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
- The website also lists these acceptable forms of identification. Visit: 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 (Be sure you provide us your full name and your log-on information so this may be compared to our records.)