



Frequently ASKED Questions from Registrar's Office

How do I request a transcript?

Go to www.lawsonstate.edu, click on **Student Suite**, enter User Name and PIN (instructions are listed for first time users). Upon logging in, click on **Student Information Center**, then click **Student Records** then **Transcript Request**.

How do I know my transcript has been sent?

Log in to **Student Suite**, click **Student Records**, and then click **View Transcript Requests**.

What is the fee for sending transcripts?

There is currently no charge for transcripts.

Is there a limit to how many transcripts I can request?

There is currently no limit as to how many transcripts you can request; however, unless required by the institution in which you are sending it to, there is no need to request more than one.

How long does it take to send my transcript?

There is a 24-48 hr. processing time for transcripts to be sent.

Can you fax official or unofficial transcripts?

Transcripts will not be official if faxed. Unofficial transcripts should be printed on **Student Suite** by following instructions for "How do I request my transcript" and click **View Unofficial Transcript**.

How do I check my grades?

Go to www.lawsonstate.edu, click on **Student Suite**, and then **Student Information Center**, then **Student Records**, then click **My Grades** for current term. All other terms must be viewed on your unofficial transcript.

Why do I have an incomplete 'I' grade on my transcript?

An incomplete grade is given if you did not complete coursework for that class. Contact the instructor of the class to get the grade resolved. All 'I' grades that have not been resolve within 6 weeks of the next semester/term will change to **F's**.

How do I apply for graduation?

First notify the Registrar's Office that you are applying by going online and logging into **Student Suite** and clicking on the **Student Records** link, then click **Apply for Graduation**. **Please note you MUST submit a paper Graduation Application Form to the Registrar's Office with degree plan attached and with all signatures on the form.** The form can be accessed online by going to the Admissions Link on our home page and clicking Admission Office/Records Office forms.

How much are graduation fees?

Graduation fees are \$40.00 initially and \$10.00 for each additional degree/award received within the year.

Why can't I access my student suite?

If you are unable to access student suite after following the instructions, your PIN needs to be reset. You must call the office at 205-929- 6309 or 205-929-3410 to reset it.

How can I get a verification letter of my attendance?

Go to www.lawsonstate.edu, click on **Student Suite**, enter User Name and PIN (instructions are listed for first time users). Upon logging in, click on **Student Information Center**, then click **Student Information** then **Attendance Verification**.

How can I change my address or telephone number?

Go to www.lawsonstate.edu, click on **Student Suite** to log in, then click **Student Information**, then click **Modify My Contact Information**.

How can I change my name?

You must submit a Change of Record form to the Registrar's Office with appropriate documentation (Driver License, Marriage Certificate, etc.).

Can I register online?

You can register online during registration and through drop/add period at the beginning of each term. Contact your advisor for authorization to register online.

Why can't I change my schedule online after I pay tuition & fees?

You will not be able to make changes to your schedule once you have completed your registration and paid your tuition. You must complete a drop/add form and submit to the Registrar's Office at Bessemer location or the Admissions & Records at Birmingham location.

Where do I get my loan deferment form filled out?

You must contact your lender and notify them that we use **The National Student Clearinghouse** for verifications and your lender will get the information from the company or print an attendance verification form from **Student Suite** and submit to your lender.