



Non-degree Seeking Student-(A student who enrolls for one semester to take up to 7 credit hours for personal enrichment or interest.)

Our website (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 non collegiate award (NCA) —see website—Admissions & Records / Admissions Information. (On-line applicants: Send an email request for an admissions verification form to 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 You cannot be admitted without providing the ID.
- Please be sure to complete your application for admission in its entirety. This includes your signature, your intention to be non-degree seeking (No Collegiate Award - NCA) and completing the residency information. A new application for admission must be completed each semester as a non-degree seeking student.
- After being admitted, you may use Student Suite to register for your classes online. If you prefer, you may visit a counselor to register. On the Birmingham campus, visit room 220 of the Leon Kennedy Student Center. On the Bessemer campus, building A, rooms 181-A or 182-A.
- 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 click Student Services, then Bookstore / Campus Police.
- Questions? Send them by e-mail to admissions@lawsonstate.edu or call (Birmingham campus) 205-929-6309 or (Bessemer campus) 205-929-3418.