The Alabama State Board of Education policy 801.01, Admissions General, requires that applicants to Alabama Community College System institutions provide one primary form of identification *prior to enrolling*. Applicants failing to provide the required ID will not be admitted and may not enroll.

Prior to being admitted, you must provide one *primary* form of identification from the list below:

Unexpired Alabama Driver's License or instruction permit	Resident Alien Card - Pre-1997
Unexpired Alabama identification card	Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond.
Unexpired U.S. Passport	U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
Unexpired U.S. Permanent Resident Card	BIA or tribal identification card with photo
I-797 Form with expiration date	

Primary forms of identification may be presented in person, through U.S. mail or may be scanned (preferably as a PDF) and emailed to admissions@lawsonstate.edu

If you complete your application in person, please present your application for admission to the admission staff including your primary identification. Primary forms of identification *no longer need to be notarized*. Faxed copies will not be accepted. Identification copies may be mailed to either of the following locations:

Lawson State Community College
Admissions Office-Bessemer Campus
1100 9th Ave. S.W.
Bessemer, AL 35022
(205) 929-3418

Lawson State Community College
Admissions Office-Birmingham Campus
3060 Wilson Road S.W.
Birmingham, AL 35221
(205) 929-6309

Selective Service Registration (Males between the ages of 18 and 26)

Note that all males between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with section 36-26-15-1 of the Code of Alabama of 1974 (as amended). Affected students can submit registration confirmations from the website www.sss.gov and provide the copy of the Admissions Office. If not registered, male students between the ages of 18 and 26 may register for selective service online at: www.sss.gov

Student Suite on our website - www.lawsonstate.edu

Look at our Student Suite as your personal web page at the College. This is the site you will need to handle most of your business here. You can register for classes, check your grades, print your class schedule, print your degree plan, pay for classes, view unofficial transcripts, etc. However, your initial use of Student Suite may be 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.aspx

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 user ID (your social security number)
- 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.
- If, after several attempts, you are unable to log-on, email Lawson's Help Desk at helpdesk@lawsonstate.edu
- Make sure you give the help desk your full name and your log-on information so this may be compared to our records.