

# Lawson State

## COMMUNITY COLLEGE

### STUDENT REGISTRATION CHECK-LIST

#### Review the Lawson State Academic Calendar:

- The [Lawson State Academic Calendar](#) will provide you with important dates to remember for the academic year.

#### Confirm Your Admissions Status: ([admissions@lawsonstate.edu](mailto:admissions@lawsonstate.edu))

- Login back into you [LSCC Application Portal](#) and check your admission checklist to ensure all required items are received and that all admissions requirements are satisfied.
- To receive federally funded financial aid, official transcripts, both college and / or high school, must have been received in the Admissions Office before your aid may be processed.
- An **Admissions Hold** will be placed on students who have not submitted all required admissions documents by the conclusion of their 1<sup>st</sup> semester of attendance, preventing them from registering for future terms.
- **Text us for Questions:** 205-707-6422

#### Review Class Schedule

- [Lawson State Dynamic Schedule](#)
- [Understanding Course Delivery Types](#)

#### Schedule Advising Appointment: ([Advising@lawsonstate.edu](mailto:Advising@lawsonstate.edu))

- If you are in need of advising services at any point during the semester, please utilize the below Advisor contact sheets to get the contact information of an advisor in your major/area of study. Transient Students are not required to see an advisor. *Transient, Dual Enrollment and International students must complete the admissions process before registering for class.*
- [First-Time Freshman & Undecided Majors](#)

Transfer students and continuing Lawson State students should connect with an advisor in their area of study.

- [Health Professions Majors](#)
- [Business & Technology Majors](#)
- [Career Technical Education Majors](#)
- [College Transfer & General Studies Majors](#)

## Scheduling an Advising Appointment

Lawson State offers a number of ways to connect with an advisor:

**Step 1:** Use the appropriate advisor contact list to locate a Faculty Advisor in your area (See "*Contact an Advisor Tab*")

**Step 2:** Click "[Appointment Scheduler](#)" to begin the appointment scheduling process.

- All students will need to sign-in to appointment scheduler using their single sign-on credentials
- Example: **Username:** A#@lawsonstate.edu and password

**Step 3:** Select your "**Appointment Reason**". Your reason should reflect or align with your program of study/major.

**Step 4:** Once you have selected the appropriate appointment reason, review the list of available advisors and schedule an appointment date, time and type that fits your schedule.

### Appointment Types

- **Face-To-Face:** Students can meet with faculty advisors in their office or in the R.A.C.E. Advising Center on campus.
- **Virtual:** Some advisors will provide the ability to meet with them via video conferencing.
- **Phone:** Schedule a date and time to speak with an advisor over the phone.

**Step 5:** Monitor your student email for information and updates regarding your scheduled appointment. For assistance please email [advising@lawsonstate.edu](mailto:advising@lawsonstate.edu)

### Build Your Schedule

- [MyLawson Student Registration Steps](#)
- [How To Register Video](#)

### Pay your Tuition: ([finaid@lawsonstate.edu](mailto:finaid@lawsonstate.edu))

- Login to [MyLawson](#)
- [Authorize your Financial Aid](#)
- Click "Student" Button
- Click "Student Account"
- Click "Account Summary By Term"
- View Balance
- Click "Pay Now" button & complete payment procedures
- **Cash Paying Students:** After you register for your classes, login your [MyLawson](#) account and select "Student Accounts" and pay your tuition using TouchNet. For Assistance ([businessoffice@lawsonstate.edu](mailto:businessoffice@lawsonstate.edu))