



***First-Time College Student-(A student who has not attended another college or university.)***

Our website ([www.lawsonstate.edu](http://www.lawsonstate.edu)) contains comprehensive information about areas within the College. Initially, you can review the information found within FUTURE STUDENTS and ADMISSIONS & RECORDS. Use Student Suite to check your admission file status while various necessary documents. Click Quick Links, then Student Suite. Login using your student number as your user ID and your birthday as the PIN number (MMDDYY – 6 digits. For Example, if your birthday is September 12, 1994, your PIN = 091294).

- Complete an online admissions application or paper application—select first-time student—see website—Admissions & Records / Admissions Information. (On-line applicants: Send an email request for an admissions verification form to [admissions@lawsonstate.edu](mailto:admissions@lawsonstate.edu) if your application signature page does not print upon submission.) If your signature page does print upon submission, please mail it or deliver it to our office.
- We must receive required ID from you before we may admit you. Acceptable types of ID are listed on the printable application for admission and on our website within the Admissions & Records, Admissions Information section. Mail a photocopy of it to one of our office locations or e-mail a snapshot of the ID to [admissions@lawsonstate.edu](mailto:admissions@lawsonstate.edu) You cannot be admitted without providing the ID.
- Your official high school transcript or GED score report should be mailed to one of our office locations: Lawson State Community College, Birmingham Campus, 3060 Wilson Road, S.W., Birmingham, AL 35221, Attention: Admissions Office OR Lawson State Community College, Bessemer Campus, 1100 9th Ave. S.W., Bessemer, AL 35022, Attention: Admissions Office. \*If you obtained your GED in Alabama after 2001, contact us about a GED scholarship. Records officials for the high school transcript or GED should mail the document to us directly. However, they may place your high school transcript into a sealed envelope so you may personally deliver it to our office.
- Males age 18-26 must provide proof of selective service registration. Visit [www.sss.gov](http://www.sss.gov) and print the registration verification letter. This PDF verification letter may then be mailed to one of our office locations or e-mailed to [admissions@lawsonstate.edu](mailto:admissions@lawsonstate.edu)
- If you took the ACT within three years of your anticipated enrollment semester and you scored 18 or above in English, 20 or above in math, and 20 or above in reading, the scores can be used to exempt you from taking the placement assessment. Your official score report should be mailed to us or it may be emailed to [admissions@lawsonstate.edu](mailto:admissions@lawsonstate.edu) Scores may be retrieved from your high school transcript if listed. Our ACT code is 0078. SAT exemptions also exist. See website.
- Pre-enrollment orientation information will be distributed by letter and posted to our website under the Admissions Information area. Pre-enrollment orientation occurs prior to each semester. This provides you an opportunity to receive academic advising, hear information about areas such as financial

aid, student housing, and student records, etc. and register for classes. This is optional but first time, transfer, or international students are encouraged to attend.

- All entering first time college students, unless exempt, must take the placement assessment. Review the exemptions at [www.lawsonstate.edu](http://www.lawsonstate.edu) Click Admissions & Records, then, Placement Assessment. The placement assessment is called ACCUPLACER. Study materials may be found at the noted location.
- Please be sure to complete your application for admission in its entirety. This includes your signature, your intended major and completing the residency information.
- Interested in receiving financial aid? Read the web section entitled Office of Student Financial Services for comprehensive instructions regarding the financial aid process. Our FAFSA financial aid code is 001059. Scholarship information may also be found in this section.
- After admitted and after taking the placement assessment, visit a counselor for academic advising and to register for classes. You will also receive your degree plan. On the Birmingham campus, visit the Leon Kennedy Student Center, Room 220. To make an appointment, call 205-929-6385 or 205-929-2113. On the Bessemer Campus, visit Building A, room 182-A or 183-A. To make an appointment, call 205-929-3419 or 205-929-3420.
- Visit the Cashier's Office (Bessemer Campus) or Business Office (Birmingham Campus) to ensure your account is paid. You are not considered formally registered for classes until you 1) visit the Business Office, or 2) log into Student Suite and complete registration.
- Purchase books and supplies at either campus bookstore location. The website contains a textbook price list for the semester of interest. See Bookstore link.
- Review the Student ID information on the website to learn how you obtain this item. At [www.lawsonstate.edu](http://www.lawsonstate.edu) click Student Services, then Bookstore / Campus Police.
- Questions? Send them by e-mail to [admissions@lawsonstate.edu](mailto:admissions@lawsonstate.edu) or call (Birmingham campus) 205-929-6309 or (Bessemer campus) 205-929-3418.