

## Instructions - Application for Admission

**First-time College Student:** *A student who has never attended a college or university.*

- An applicant must have an official copy of the high school transcript or GED score report mailed to the Office of Admissions.
- The high school transcript must include the date of graduation and must be on file prior to admission or during the first term of enrollment. (International students should see the section marked *International Student*).
- If an applicant does not possess a high school diploma or GED, the applicant may be admitted to certain certificate programs provided successful completion of the ability to benefit (ATB) assessment through appropriate testing. Students demonstrating Ability-to-Benefit may enter programs and courses not leading to an associate degree. A list of such programs is available on this form.
- Students who graduated from foreign high schools must submit externally evaluated documents certifying the possession of certificates/diplomas equivalent to a U.S. high school diploma. The following credentialing services may be used: World Education Services, Inc. [www.wes.org](http://www.wes.org) or Educational Credential Evaluators, Inc. [www.ece.org](http://www.ece.org). Evaluations should be forwarded to LSCC directly from one of these providers. (See ID Policy)

**Transfer Student:** *A student who has attended another college or university.*

- An applicant should have official transcripts from high school and all colleges attended submitted to our office.
- If a baccalaureate degree has been earned, only the transcript from the institution granting the degree is required. However, transcripts from all institution(s) granting credit are required if an applicant wishes to have transfer credits applied towards a LSCC degree or certificate.
- Students who earned credits at foreign colleges or universities may submit an evaluated document for consideration of credit. (See above or the *International Student* category below.) (See ID Policy)

**Transient Student:** *A student who is attending / seeking a degree from another institution but wishes to attend LSCC for one term.*

- An applicant should submit an official letter of good standing or transient student form from the degree-granting/home institution. This letter must list the term the applicant wishes to enroll at LSCC.
- F1 Visa holders—for transient status **must** present a copy of the Visa in advance (before enrollment), as well as, a letter and transient clearance form from the institution recommending and approving specific courses before registration. A new transient letter/form must be presented for each subsequent term. (See ID Policy)

**Re-admitted / Returning Student:** *A student who previously attended LSCC but has not attended for a period of time or during the previous fall or spring semester.*

- A former LSCC student should submit an updated Application for Admission regardless of whether or not another college / university was attended since the student last enrolled at LSCC. In addition, the applicant must submit the official transcript(s) from institutions attended since last enrolled in LSCC.
- Previously enrolled students who miss a fall or spring semester and wish to re-enter must re-apply for admission. (See ID Policy)

**International Student:** *A foreign student who wishes to attend LSCC while in the United States. International students may attend the Birmingham campus only.*

- Present a minimum score of 5.5-6 on IELTS (International English Language Testing System) as determined by the college, or a total score of 61 on the Internet-based

- TOEFL (Test of English as a Foreign Language), a total of 173 on the computer-based TOEFL, or a total score of 500 on the paper-based TOEFL. NOTE: The foreign language test requirement may be waived for students from all English speaking countries including but not limited to: Australia, Bahamas, Bermuda, Canada (language will be verified from transcript), England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados, Grenada, Guam, Guyana, St. Helena, Belize, Dominica, Malawi, St. Lucia, St. Kitts, Nevis, Nigeria, Tanzania, the Gambia, Tobago, Trinidad, the Turks, Singapore, Caicos Islands, Zambia and U.S. Virgin Islands.
- All other waivers must be submitted to the Chancellor for approval and substantial documentation.
- Satisfy the requirements for the Immigration and Naturalization Service and complete forms necessary for attendance at Lawson State Community College.
- Present a VISA recognized and accepted by the U.S. government, including a current, passport sized photo (preferred).
- Documentation demonstrating adequate health and life insurance which must be maintained during enrollment equivalent to \$50,000 in U.S. currency per injury or illness, including repatriation benefit. Premiums must be paid in the Business Office at registration.
- Provide a notarized medical report of health history from a physician attesting to good health and proof of vaccinations (see website for forms). Contact the Office of Admissions or <http://uscis.gov> for most recent U.S. government regulations.
- International students who earned credits at foreign colleges or universities may submit official, evaluated documents for consideration of credit. The following credentialing services may be used: World Education Services, Inc. [www.wes.org](http://www.wes.org) or Educational Credential Evaluators, Inc. [www.ece.org](http://www.ece.org). Evaluations should be forwarded to LSCC directly from one of these providers. Those without prior college credit must have high school documents evaluated / translated as well.
- Completed transfer / transient clearance form. *International students pay the out-of-state, non-resident tuition rate.*
- A signed notarized statement verifying adequate financial support.
- Payment of I-901 Student Exchange Visitor Information System (SEVIS) Fee.

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

- Apply using the separate dual enrollment / accelerated high school application form. It may be acquired from the website at: [Admissions & Records / Admissions Information / Dual Enrollment & Accelerated High School Program](#). (See ID Policy)

**Student Currently on Academic Suspension:** *A student currently on academic suspension from the last institution attended.*

- An applicant who is currently on suspension from another institution must submit a written appeal for admission to the Director of Admissions & Enrollment Management using the online appeal form. Admissions appeals are coordinated through the Admissions Appeals Committee.
- Official transcripts from all colleges attended must be on file when an appeal is reviewed by the Admissions Appeals Committee. An appeal form (see website under [Admissions Appeals - Suspensions](#)) should address the circumstances surrounding your suspension and the steps you will take to earn better grades.
- Such applicants will be notified by telephone and by letter as to their admission status after the Admissions Appeals Committee has resolved each appeal for a given semester. Applicants admitted upon appeal will be initially placed on academic probation.

### 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.



## *ID Policy & Student Suite Information*

### *ID Policy*

- Board *Policy 801.01, Admissions General*, requires that all applicants to colleges in the Alabama Community College System, including dual enrollment or accelerated high school students, provide identification BEFORE they may be admitted.
- Most often, this is met by providing us a photocopy of the your valid, state issued driver's license (such as a State of Alabama driver's license).
- Photocopies may be (1) personally presented at one of our office locations, (2) mailed to one of our office locations, or (3) e-mailed as a Portable Document Format or graphic file to [admissions@lawsonstate.edu](mailto:admissions@lawsonstate.edu)
- The website also lists these acceptable forms of identification. Visit: [www.lawsonstate.edu](http://www.lawsonstate.edu) / Admissions & Records / Admissions Information.

### *Acceptable Types 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 noting early childhood arrival with expiration date
- Voter photo ID

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.

### *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

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 assigned student number, no dashes). *If you do not yet know your student number, click Forgot PIN. The Student Suite process will not function correctly unless you obtain this number from us and use it as your username instead.*
- 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 another six digit number.
- If you are unable to log-on, please send an e-mail to [admissions@lawsonstate.edu](mailto:admissions@lawsonstate.edu) (Be sure you provide us 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, check the box beside the single statement that applies to you, & then sign the bottom of the page.

- 1  I (or 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.
- 2  I am a minor, and my parents/legal guardian(s) has lived in the State of Alabama for at least 12 months.
- 3  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.
- 4  \*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 box 3 or box 4 above but intend on petitioning for in-state residency, you are required to complete a Certification of Eligibility for In-State Residency form and provide documentation to the Director of Admissions & Enrollment Management for validation. The form is required to appeal your residency status and it lists the types of documentation you may provide to potentially establish in-state residency. Please contact the Office of Admissions for more information (205-929-3414 or 205-929-6309). To petition residency status, applicants may download a Certification of Eligibility for In-State Residency form from the admissions link on our website at: [www.lawsonstate.edu](http://www.lawsonstate.edu). Copies of three 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](mailto:admissions@lawsonstate.edu) If box 3 or 4 applies your status and you cannot provide appeal documentation or after review, your appeal is denied, you will be charged non-resident tuition rates.*

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/has 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 \_\_\_\_\_

# Lawson State Community College Application for Admission – Please Print.

CAMPUS:    Bessemer Campus                       Birmingham Campus

<b>SOCIAL SECURITY NUMBER</b>	<i>Your social security number will be cross referenced with your official student number. Please <b>BE SURE</b> that you write the number <b>EXACTLY</b> as it appears on your social security card. To ensure accuracy, we may require a photocopy of your social security card. A random nine digit number will be assigned to your file should you not provide the social security number.</i>
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<b>YOUR FULL LEGAL NAME</b>	<b>FIRST</b>	<b>MIDDLE</b>	<b>LAST</b>
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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).	<b>FORMER NAME(S) AND / OR MAIDEN NAME</b>
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<b>YOUR HOME ADDRESS</b> Street _____ City _____ State _____ Zip Code _____ County _____ State of Legal Residence _____ (If not Alabama, see paragraph at the bottom of "Certification Form In-State and Out-of-State Residency" form).	<b>YOUR TELEPHONE NUMBERS &amp; E-MAIL ADDRESS</b> Home: (    ) _____ Work: (    ) _____ Cell: (    ) _____ E-mail: _____
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<b>YOUR EMERGENCY CONTACT PERSON'S NAME AND TELEPHONE NUMBER</b>	<b>YOUR DATE OF BIRTH</b> Month _____ Day _____ Year _____
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<b>EMPLOYER'S ADDRESS AND TELEPHONE NUMBER</b>	_____ City _____ State _____
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<b>YOUR ENTRY STATUS</b> <input type="checkbox"/> First time freshman-HS (List High school information below) <input type="checkbox"/> First time freshman-GED (List GED information below) <input type="checkbox"/> *First time freshman-Not HS Graduate (List high school and highest grade level below) <input type="checkbox"/> Transfer Student (List college(s) below) <input type="checkbox"/> Transient Student <input type="checkbox"/> Re-admit (list all other colleges you attended below) <input type="checkbox"/> Former LSCC student (Dates: _____) <input type="checkbox"/> Former BSTC student (Dates: _____) <input type="checkbox"/> International Student <small>* - Those without a high school diploma or GED must take "Ability-to-Benefit" assessment and meet or exceed the required minimum scores.</small>	<b>YOUR PROJECTED ENTRY TERM / SEMESTER</b> <input type="checkbox"/> Fall Semester (August- December) <input type="checkbox"/> Spring Semester (January-May) <input type="checkbox"/> Summer Term (May-August) <input type="checkbox"/> Fall mini term 1 / Fall mini term 2 <input type="checkbox"/> Spring mini term 1 / Spring mini term 2 <input type="checkbox"/> Summer mini term 1 / Summer mini term 2 YEAR: _____
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HAVE YOU EVER PARTICIPATED IN AN UPWARD BOUND OR ANY TRIO PROGRAM?    Yes    No	<b>YOUR CITIZENSHIP INFORMATION (REQUIRED)</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident (official, valid permanent resident card required) <input type="checkbox"/> Exchange Student <input type="checkbox"/> Foreign (Visa Type _____) indicate country of citizenship if other than U.S.: _____
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<b>BELOW, PROVIDE THE INFORMATION FOR EACH COLLEGE YOU ATTENDED</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Institution Name / Location</th> <th style="width: 20%;">Year(s) Attended</th> <th style="width: 40%;">Degree Earned?</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td style="text-align: right;"><input type="checkbox"/> Y <input type="checkbox"/> N</td> </tr> <tr> <td>_____</td> <td>_____</td> <td style="text-align: right;"><input type="checkbox"/> Y <input type="checkbox"/> N</td> </tr> <tr> <td>_____</td> <td>_____</td> <td style="text-align: right;"><input type="checkbox"/> Y <input type="checkbox"/> N</td> </tr> <tr> <td>_____</td> <td>_____</td> <td style="text-align: right;"><input type="checkbox"/> Y <input type="checkbox"/> N</td> </tr> </tbody> </table>	Institution Name / Location	Year(s) Attended	Degree Earned?	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<b>NAME OF YOUR HIGH SCHOOL</b> _____ City _____ State _____ Are you currently in high school? <input type="checkbox"/> Yes <input type="checkbox"/> No Year of high school graduation _____
Institution Name / Location	Year(s) Attended	Degree Earned?														
_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N														
_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N														
_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N														
_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N														

Are you on suspension from any college/university you previously attended? <input type="checkbox"/> Y <input type="checkbox"/> N    *Note: An applicant who is currently on suspension from another institution must submit a written appeal for admission to the Director of Admissions & Enrollment Management. Admissions appeals are coordinated through the Admissions Appeals Committee. Official transcripts from all colleges attended must be on file when an appeal is reviewed by the Admissions Appeals Committee. An appeal form (see website) should address the circumstances surrounding your suspension and the steps you will take to earn better grades.	<b>AWARD TYPE</b> <input type="checkbox"/> Advanced <input type="checkbox"/> Standard <input type="checkbox"/> Credit Based <input type="checkbox"/> Occupational <input type="checkbox"/> Certificate of Completion
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<b>YOUR INTENDED PROGRAM OF STUDY - SEE PROGRAMS OF STUDY PAGE</b>	<b>HAS EITHER PARENT EARNED A DEGREE FROM A 4 YEAR COLLEGE?</b> Yes    No
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<b>YOUR DEGREE OPTION – SEE PROGRAMS OF STUDY PAGE</b> <input type="checkbox"/> Associate of Arts <input type="checkbox"/> Associate of Science <input type="checkbox"/> Associate of Applied Science <input type="checkbox"/> Associate of Occupational Technology <input type="checkbox"/> Certificate <input type="checkbox"/> Short Certificate <b>NON DEGREE SEEKING OPTION</b> <input type="checkbox"/> Non Collegiate Award (7 or fewer hours allowed in one semester)	<b>GED INFORMATION (IF APPLICABLE)</b> Testing Center: _____ _____ City _____ State _____ Year Received: _____ Highest Grade Achieved _____
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<b>FEDERAL / STATE REQUIREMENTS</b> 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.	<b>ETHNICITY / GENDER RESPONSES ARE OPTIONAL</b> <b>YOUR ETHNICITY (OPTIONAL)</b> <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian / other Pacific Islander <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Other: _____ <b>YOUR GENDER (OPTIONAL)</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
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 College System Board. 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 College System Board 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, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.	
Applicant's Signature _____	Date _____ (You must sign this form.)

## Programs of Study / Areas of Concentration

Please select a program of study and write it on the application for admission in the **MAJOR / PROGRAM OF STUDY** box. Also, indicate your desired award / degree option by checking **AA / AS, AAS / AOT, CER, STC, or NCA** in the **DEGREE SEEKING OPTION** box.

### Associate of Arts degree (AA)

These programs are designed for students wishing to earn two year degrees in the liberal arts. These programs are structured for effective transfer to four year colleges or universities.

### Associate in Science degree (AS)

These programs are designed for students wishing to earn two year degrees in the sciences. These programs are structured for effective transfer to four year colleges or universities.

AA / AS General Studies – (Partial listings for areas of concentration) - See additional listings in the current catalog.

Adult Education  
Advertising  
Applied Mathematics  
Architecture  
Art (Areas)  
Athletic Training  
Behavioral Science  
Biology  
Business  
Business Education  
Chemistry  
Clinical Lab Sciences  
Communication Studies  
Computer Science  
Criminal Justice  
Criminology  
Pre-Dentistry  
Economics  
Education (various disciplines)  
Engineering (various disciplines)  
English  
Health & Physical Education  
Health (related fields)  
History  
Hotel and Restaurant Management  
Human Development  
Journalism  
Lab Technician  
Pre-Law  
Math  
Pre-Medicine  
Music  
Pre-Nursing  
Nutrition and Food Service  
Pre-Occupational Therapy  
Pre-Optometry  
Pre-Osteopathic Medicine  
Physical Education  
Physics  
Political Science  
Pre-Pharmacy  
Pre-Physical Therapy  
Psychology  
Public Administration  
Public Relations  
Public Safety

Radiologic Sciences  
Rehabilitation Services  
Respiratory Therapy  
Social Science  
Social Work  
Sociology  
Spanish Education  
Special Education  
Sport and Fitness  
Surgical Physician Assistant  
Pre-Veterinary

### Associate of Applied Science degree (AAS)

is earned through two year programs that prepare students for immediate employment in one of several career fields.

Accounting Technology  
Automated Manufacturing Technology  
Automotive Service Technology - Ford  
Automotive Service Technology - GM  
Automotive Service Technology -Toyota  
Building Construction  
Business Administration and Management  
Child Development (Early Childhood Education)  
Computer Aided Drafting and Design Technology  
Computer Science (Business Education)  
Computer Science (Math)  
Criminal Justice  
Culinary Arts  
Electronics – Industrial  
Hospitality / Service Management  
LPN to RN Mobility Program  
Office Administration (General, Legal, Medical)  
Radio / TV Media Production  
Registered Nursing  
Social Work Technology

### Associate of Occupational Technologies degree (AOT)

Air Conditioning / Refrigeration  
Auto Body / Collision Repair  
Automotive Mechanics  
Commercial Art and Illustration  
Dental Assisting  
Diesel Medium / Heavy Truck Technician  
Graphics and Prepress Communications  
Welding

### Certificate Programs (CER)

Accounting Technology  
Air Conditioning Refrigeration  
Automated Manufacturing Technology  
Automotive Technician  
Barbering Technology  
Computer Science  
Computer Science (Business Administration)  
Commercial Art and Illustration  
Cosmetology Technology / Salon Management  
Criminal Justice  
Culinary Arts  
Dental Assisting  
Drafting and Design Technology  
Electronics - Industrial  
Fashion Merchandising  
Graphics and Printing  
Interior Design  
Licensed Practical Nursing  
Medium / Heavy Truck Technician  
Office Administration (General, Legal & Medical)

Radio / TV Production  
Welding

### Short Certificate Programs (STC)

Accounting Technology  
Air Conditioning Refrigeration  
Auto Body Repair\*  
Automated Manufacturing Technology  
Automotive Technician\*  
Barbering Technology\*  
Building Construction  
Computer Aided Design / Drafting  
Computer Science  
Commercial Art and Illustration  
Commercial Food Service / Catering\*  
Cosmetology Technology / Salon Management\*  
Culinary Arts  
Diagnostic Medical Sonography  
Electrical / Electronic Engineering  
EMS / EMT (courses)  
Fire Science  
Geographic Information Systems  
Graphics and Printing  
Home Health Aide (courses)\*  
Industrial Electronics Technology  
Industrial Maintenance  
Interior Design  
Machine Tool Technology  
Management and Supervision  
Medium Heavy Truck Technician\*  
Microelectronics  
Nail Care  
Nurse Assistant (courses)\*  
Office Administration (General, Legal, Medical)  
Pharmacy Technician  
Plumbing\*  
Radio / TV (Media) Production  
Real Estate  
Robotics  
Welding\*

\*Denotes "Ability to Benefit" eligible programs.

### Industry Certificates

Certified Novell Engineer  
CISCO-Certified Network Associate  
Microsoft Certified Systems Administrator  
Microsoft Certified Solutions Developer  
Microsoft Certified Systems Engineer  
Microsoft Office User Specialist  
Microsoft Certified Professional  
Oracle DBA and Database Developer

### **Attention Prospective Health Professions Students!**

In addition to being unconditionally admitted to the College through the Admissions Office, applicants to the College's programs such as ADN (RN), LPN, and Dental Assisting must also complete / submit departmental program applications. Further, some of these programs have specific admissions criteria students must meet in order to qualify for program entry. If you plan to pursue one of these programs, please contact the Health Professions Division for further information or visit [www.lawsonstate.edu](http://www.lawsonstate.edu)

Office of Admissions and Enrollment Management  
Birmingham Campus      Bessemer Campus  
3060 Wilson Road, S.W.      1100 9<sup>th</sup> Avenue, S.W.  
Birmingham, AL 35221      Bessemer, AL 35022  
Phone: 205-929-6309      Phone: 205-929-3418



## General Information

**Academic Advising / Counseling Services:** Academic advising is provided by counselors prior to pre-registration or registration for entering students first semester. Thereafter, advising is provided by instructors within students' programs of study. Students' acceptance letters provide information about pre-registration and / or registration for their first semester. Class schedules are available on the website at [www.lawsonstate.edu](http://www.lawsonstate.edu) or may be acquired in person or by U.S. mail through the Office of Admissions & Enrollment Management. Students may obtain degree plans by logging into the Student Suite on our website. Students' academic advisors are listed on their degree plans.

**ACCUPLACER Assessment Scores or Valid ACT Scores for Placement in Math / English Courses:** Entering students must complete the ACCUPLACER placement assessment prior to registration unless exempt. The ACCUPLACER placement assessment administration schedule, the list of exemptions, and other preparatory information may be found on our website. ACCUPLACER assessments are administered multiple times weekly on both campuses. As an option, students whose valid ACT scores are on file may be placed based on their ACT scores instead of using ACCUPLACER scores. Valid ACT scores must be no older than 3 years prior to a student's entry term. If ACT scores are used, a student does not need to take the ACCUPLACER assessment. Check with the Office of Admissions to verify receipt or validity of ACT scores. For more information, visit [www.lawsonstate.edu](http://www.lawsonstate.edu) or call 205-929-6309 (Birmingham Campus) or 205-929-3418 (Bessemer Campus). **Our ACT Code is: 0078**

**Admission / Enrollment Options for Non-High School Graduates:** Students not having been awarded a high school diploma or the GED may be admitted under the "Ability to Benefit" provision after successfully passing the designated ability to benefit assessment. Students receiving the *Certificate of Completion* must participate in the ability to benefit assessment. Students admitted under the "Ability to Benefit" provision may enroll only in courses not creditable toward an associate degree and may enter one of the following programs at the short certificate award level: *Automotive Body Repair, Automotive Mechanics, Barbering, Commercial Foods Service, Commercial Sewing, Cosmetology / Salon Management, Home Health Aide, Medium / Heavy Truck Technician, Nurse Assistant, Plumbing, Sewing in Soft Interior Furnishings, Sewing in Tailoring and Alterations, and Welding*. A student may proceed beyond the short certificate award upon high school graduation or GED acquisition. Ability-to-Benefit assessments are scheduled prior to the beginning of each term. Assessment times / dates / locations are available by calling 205-929-6385. Lawson State Community College also provides a variety of Adult Education Services. The Adult Education Program has among its priorities putting people to work, helping people obtain the GED, helping them enter postsecondary education / training, and seeking to improve literacy skills. For more information, call 205-929-6476 or visit [www.lawsonstate.edu](http://www.lawsonstate.edu)

**Admissions Office Locations / Entry Points into the College:** The Office of Admissions & Enrollment Management is located in the Student Services Center, Building A on the Bessemer Campus. The Office of Admissions & Enrollment Management and The Records Office use a combined office location on the second floor of the Administration Building A on the Birmingham Campus (These offices will soon be separately located in the new Academic Success Center). Students enter or re-enter Lawson State Community College prior to fall, spring or summer semesters or prior to fall, spring, or summer mini terms. Mini terms (8 weeks) are shorter than traditional semesters (16 weeks). Mini term classes meet more minutes per class but fewer weeks than classes within regular, full semesters.

**Family Educational Rights and Privacy Act (FERPA):** Lawson State Community College complies with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA) which provides that all current and former students have the right to inspect and review their educational records (includes records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.) Responsibility for protection of the privacy of student educational records rests primarily with the College Registrar. Under the law, at the postsecondary level, parents have no inherent rights to inspect a student's educational records. The right to inspect is limited solely to the student. Records may be released to parents only if one of the following conditions has been met: (1) through the written consent of the students, (2) in compliance with a subpoena, or (3) by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form.

**Lawson State Community College Residential Living:** Those interested in living within our residence hall located on the Birmingham campus may review our residence hall video at [www.lawsonstate.edu](http://www.lawsonstate.edu). Specific information may be obtained by sending requests to [residencehall@lawsonstate.edu](mailto:residencehall@lawsonstate.edu) or call 205-929-6493. Residence hall applications and additional information are available online at [www.lawsonstate.edu](http://www.lawsonstate.edu) / Student Services / Housing and Residential Life

**Pre-Enrollment Orientation and Freshman Orientation Class (ORI101 / ORI 101T):** New student orientation sessions are scheduled prior to fall, spring and summer semesters / terms. Sessions are designed to provide information about important enrollment functions such as admissions, records, financial aid, advising, student services, etc. Students are invited by letter and sessions times / dates / locations are posted on the website prior to each annual entry point. For more information, please call the Admissions Office at 205-929-6309 or 205-929-3418. Once enrolled, students also take a 1 semester hour (ORI101) course which further explores various topics and students' roles / responsibilities at the College. Transfer students take a one semester hour course having the prefix (ORI101T). Transient, non-degree, or dual enrollment / accelerated high school program students should not register for ORI101 or ORI101T.

**Student Financial Services / Scholarship Information:** Many financial aid options are available, including grants, scholarships, and work study programs. The Bessemer campus office is located in Building A within the Student Services Suite and the Birmingham campus office is located on the first floor of the Administration building (West campus)(This office will soon be housed in the new Student Success Center building). Applicants for federal financial aid must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The College's financial aid code is 001059. Lawson State Community College offers a limited number of academic scholarships to first time freshman students, currently enrolled students, and transfer students. Transient students are ineligible for scholarships. For more information, please visit [www.lawsonstate.edu](http://www.lawsonstate.edu) or contact the Office of Student Financial Services at 205-929-6380 (Birmingham) or 205-929-3423 (Bessemer). **Financial aid cannot be distributed until all required documents, including high school and / or college transcripts, are on file in the Office of Admissions & Enrollment Management.**

**Transfer Credit:** General principles regarding transfer credit are denoted within the College catalog. Transfer credit is evaluated as your official transcript(s) are received by our office. Credit posted to the student information system appears on a student's computer generated degree plan. Whenever possible, evaluations occur prior to a student's initial semester but are otherwise done on a first come, first-served basis. Some credits may be ineligible for immediate transfer due to accreditation issues or incompatible course content. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree. However, the College does require official transcripts of other undergraduate coursework earned elsewhere if that coursework is to be used toward earning an award or fulfilling pre-requisites.