Students **must** take the placement assessment unless exempt by policy or if transferring equivalent math and English courses required by their intended curricula. Information about the exemptions and preparation materials may be found at [www.lawsonstate.edu](http://www.lawsonstate.edu) (Click Admissions & Records, then Placement Assessment.)
- The placement assessment must be completed prior to visiting a counselor to register for classes.
- Schedule your assessment online at the noted website location. If you cannot register online, call 205-929-2113 (Birmingham campus) or 205-929-3418 (Bessemer campus). Bring your valid photo ID (driver's license) to your assessment. The initial assessment is free but a re-test costs \$11.
- Placement assessment times / days are posted on the website.
- If you wish to declare a documented disability or need placement assessment accommodations, contact Dr. Herndon, 205-929-3419 at least two weeks before your anticipated assessment date.

#### **Step 4A- Attend Pre-enrollment Orientation (optional)**

- Pre-enrollment orientation sessions occur just before each semester starts. First-time college students, transfer students, and international students are invited by letter to attend the session of their choice.
- During pre-enrollment 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.
- If you do not attend orientation, you may register for classes during open registration (see academic calendar on the website).

#### **Step 4B – Visit a Counselor to Register for Classes**

- If you are a first time college, transfer, or international applicant, you will visit a counselor to register during pre-enrollment orientation or by appointment.
- 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 seven digit student number as your user name and your date of birth (mmddyy-six numbers) as your PIN number. Your student ID number appears on your admission letter or your degree plan. You may ask your counselor / instructor for a copy of your degree plan. It is used to track your progress towards graduation.
- You may register for your second semester online. 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 or online through Student Suite.
  - **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 you complete registration by 1) visiting the Business Office or 2) log onto Student Suite to complete it. Unless you visit the Business Office, you must perform this process, regardless of whether you are receiving financial aid. If applicable, your financial aid must have been awarded before you complete registration on Student Suite.**
- Tuition is due by the day each semester begins or by a deadline set by the Vice President of Instruction.
- 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](http://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 tuition / fees 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 are extended during registration. The Birmingham campus bookstore is located in the Leon Kennedy Students Center, second floor. The Bessemer campus bookstore is located in building A.

#### **Other Important Information**

- **Driving directions** to both campuses and **campus maps** are available on the website's main page [www.lawsonstate.edu](http://www.lawsonstate.edu)
- **Residential Housing Information** may be obtained at [www.lawsonstate.edu](http://www.lawsonstate.edu) or you may call 205-929-6493 or email [residencehall@lawsonstate.edu](mailto:residencehall@lawsonstate.edu)
  - Housing applications and handbooks are available online. From [www.lawsonstate.edu](http://www.lawsonstate.edu) click Quick Links, then Housing and Residential Facility.