



### General Admissions Information Table

Applicants to Lawson State should utilize the below table to determine their student type and aligning requirements for general admissions and acceptance to Lawson State Community College.

**Non-Discrimination Policy**

Student Admissions Type	Admissions Requirements	Additional Information
<p><b>Accelerated High School:</b> A secondary education student who is earning college credit while still in secondary school.</p> <p><i>* In-eligible for ACCS Dual Enrollment Grant Funding</i></p>	<ol style="list-style-type: none"> <li>1. Application for Admissions</li> <li>2. Primary Form of Identification: <b>Student Profile Sheet.</b></li> <li>3. Official copy of the high school transcript</li> <li>4. Accelerated Student High School Eligibility Form</li> </ol>	<ol style="list-style-type: none"> <li>1. Who are eligible students? Students must have completed the 10<sup>th</sup> grade (11<sup>th</sup> &amp; 12<sup>th</sup> grade only). Once a student graduates' high school, he or she is no longer eligible.</li> <li>2. What GPA is required for Accelerated High School enrollment? Students must have a minimum cumulative (unweighted) high school grade point average (GPA) of 3.0 on a 4.0 scale.</li> <li>3. Conditionally admitted Accelerated High School students cannot register for class, until their high school transcript and student eligibility form is received and processed by the admissions office.</li> </ol>

		<p>4. Former LSCC Accelerated High School students who wish to attend LSCC after high school graduation, will need to re-apply as first-time freshman upon graduation from high school.</p>
<p><b>First Time Freshman:</b> A first –time Freshman is a student who has no prior post-secondary experience, attending any institution for the first time.</p>	<ol style="list-style-type: none"> <li>1. Application for Admissions</li> <li>2. Official copy of the high school transcript or GED score report.</li> <li>3. If you participated in Dual Enrollment at another college besides LSCC, you would need to request that transcript as well</li> </ol>	<ol style="list-style-type: none"> <li>1. Former LSCC Dual Enrollment students will need to re-apply as first-time freshman upon graduation from high school</li> </ol>
<p><b>Transfer Student:</b> A student entering the institution for the first time, having previously attended a post-secondary institution.</p>	<ol style="list-style-type: none"> <li>1. Application for Admissions</li> <li>2. Official copy of the high school transcript or GED score report.</li> <li>3. All transcripts from previously attended College &amp; Universities</li> </ol>	<ol style="list-style-type: none"> <li>1. Students who have earned a Conferred Bachelors Degree need only submit an official transcript from the awarding college or university.</li> <li>2. A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation.</li> <li>3. An applicant who has been academically suspended from a previous college or university may be admitted only after following the appeal process. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation.</li> </ol>

<p><b>Re-admission / Returning student</b> – A re-admitted or returning student is a student who previously attended the College and returns to re-enroll. Students who previously enrolled at LSCC but who have been out of attendance for a year or more.</p>	<ol style="list-style-type: none"> <li>1. Application for Admissions</li> <li>2. All transcripts from previously attended College &amp; Universities while in non-attendance at Lawson State.</li> </ol>	<ol style="list-style-type: none"> <li>1. A re-admitted student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation.</li> <li>2. An applicant who has been academically suspended from a previous college or university may be admitted only after following the appeal process. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation.</li> <li>3. A student who has a break in enrollment may be required to study under the catalog currently in use at the time of re-admission.</li> </ol>
<p><b>Transient</b> - A student enrolled at another college or university who is taking classes at Lawson State for the express purpose of transferring back to the home college or university.</p>	<ol style="list-style-type: none"> <li>1. Application for Admissions</li> <li>2. <b>Transient Letter: (aka “Letter of Good Standing”)</b> with the approved courses listed and the appropriate signatures from your home institution.</li> </ol>	<ol style="list-style-type: none"> <li>1. For continuous enrollment, Transient students will need to submit a transient letter for each term they plan to enroll.</li> <li>2. Conditionally admitted transient students cannot register for class, until their transient letter is received and processed by the admissions office.</li> <li>3. If you are a degree seeking student at your home institution and plan on taking courses at Lawson State (host institution),</li> </ol>

		<p>you must complete a Consortium Agreement to receive your federal financial aid.</p>
<p><b>Dual Enrollment:</b> A secondary education student who is earning college credit while still in secondary school. Dual enrollment credit may be applied toward a high school diploma.</p>	<ol style="list-style-type: none"> <li>1. Application for Admissions</li> <li>2. Primary Form of Identification: <b>Student Profile Sheet.</b></li> <li>3. Official copy of the high school transcript</li> <li>4. Student Eligibility Form</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Who are eligible students?</b> Students must be in the <b>10th, 11th, or 12th</b> grades. Once a student graduates' high school, he or she is no longer eligible for the Dual Enrollment program. Rising freshmen are NOT eligible for Dual Enrollment. Students must be enrolled as sophomores in high school to begin eligibility for this program.</li> <li>2. <b>What GPA is required for Dual Enrollment?</b> Students must have a minimum cumulative (unweighted) high school grade point average (GPA) of 2.5 on a 4.0 scale.</li> <li>3. Conditionally admitted Dual Enrollment students cannot register for class, until their high school transcript and student eligibility form is received and processed by the admissions office.</li> </ol>

		<p>4. Former LSCC Dual Enrollment students who wish to attend LSCC after high school graduation, will need to re-apply as first-time freshman upon graduation from high school.</p>
<p><b>International</b> - A student who is a citizen of another country. For admission to Lawson State Community College, an international applicant must provide:</p>	<ol style="list-style-type: none"> <li>1. Application for Admissions</li> <li>2. A VISA recognized and accepted by the United States Government.</li> <li>3. A certified original, translated and evaluated copy of the student's high school and college transcript (if applicable). These documents must be reviewed by Educational Credential Evaluators, Inc. <a href="http://www.ece.org">www.ece.org</a>, World Education Services, Inc. <a href="http://www.wes.org">www.wes.org</a> or by a member-agency of the National Association of Credential Evaluation Services (NACES) <a href="http://www.naces.org">www.naces.org</a> in the United States, at the expense of the applicant. An official report should be forwarded directly to Lawson State Community College.</li> <li>4. Signed, <b>notarized statement</b> verifying that the student or a sponsor adequate financial support while attending college. (Recent</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Transient or transfer international students</b> must submit a Transient/Transfer Clearance Form (See Forms on the Admissions page of the College's website) signed by the foreign student adviser at the institution from which the prospective student comes. Further, transfer students must submit a copy of the Form I-20 from the institution from which the student transfers.</li> <li>2. The Bessemer Campus, former Bessemer State Technical College is not authorized to admit international students.</li> <li>3. F-1 visa holders are required to be enrolled full-time (12 semester hours or more) and should be progressing satisfactorily toward a degree.</li> </ol>

	<p>bank statements indicating sufficient funds to cover financial obligations must be included.)</p> <ol style="list-style-type: none"> <li>5. Receipt of payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee.</li> <li>6. Medical history and proof of immunization forms (completed by a physician).</li> </ol>	
<p><b>Special-Non-Degree Seeking:</b> A student who enrolls in up to 7 semester hours per semester for personal enrichment and who is not seeking a formal academic award.</p>	<ol style="list-style-type: none"> <li>1. Application for Admissions</li> <li>2. Transcripts may be needed for courses that require a pre-requisite.</li> </ol>	<ol style="list-style-type: none"> <li>1. Must be enrolled in an eligible degree seeking program utilize federal financial aid.</li> </ol>
<p><b>Non-High School Graduates (ATB):</b> applicants with less than a high school diploma or GED and not actively enrolled in high school.</p>	<ol style="list-style-type: none"> <li>1. Application for Admissions</li> <li>2. Ability to Benefit Assessment</li> </ol>	<ol style="list-style-type: none"> <li>1. Students may not proceed beyond the short certificate award unless the GED or The Alabama High School Diploma or its equivalent is acquired.</li> <li>2. The ability-to-benefit test consists of three (3) parts Writing Skills, Reading, and Numerical Skills. The minimum score for each is part is as follows:</li> </ol>

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|  |  | <ul style="list-style-type: none"><li>• Writing Skills – 32</li><li>• Reading – 62</li><li>• Numerical Skills – 25</li></ul> |
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### Understanding Your Admissions Status:

1. **Conditional Acceptance:** Students who have not submitted all required documentation will be admitted as conditional status. Failure to provide documentation by the end of the first semester, will prevent a student from future registration and official transcript release. Required admissions documents can be viewed by logging back into your admissions application portal.
2. **Unconditional Acceptance:** Students who have submitted all required documentation may be admitted as unconditional status.
3. Some programs such as Nursing, DMS, RAD Tech etc. require *additional steps and documents* for admission into their programs. If you seek federal financial aid, please read comprehensive information on our **Financial Aid** section.
4. Newly Admitted students can view and adhere to the **New Student Registration Checklist** to complete their enrollment process.
5. International student applicants and Transient student applicants will be admitted as **Pending** until all required admissions documents are received.

For additional information regarding the Lawson State Admissions Process, please visit [lawsonstate.edu](http://lawsonstate.edu) or call 205-925-2515

**Office of Admissions & Enrollment Management - Printable and Interactive Forms**

<b>Form</b>	<b>Purpose of Form</b>
<b><u>ACCUPLACER Study Guide (Placement Assessment)</u></b>	Used to prepare for the ACCUPLACER Placement Assessment in addition to the ACCUPLACER Boot Camp information on our website.
<b><u>Accelerated High School Student Form</u></b>	used to determine initial High School Accelerated Enrollment student eligibility
<b><u>Admissions Appeal Form</u></b>	Form for re-admitted/transfer students applying to Lawson State and currently serving a suspension from another college/university
<b><u>Eligibility for In-State Residency</u></b>	Used to demonstrate eligibility for in-state residency status. To qualify for in-state tuition, a legal residence must have maintained residency in Alabama for a least the twelve months immediately preceding the date of first enrollment in an institution of higher education in Alabama or must have established more substantial connections with Alabama than any other state for residency.
<b><u>Dual Enrollment Eligibility Form</u></b>	Form used to determine initial High School Dual Enrollment student eligibility
<b><u>Dual Enrollment Acknowledgement Form</u></b>	Used to ensure enrolled DE students understand their enrollment each semester of active enrollment.
<b><u>GED Score Report Request</u></b>	Used to request your GED score report (Only for those taken in Alabama to be sent to LSCC.) - Admissions can assist you. Please contact <i>Ms. Streety</i> at 205-929-3415.



<u><b>International Student Transfer / Transient Clearance Form</b></u>	<p>In compliance with the Immigration and Naturalization Service regulations and as a part of the College's admission process, all foreign transfer students are required to submit the following clearance statement with the admission application to Lawson State Community College.</p>
<u><b>International Affidavit of Financial Support</b></u>	<p>Affidavit of financial support for International Students.</p>
<u><b>International Student Medical History Form</b></u>	<p>International student applicant must have notarized copy of medical history form mailed to Admissions Office.</p>
<u><b>International Student Proof of Immunization Form</b></u>	<p>Used to validate that an international student applicant has received all required immunizations.</p>
<u><b>Request for Free Course Due to GED Acquisition</b></u>	<p>Used to request 1 free course based on acquisition of GED on or after July 1, 2002.</p>
<u><b>Transient Letter Request Form</b></u>	<p>To request that a Lawson State Community College transient approval letter be forwarded to another institution.</p>

**Non-Discrimination Policy:**

**It is the policy of the Alabama Community College System, its Board of Trustees, and Lawson State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.**

**Lawson State Community College also prohibits discrimination due to ethnic origin, marital status, parental status, economic status, sexual orientation, gender identity, genetic information, citizenship, veteran status or disability, reasonable accommodations or any other protected class as defined by federal and state law. The college has zero tolerance for harassment, retaliation, violence, physical bullying, cyber-bullying, and hazing.**

**This nondiscrimination policy covers employment, admissions, training, organizational affiliation, student housing, and advisory boards in all college programs and activities. This policy is enforced by Federal law under Title IX of the Education Amendment of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504, of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 as amended in 2008. If you have questions regarding compliance with these statutes or you need to file a complaint, please contact the Dean of Students (205-929-6361) or the Director of Human Resources (205-929-6313).**