**Accelerated High School Student:** A high school student enrolled at LSCC to earn college credit.

The applicant must complete an Admission Application and the Accelerated/Dual Enrollment High School Student form. Applicants may take such college courses during junior and senior years in high school. Upon graduation from high school, a student may enroll at LSCC or transfer college credits earned to another college or university. Please note that course content, instructional strategy and academic rigor of all classes are based on the college level. Student eligibility is determined by each individual school system and may be more limited than the minimum requirements listed below:

- The applicant must have successfully completed the 10th grade. (See ID Policy)
- The applicant 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). The applicant must also take the COMPASS assessment or have an appropriate ACT or SAT score. Enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as determined by the College and the local School Board.
- The local principal or his / her designee must sign the form on the reverse side of the “Application for Admission” certifying the applicant has a minimum cumulative (B) 3.0 grade point average and recommends the applicant be admitted to this program. A new form and updated official high school transcript must be submitted each semester the applicant participates in the program at the college.
- LSCC will not officially award college credit to accelerated high school students until proof of high school graduation (an official transcript with a graduation date) is provided.
- The completed DE application for admission, trial schedule form, documents required for admission, including appropriate ID, must be on file before the desired entry term begins.

**Dual Enrollment High School Student:** A student who is attending high school and wishes to attend LSCC for college and / or high school credit.

An applicant must complete a Dual Enrollment / Accelerated High School Program Application for Admission and the Accelerated/Dual Enrollment High School Student form (See ID Policy). Participants may receive both high school credit and college credit for dual enrollment. The program is restricted to qualified students in Alabama public and / or regionally accredited high schools for which superintendents have signed agreements with LSCC. Student eligibility is determined by each individual school system and may be more limited than the minimum requirements listed below:

- Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.00 scale.
- Enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as determined by the College and the local School Board.
- Students must have written approval of the appropriate principal / career / technical education program representative (if applicable) and counselor.
- One three-semester-credit-hour course at the post-secondary level shall equal (1) high school Carnegie credit in the same or related subject at the secondary level.
- A completed application for admission, all documents required for admission, including appropriate ID and completed trial schedule form must be on file before the applicant may be admitted.
- Please also obtain a Dual Enrollment Student Handbook from the DE section of our website for reference. Students are expected to adhere to the policies / guidelines in the handbook.

**Admissions Office Locations / Points of Entry into the College:** The Office of Admissions is located in the Student Services Center, Building A on the Bessemer Campus. The Office of Admissions and The Records Office use a combined office location on the second floor of the Administration Building A on the Birmingham Campus. Students enter or re-enter Lawson State Community College prior to fall, spring or summer semesters. Often, dual enrollment / accelerated high school students first / last day of classes differ than those students enrolled in the general fall, spring, or summer terms. Dual enrollment / accelerated high school applications received after the stated term deadline cannot be considered.

**Dual Enrollment / Accelerated High School Bonanza:** A special event, called the Dual Enrollment Bonanza, is scheduled prior to the beginning of fall / spring / summer dual enrollment / accelerated high school classes. These sessions are designed to provide entering students with information about important enrollment functions such as admissions, records, advising, student services, etc. The event time / date is posted on the website prior to each semester / term. For more information, please call 205-929-6309 or 205-929-3418 or 205-929-3412. E-mail questions to: HSenroll@lawsonstate.edu

**Dual Enrollment Tuition / Fees / Books & Equipment:** Tuition / fees are the same as those for regular Lawson State Community College students (see tuition table posted on the website under Quick Links). While specific school systems have formal agreements with the College to pay their dual enrollment students’ tuition / fees, most often tuition and fees are the financial responsibility of the student alone. However, as funds are available, some dual enrollment students qualify for specialized grant funds aimed at career technical students. Dual enrollment classes are categorized as either career technical or academic. Available grant funds are distributed to students on a first-come, first-served basis. If available, these funds pay tuition and fees for one or two designated career technical classes or a combination of one career technical class and one academic class per semester. NOTE: Grant funds do not cover those registering for only one academic class or two concurrent academic classes. Please consult the Business Office to verify grant availability or school system payment agreements. Students are responsible for the costs of books, materials and equipment required for their courses, including uniforms. If a student is eligible for specialized dual enrollment grant funds, books and equipment costs are covered under this specialized grant. Some school districts fund books and materials. If a student drops the career technical course later in the term but retains the academic course, he or she will be billed for the tuition and books. Please consult your school district or local high school to determine whether the district funds any dual enrollment expenses.

**Student Follow Up:** Participating students must have their final high school transcripts mailed to the Admissions Office upon high school graduation. The Lawson State Community College transcript will not be released until the final high school transcript has been received after high school graduation.

**Accreditation Statement:** Lawson State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lawson State Community College.

Dual Enrollment students enrolled in a semester may participate the following semester by providing completed trial schedule forms. E-mail completed, signed forms to admissions@lawsonstate.edu This assumes all other requirements for dual enrollment participation have been met.
The Alabama College System ID Policy:

- Board Policy 801.01, Admissions General, requires that all applicants to colleges in the Alabama Community College System, including dual enrolled or accelerated high school students, provide one form of appropriate identification to be admitted.
- This is usually done with a photocopy of one’s valid, state issued driver’s license, such as a State of Alabama driver’s license.
- Photocopies may be (1) personally presented in one of our office locations, (2) mailed to one of our office locations, or (3) e-mailed as a Portable Document Format file to admissions@lawsonstate.edu.
- The website also lists these forms of primary identification. Visit: www.lawsonstate.edu / Admissions & Records / Admissions Information.

Examples of Acceptable Primary Forms of Identification:

- Unexpired Alabama Driver’s License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card - Pre-1997
- Unexpired Driver’s License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photo
- I-797 Form with expiration date

Applicants who fail to satisfy the form of identification requirement will not be admitted to Lawson State Community College. Admission to Lawson State Community College does not ensure admission to individual programs or courses.

Check Your Admission File Status Online Using Student Suite!

Think of Student Suite as your personal web page at the College. Using this site, you can handle most of your business online. You can register for classes, check your grades, print your class schedule, print your degree plan, pay for classes, view unofficial transcripts, etc. You can even use Student Suite to help you determine the status of your admission file. Here’s how:

Step 1 – Go to Lawson’s website: http://www.lawsonstate.edu/student_portal/student_suite.aspx

Step 2 – Log into Student Suite. You may watch an instructional video about student suite or follow these printed instructions.

- Once you activate the Student Suite icon, you will be on the sign-on screen.
- Enter your username (your nine digit social security number, no dashes). If you choose not to provide your SSN on this application, a random, nine digit number will be systemically assigned. The Student Suite process will not function correctly unless you obtain this nine digit number from us and use it as your username instead. If you did not provide us your social security number on your admission application, please contact our office to obtain your username.
- Enter your PIN (your date of birth). The format of your birthday is MMDDYY – two digits for the month, two digits for the day and two digits for the year. For example, if your birthday is February 15, 1993, your PIN would be 021593.
- You will be prompted to change your PIN after you log-on the first time. Change it to a different six digit number.
- If you are unable to log-on, please send an e-mail to admissions@lawsonstate.edu
- Please provide your full name and your log-on information so this may be compared to our records.
Certification Form - In-State and Out-of-State Residency (Required)

Applicant's Name__________________________________________ SSN __________________________

Current Address ____________________________________________

City __________________________ County ________________________ State _______ ZIP _______

Please read the following statements and check the one statement that applies to you and sign at the bottom of the page.

☐ I (my non-estranged spouse) have lived in the State of Alabama for at least the last 12 months. I certify that the address above is my residence and I intend to remain at this address indefinitely.

☐ I am a minor, and my parents/legal guardian(s) has lived in the State of Alabama for at least 12 months.

☐ I do not currently live in the State of Alabama and I am considered an out-of-state student. I certify that I do not meet any requirements to be classified as an in-state student. An out-of-state student cannot attain resident student status simply by attending school for 12 months in the State of Alabama.

☐ I have currently lived in the State of Alabama for less than 12 months. However, I certify that I possess more substantial connections with the State of Alabama than any other state at the time of this application. I further certify that the address above is my resident and I intend to remain at this address indefinitely. If you marked this box, what is your previous state of residence? __________

In-State Residency: If you check the third or fourth box denoted above and intend on petitioning in-state residency, you are required to complete a Lawson State Community College Certification of Eligibility for In-State Residency form and provide documentation to the Director of Admissions & Enrollment Management for validation. The form is required and it lists the types of documentation you may provide to potentially establish in-state residency. Please contact the Admissions Office for more information (205-929-3414 or 205-929-6309). To petition residency status, applicants may download a Lawson State Community College Certification of Eligibility for In-State Residency form from the admissions information link on our website at: www.lawsonstate.edu. Copies of 3 appropriate types of documentation and the completed form may be mailed, personally delivered to either Admissions Office location, or e-mailed to admissions@lawsonstate.edu.

To be deemed eligible for in-state tuition, an applicant must (1) be a United States citizen or be a non-citizen who has been granted permanent residency status by the United States government; and (2) the applicant must be either (A) a duly registered resident in the State of Alabama for at least 12 months immediately preceding application for admission, or (B) have a non-estranged spouse who has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission, or (C) in the case of a minor dependent seeking admission, have parents, parent, or legal guardian who have/had resided in the State of Alabama at least 12 months immediately preceding application for admission. If a student's parents are divorced, the residency of the parent to whom the court has granted custody will determine residence or a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal resident in Alabama. Supporting person means either or both parents of the student, if the parents are living together, or if the parents are divorced or living separately, then either the parent who has legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither parent has legal custody, supporting person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

I certify that I have read the statements next to the check boxes above and I have selected the one statement for which I meet the qualifications.

Applicant's Signature ______________________ Date ________________

Revised February 2016
**Lawson State Community College DE or Accelerated HS Admission Application (Please Print)**

**Social Security Number**

Your social security number will be cross referenced with your official student number. Please BE SURE that you write the number EXACTLY as it appears on your social security card. To ensure accuracy we may require a photocopy of your social security card.

**Your Full Legal Name**

<table>
<thead>
<tr>
<th>First</th>
<th>Middle</th>
<th>Last</th>
</tr>
</thead>
</table>

**Your Home Address**

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

In the next box, please list all other names under which your transcripts or other records may be listed, including your maiden name, if applicable.

**Former Name(s) and/or Maiden Name**

**Your Telephone Numbers & E-mail Address**

<table>
<thead>
<tr>
<th>Home:</th>
<th>Work:</th>
<th>Cell:</th>
<th>E-mail:</th>
</tr>
</thead>
</table>

**Your Date of Birth**

Month ______ Day ______ Year ______

**Your Employers’ Name and Address**

**Entry Status**

- [ ] First Time Dual Enrollment Student (List high school information below)
- [ ] Returning Dual Enrollment Student
- [ ] First Time Accelerated High School Program Applicant
- [ ] Returning Accelerated High School Program Applicant

**Below, Provide the Course Prefix and Number for Each Course You Wish to Take:** (Example: His 101)

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Course Name</th>
</tr>
</thead>
</table>

**High School Name**

City: State

Are you currently in HS? [ ] Yes [ ] No

Year of HS Graduation: __________

**Which Diploma Endorsement/Type Applies to You?**

- [ ] Advanced
- [ ] Standard

**Citizenship Information (Required)**

- [ ] U.S. Citizen
- [ ] Permanent Resident (official, valid permanent resident card required)
- [ ] Exchange Student
- [ ] Foreign (Visa Type ______________) indicate country of citizenship if other than U.S.: ______________

**Federal/State Requirements**

The following information is used for federal/state reporting requirements. The information provided below will not affect the admission decision. Please check those items that apply.

**Ethnicity / Gender Responses Are Optional**

**Ethnicity (Optional)**

- [ ] American Indian or Alaskan Native
- [ ] Black or African American
- [ ] White
- [ ] Asian
- [ ] Native Hawaiian or Other Pacific Islander
- [ ] Hispanic or Latino
- [ ] Other: ______________________

**Gender (Optional)**

- [ ] Male
- [ ] Female
- [ ] Other

I certify that I comply with the provisions of the United States Military Selective Service Act (50 U.S. App. 453) by having registered with the Selective Service Board, or that I am not yet 18 years of age and I will register when required by the law to register, or that I am not required to register (Required by State of Alabama Legislative Act 91-584.) I further agree to assume responsibility for payment of tuition and fees, where applicable, as adopted by the Alabama State Board of Education. I hereby attest that the information given above is accurate and complete to the best of my knowledge. I understand that submission of false or misrepresented information or the withholding of information requested in this application subjects me to refusal of enrollment, to dismissal, or to suspension as a student at Lawson State Community College. I do hereby release and absolve Lawson State Community College and its instructors or agents of any liability that might occur as a result of accidental injury during my tenure as a student. It is the policy of the Alabama State Board of Education and Lawson State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, sex, religion, national origin, disability or age, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. I must provide my final high school transcript to the LSCC admissions office for my LSCC transcript to be released after I graduate high school. I understand the information provided regarding student suite, Blackboard, e-mail and I understand how to access my information.

Applicant’s Signature ____________________________ Date ____________

(You must sign this form.)
This form is to be used by high school students in area school systems who are applying for Accelerated High School/Dual Enrollment/Dual Credit programs at Lawson State Community College (LSCC). Eligible students are permitted to enroll in college courses conducted during school hours, after school hours and during summer terms. Courses offered shall be drawn from Lawson State’s existing academic inventory or courses for credit. Courses numbered below the 100-level are not eligible under these programs and are not enrollment options. Lawson State reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.

**Principals / Counselors / Career and Technical Education Program Representatives Endorsement**

The student must have written approval of the appropriate principal OR career technical education program representative AND counselor. A student indicated on this application has applied for Accelerated High School or Dual Enrollment / Dual Credit Program admission at Lawson State Community College. We therefore ask for careful ratings of his/her ability and motivation. The information will be treated confidentially.

How would you rate the student’s academic ability and motivation?

- **Ability:**
  - Below Average
  - Average
  - Good
  - Excellent

- **Motivation:**
  - Below Average
  - Average
  - Good
  - Excellent

I hereby recommend and request dual enrollment / dual credit for ___________________________________________________, a student enrolled at ____________________________________________ High School, who is currently classified as a rising / current

- □ sophomore
- □ junior
- □ senior and meets all Accelerated / Dual Enrollment/Dual Credit High School eligibility requirements

of the ACCS Board and the _____________________________________________ School Board.

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Print / Type Principal’s Name
Date
Principal’s Signature
Date

---

Print / Type CTE Representative’s Name
Date
CTE Representative’s Signature
Date

---

Print / Type Counselor’s Name
Date
Counselor’s Signature
Date

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**Parent / Guardian / Applicant Acknowledgement and Consent**

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students’ educational records transfer from the parents/guardians to the students when the students become 18 years of age OR are enrolled in an institution of post-secondary education. In order to comply with the requirements of FERPA, Lawson State Community College shall obtain written consent from students before disclosing any personally identifiable, non-directory, information from their education records. As a participant in the dual enrollment/dual credit program, I understand that it is the responsibility of Lawson State Community College to release grades to my high school and/or local school board. My signature below authorizes the College to release this information at the close of each term of enrollment to the previously mentioned parties upon request. My signature and that of my parent/guardian, further verifies my understanding of these policies and practices as written. Unless otherwise noted by the College or your school system, tuition / fees are payable by you upon registration for dual enrollment / accelerated high school program courses.

Parent / Guardian’s Signature
Date

Student Applicant’s Signature
Date