



Lawson State Community College Student Pre-Academic Advising Guide:

Advising at Lawson State is a partnership between faculty/staff and a student. The faculty/staff member's responsibilities include providing students with course selection advice and information regarding career opportunities, campus resources and preparing for life after Lawson State. Advisors should seek to provide students with the necessary information to navigate student life at Lawson State and the information needed to meet the necessary graduation requirements. Students should accept responsibility for their decisions and actions that affect their educational programs and goals. The ultimate responsibility of obtaining a degree rest with the student, not the advisor.

Scheduled Appointments: Points to remember prior to your scheduled student advising appointment.

1. Review your degree plan prior to your appointment.
2. Determine how you will cover the cost of tuition fees, books, and other materials.
3. If you need to reschedule your appointment, please ensure that you communicate with the advisor. You will need to reschedule your appointment if you choose to cancel.

Advising Center: Points to remember when meeting with an Advisor in the advising center.

1. **Sign-In:** Ensure that you scan the QR code located in each office and sign in. A link will be provided to you if you have scheduled a virtual appointment.
 - a. You will be sent an automated email with an appointment satisfaction survey embedded in the body of the message. Please complete this survey.
2. **Student Email:** Ensure that you have activated and have accessed your Lawson State student email account.
 - a. All official college correspondence will be sent to you through your official LSCC student email account.
3. **My Lawson:** Review your student account and degree plan to ensure you are enrolled in your desired major and that you don't have any holds that might prevent course registration or academic progression.

Ask yourself the following questions:

- a. Am I on track? What am I missing?
 - b. What classes should I take each semester? Or What issues may occur if I do not register for classes on my degree plan when they are offered?
 - c. For transfer students... Have I been awarded all the transfer credit I anticipated receiving?
 - d. Are there any current courses I may need to repeat based on my current grades?
4. If currently enrolled, be prepared to discuss your current academic performance in class. If you need academic support, be sure to request some resources during your appointment.

- a. What should I expect if I drop a course from my schedule and how could this affect my Financial Aid?
5. In alignment with your degree plan and Instructional degree map, an advisor will assist you in developing a course load with regards to your work schedule and personal commitments, skill level and placement scores or prerequisites.
6. Ask questions; and ensure that you receive a student advising feedback form.
7. Accept responsibility for your decisions and actions that affect your educational programs and goals. Please understand that the ultimate responsibility of obtaining your degree rests with the student, not the advisor.

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 need to file a complaint, please contact the Dean of Students (205-929-6361) or the Director of Human Resources (205-929-6313).



R.A.C.E. TO THE FINISH!