

# Registration Guidebook 2015-2016



**STEP-BY-STEP ONLINE  
REGISTRATION IS QUICK & EASY**



*Start Here, Go Anywhere!*

# Our Mission

*Lawson State Community College is a comprehensive, diverse, public, two-year, multi-campus college, which seeks to provide accessible quality educational opportunities, promote economic growth and enhance the quality of life for people in its service area. The College is dedicated to providing affordable and accessible lifelong learning opportunities through varied instructional modes in order to prepare students for employment or career advancement, enable students to transfer to senior colleges and universities, and provide customized training for business and industry.*

*Start Here,  
Go Anywhere!*



A quality education opens the door to your future. Choose Lawson State and start college life on the right track. Start with us and build a solid foundation for success.

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Lawson State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree 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.

It is the policy of the Alabama State Board of Education 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, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity, or employment.



# Message from the President

## Welcome to Lawson State Community College!

Your journey begins the moment you set foot on campus. You'll become a part of a college community where students are the number one priority and the attention is on the educational success and career accomplishments of its students. You will be encouraged to pursue a curriculum that meets and enhances personal interests and career needs. Knowing that education continues beyond matriculation at Lawson State, it is our commitment to prepare our students for a lifetime of living and learning.

We provide outstanding training and a wide range of academic offerings for our students in a warm, supportive and respected environment. Furthermore, our dedicated faculty and staff take a personal interest in the progress of each student and work to engage, equip and empower all for success. As noted by so many of our students, individual attention and satisfying experiences are hallmarks of the college. I hasten to add that student engagement and student satisfaction were also key to Lawson State being ranked in 2013 as one of "America's Top 5 Community Colleges" by the Washington Monthly Magazine. You see, it's that personal touch that adds to our distinction.

I encourage you to learn more about the number of educational and recreational opportunities that we have to offer. Come visit us - feel the aura of excitement and pride that abounds at Lawson State - and then make Lawson State your home!

Warmest Regards,

Perry W. Ward, Ph.D.  
President



# FALL SEMESTER

## FALL SEMESTER 2015 (August 12-December 17, 2015) Regular Term

August 12 Professional Development (Total Personnel)

August 13 – 14 Registration

August 17 Late Registration Fees Assessed

August 17 Day and Evening –Regular Classes Begin

August 17 Drop-Add Begins

August 21 Drop/Add Ends

August 22 Saturday Classes Begin

September 7 Labor Day (State Holiday)

September 8 Last Day to Withdraw and Receive Partial Refund

September 15 SGA Officers Installation, PTK and KBD Inductions

October 9 Mini-Term 1 (T1) Ends

October 12 Mini-Term II (T2) Begins

October 12-16 Mid-Term Progress Reports Due

October 15 Miss Lawson State Coronation

**October 21 60% Completion Date for Title IV Funds (Full Term)**

November 2 Online Registration Opens for Spring Term

November 10 General Faculty and Staff Meeting (Location-TBA)

November 11 Veteran's Day (State Holiday-- College Closed)

November 23-24 ACCA (Professional Days)

November 25 Local Professional Day

November 26-27 Thanksgiving (State Holidays--College Closed)

November 30 Classes Resume

November 30 Last Day to Withdraw from Classes

December 4 Last Day of Classes (Regular Term)

December 5 Final Examinations (Saturday Classes)

December 7-11 Final Examinations (Regular Term)

December 11 Last Day for Students in Fall Term

December 14 Faculty Duty Day

December 15 Faculty Duty Day - Final Grade Reports Due by Noon

December 16 Last Faculty Duty Day of Semester

December 17, 18 and 21 Duty Days (12-Month Personnel)

December 22-23 Christmas Holiday (Local Holidays--  
College Closed)

December 24 Christmas Eve (State Holiday--College Closed)

December 25 Christmas (State Holiday--College Closed)

December 28, 29, 30, and 31 Duty Days (12-Month Personnel)

### **T1 (Mini-Term I) August 18 –October 9, 2015**

August 13-14 Registration

August 17 Late Registration (Fees Assessed)

August 17 Classes Begin

August 17-18 Drop-Add Begins and Ends or Mini-term 1  
Classes Only

September 7 Labor Day (State Holiday) College Closed

September 8 Last Day of Refund for T1

**September 17 60% Completion Date for Title IV Funds (T1 Courses)**

October 5 Last Day to Withdraw from Classes (T1)

October 8 Last Day of Class (T1)

October 9 Final Exam Day for Mini-Term I (T1)

October 12 Final Grade Reports Due by Noon (T1)

### **T2 (Mini -Term II) October 12 - December 11, 2015**

August 13-14 Registration

October 12 Classes Begin

October 12 Late Registration (Fees Assessed)

October 28 Last Day of Partial Refund for T2

November 2 Online Registration Opens for Spring Term

November 11 Veteran's Day- (State Holiday) College Closed

**November 12 60% Completion Date for Title IV Funds (T2 Courses)**

November 26-27 Thanksgiving (State Holidays) College Closed

November 30 Last Day to Withdraw from Classes (T2)

December 10 Last Day of Class (T2)

December 11 Final Exam Day for Mini-Term II (T2)

December 11 Last Day for Students in Fall Term

December 15 Final Grade Reports Due by Noon (T2)

# SPRING SEMESTER

## SPRING SEMESTER 2016 (January 5-May 13, 2016) Regular Term

January 1 New Year's (State Holiday--College Closed)  
January 4 Duty Day (12-Month Personnel)  
January 5 Local Professional Day (Total Personnel 9 and 12-Month)  
January 6-7 Registration  
January 8 Faculty Duty Day  
January 8 Late Registration (Fees Assessed)  
January 9 Saturday Classes Begin  
January 11 Classes Begin (Regular Term)  
January 11 Drop/Add Begins  
January 15 Drop/Add Ends  
January 18 Dr. M. L. King, Jr. (State Holiday--College Closed)  
February 4 Last Day to Withdraw and Receive Partial Refund  
March 4 Mini-Term I (T1) Ends  
March 7 Mini-Term II (T2) Begins  
March 7-11 Mid-Term Progress Reports Due  
March 10 General Faculty and Staff Meeting (Location-TBA)  
March 16 60% Completion Date for Title IV Funds (Full Term)  
March 28 – April 1 Spring Break (Faculty and Students)  
March 14 Online Registration Opens for Summer Term  
March 28 - 29 Duty Days (12-Month Personnel)  
March 30 -31, April 1 Staff Spring Break - (Local Holidays--  
College Closed)  
April 4 Classes Resume  
April 7 Honors and Awards Day (Arthur Shores Building)  
April 18 Last Day to Withdraw from Classes  
April 28 Last Day of Classes  
April 29, May 2, 3, 4, 5 Final Examinations (Regular Term)  
April 30 Final Examinations (Saturday Classes)  
May 5 Last Day for Students in Spring Term  
May 5 Graduating Students (Only) Final Grade Reports  
Due by Noon  
May 6 Faculty Duty Day  
May 7 Commencement Exercises (9-Month Personnel, Required)  
May 9 Commencement Activities Make-up Day  
May 10 All Grade Reports Due by Noon  
May 11, 12, 13 Faculty Duty Days

### **T1 (Mini-Term I) January 11 - March 4, 2016**

January 6-7 Registration  
January 11 Classes Begin  
January 11 Late Registration (Fees Assessed)  
January 18 Dr. M. L. King, Jr. (State Holiday--College Closed)  
January 29 Last Day of Partial Refund for T1  
February 11 60% Completion Date for Title IV Funds (T1 Courses)  
February 23 Last Day to Withdraw from Classes (T1)  
March 3 Last Day of Class (T1)  
March 4 Final Exam Day for Mini-Term I (T1)  
March 7 Final Grade Reports Due by Noon (T1)

### **T2 (Mini-Term II) March 6 – May 6, 2016**

January 6-7 Registration  
March 7 Classes Begin  
March 7 Late Registration (Fees Assessed)  
March 14 Online Registration Opens for Summer Term  
March 28- April 1 Spring Break (Faculty and Students)  
March 28-29 Duty Days (12-Month Personnel)  
March 30-31, April 1 Staff Spring Break (Local Holidays--  
College Closed)  
April 4 Last Day of Partial Refund for T2  
April 17 60% Completion Date for Title IV Funds (T2 Courses)  
April 18 Last Day to Withdraw from Classes (T2)  
May 4 Last Day of Class (T2)  
May 5 Final Exam Day for Mini-Term II (T2)  
May 5 Last Day for Students in Spring Term  
May 5 Graduating Students (Only) Final Grade Reports  
Due by Noon  
May 10 Final Grade Reports Due Noon (T2)

# SUMMER SEMESTER

## Dates for Interim and Summer Sessions (Regular and Mini I and II)

### Dates for Interim and Summer Sessions (Regular and Mini I and II)

May 16 – 21, 2016 Summer Interim Session (One Week)  
May 19 - August 4, 2016 Summer Regular Session (Ten Weeks)  
May 19 – June 27, 2016 Summer Mini-Term I (Five Weeks)  
June 28 - August 4, 2016 Summer Mini-Term II (Five Weeks)

#### INTERIM SESSION 2016 (May 16-21)

May 16 Interim Session (6-Day Term; Runs 8:00-5:00 p.m.)  
May 16 Classes Begin  
May 20 Classes End  
May 21 Final Exams for Interim Courses (Saturday)  
May 23 Grade Reports Due by Noon

#### SUMMER SEMESTER 2016-REGULAR TERM (May 19 - August 4)

May 19 Registration  
May 20 Faculty Duty Day  
May 23 Late Registration (Fees Assessed)  
May 23 Classes Begin  
May 23 Drop/Add Begins  
May 25 Drop/Add Ends  
May 30 Memorial Day (State Holiday--College Closed)  
June 3 Last Day to Withdraw and Receive Partial Refund  
June 27 Online Registration Opens for Fall Term  
June 28 - July 1 Mid-Term Progress Report Due  
**June 29 60% Completion Date for Title IV Funds (Full Term)**  
July 4 Independence Day Observance (State Holiday--College Closed)  
July 18 Last Day to Withdraw from Classes  
July 28 Last Day of Classes  
July 29, August 1-2 Final Examination Days  
August 2 Last Day for Students in Summer Term  
August 3-4 Faculty Duty Days  
August 4 Final Grade Reports Due by Noon

#### SUMMER 2016 MINI-I TERM (T1) (May 19 – June 27)

May 19 Registration  
May 20 Faculty Duty Day  
May 23 Late Registration (Fees Assessed)  
May 23 Classes Begin  
May 30 Memorial Day (State Holiday--College Closed)  
**June 13 60% Completion Date for Title IV Funds (T1 Courses Only)**  
June 14 Last Day to Withdraw and Receive Partial Refund for T1

June 21 Last Day to Withdraw from Classes (T1)  
June 24 Last Day of Classes for Mini-Term I (T1)  
June 27 Final Examination Day for Mini-Term I (T1)  
June 29 Grade Reports Due by Noon (T1)

#### SUMMER 2016 - MINI-II TERM (T2) (June 28 - August 4)

May 19 Early Registration  
June 27 Classes Begin  
June 27 Late Registration (Fees Assessed)  
July 4 Independence Day Observance (State Holiday--College Closed)  
July 15 Last Day to Withdraw and Receive Partial Refund for T2  
**July 20 60% Completion Date for Title IV Funds (T2 Courses Only)**  
July 18 Last Day to Withdraw from Classes (T2)  
August 1 Last Day of Classes for Mini-Term II (T2)  
August 2 Final Examination Day for Mini-Term II (T2)  
August 2 Last Day for Students in Summer Term  
August 3-4 Faculty Duty Days  
August 4 Grade Reports Due by Noon (T2)

#### **Holiday Listing and Official College Closings**

September 7 Labor Day (State Holiday--College Closed)  
November 11 Veteran's Day (State Holiday--College Closed)  
November 26-27 Thanksgiving (State Holidays--College Closed)  
December 22-23 Christmas Holidays (Local Holidays--College Closed)  
December 24 Christmas Eve Holiday (State Holiday--College Closed)  
December 25 Christmas (State Holiday--College Closed)  
January 1 New Year's Day (State Holiday--College Closed)  
January 18 Dr. M. L. King, Jr. (State Holiday--College Closed)  
March 28-April 1 Spring Break (Local Holidays--Faculty/Students)  
March 30-April 1 Spring Break (Local Holidays, Staff--College Closed)  
May 30 Memorial Day (State Holiday--College Closed)  
July 4 Independence Day (State Holiday--College Closed)

**Student Activities (See Student Activity Calendar for full listing)**

September 15 SGA Officers Installation, PTK and KBD Inductions  
October 15 Miss Lawson State Coronation  
April 7 Honors and Awards Day  
May 7 Commencement Exercises

**Professional Development and General Faculty/ Staff Meeting Dates**

August 12- Local Professional Development (Total Personnel)  
November 10 General Faculty and Staff Meeting (Bessemer Campus)  
November 23-24 State Professional Development Days  
November 25 Local Professional Development (Total Personnel)  
January 5 Local Professional Day (Total Personnel)  
March 10 General Faculty and Staff Meeting (Bessemer Campus)  
May 7 Commencement Exercises  
May 9 Faculty Commencement Activities Make-Up Day

**Fall Semester**

Faculty Duty Days 87  
Regular Term Instructional Days 78  
Mini Term 1 Instructional Days 39  
Mini Term 2 Instructional Days 39

**Spring Semester**

Faculty Duty Days 88  
Regular Term Instructional Days 78  
Mini Term 1 Instructional Days 39  
Mini Term 2 Instructional Days 39

**Summer Term**

Faculty Duty Days 54  
Regular Term Instructional Days 50  
Mini Term 1 Instructional Days 25  
Mini Term 2 Instructional Days 25

**Grand Total Faculty Duty Days 229**

**PLEASE READ**

**Disclaimer:** This calendar is subject to change at the approval of the President's Cabinet in order to meet institutional and system changes. Please check the College's web site ([www.lawsonstate.edu](http://www.lawsonstate.edu)) for the most current and accurate calendars.

**Committee Approval Date: 5/13/15**

**Cabinet Approval: 7/13/15**

## Our New Registration Website Has It All!

- You Can Register Online from the Site
- Watch Our Registration Tutorials (We have a library!)
- Learn How to Access Your Student Suite Account
- Learn How to Check if a Class has Cancelled
- Learn How to Drop and Add a Class
- Learn How to Update Your Student Contact Info. With Us
- Learn How to Complete Your Attendance Verification Report
- Learn How to Locate Your Advisor
- Learn How to Complete Your STUDARS Report
- View the Registration Checklist
- Learn How to Check Your Financial Aid Status
- Learn How to Print Your Schedule and Degree Plan
- Learn How to Complete a Transcript Request
- Access our Campus Virtual Tour



# Online Registration Steps

1. Make application to the college. You can apply online. Click on the **Apply Now** button from the main webpage to begin the online application process.
2. Prior to registering, see your advisor to discuss your degree plan and course selections. If you have trouble locating your advisor, click on **Current Students** and then click on the **Advising Matters** button (from that page). This page will help you in locating your advisor.
3. If you have never registered online before, click on the **Current Students** button and then click on the **Registration Tutorials** button. From this page, you can view tutorials on “How to Locate Your Degree Plan”, “How to Look Up Classes” and “How To Register Online” and more. You need a working knowledge of each to register online.
4. Once you are ready to begin, look up and select your classes via the electronic **Search for Classes**. You can access the schedule from both the **Student Portal** or under **Current Students**. \*Be sure to write down all call numbers for each class you select. You will need these numbers later to register.
5. Now you are ready to register. To begin, click on your **Student Suite** account (located on the Current Student and Student Portal pages off the main website).
6. Follow your Student Suite login directions (outlined on the page). If you cannot log in, click on the **Help** button on the same page. Or, email us at [registrationhelp@lawsonstate.edu](mailto:registrationhelp@lawsonstate.edu)
7. After logging on to your **Student Suite** account, look for the heading labeled: **Student Information Center** and click the **+** sign to expand the **Table of Contents**.
8. Then, click on the **Registration** link to open your registration session.
9. From this page, select your classes one by one by inserting the call numbers. If you skipped that step and do not have call numbers, select your courses by: campus, dept. (course), course number, etc. . . .
10. To select an available course, click on the **course ID number** and **ADD** the course to your schedule or just type the course ID number in directly to **ADD** a known course.
11. **Last Step:** Once you finish selecting your courses for the term, click on the **Complete Registration** link (within Student Suite) to finalize payment (whether cash paying or Pell). Failure to Complete Registration can jeopardize your enrollment status at the college.

**NOTE: Students who have official “Holds” on their accounts for any reason must settle the matter before attempting to register online.**

Need Help? View the online tutorial on “How To” Register online. Click on the Registration Link for access. Email [registrationhelp@lawsonstate.edu](mailto:registrationhelp@lawsonstate.edu) if you encounter problems registering online.





## Compass Testing Schedule

Most new students need to take the Compass Placement Test, directly after being accepted to Lawson State.

### (Birmingham Campus):

**Monday 1:00 p.m.**  
**Tuesday 9:00 a.m. and 1:00 p.m.**  
**Wednesday 9:00 a.m. and 1:00 p.m.**

*For Birmingham* appointments, contact Ms. Shirley Barnes at 205-929-2113 or email: [sbarnes@lawsonstate.edu](mailto:sbarnes@lawsonstate.edu)

### (Bessemer Campus):

**Monday 9:00 a.m.**  
**Wednesday 9:00 a.m.**  
**Thursday 1:00 p.m. and 6:00 p.m.**  
**Saturday 9:00 a.m.**  
*(first Saturday of each month only)*

*For Bessemer* appointments, contact Ms. Tanita Williams Moore, 205-929-3418 or email: [tmoores@lawsonstate.edu](mailto:tmoores@lawsonstate.edu)

## General Admission Information for New Students

### STEP 1 – Admission

All new students must complete and have on file an **Application for Admission AND appropriate government issued official photo identification.**

**Go to Lawson’s Website at [www.lawsonstate.edu](http://www.lawsonstate.edu) and click on the ADMISSIONS link to access our online application.**

Students must submit an official copy of their high school transcript or certificate of General Education Development (GED). Non-high school graduates and those who have not earned the GED may enroll under the “Ability to Benefit” provision. However, official results of the “Ability to Benefit” test must be on file before admission. **Please note that students admitted under the “Ability to Benefit” provision are not eligible to receive Title IV financial aid (Pell grant).**



An official copy of the student's college transcript(s) must be submitted to the Admissions office if the student has attended another postsecondary institution.

Transient students must submit a transient form or letter of good standing from the student's home institution prior to registration.

Students must also complete and submit the Alabama College System *Certificate of Eligibility for In-State Residency* forms with the Application for Admission and sign acknowledging appropriate registration with Selective Service System.

**SPECIAL INSTRUCTIONS FOR SPECIFIC CATEGORIES ARE LISTED ON THE FRONT OF THE APPLICATION FOR ADMISSION.**

**STEP 2 – Placement Testing**

Birmingham Campus – Leon Kennedy Student Center, Room F-220. Bessemer Campus – Student Services Center, Building A, Room A-182.

All students who intend to register for credit courses leading to a Certificate or Associate Degree and who do not meet any criteria for exemption must take the COMPASS test.

Contact the Student Services Office at 205-929-6385 or 205-929-3518 to schedule COMPASS testing.

**NOTE:** An applicant with a documented disability who needs accommodations to take the COMPASS placement or Ability to Benefit test should contact the Student Services office at least two weeks in advance of the testing date.

**STEP 3 – Advising/Scheduling**

All students must meet with a counselor or departmental advisor to schedule classes. During One-Stop Registration on the Birmingham campus, advisors are located throughout the Academic Building B to advise students regarding courses for the semester.

On the Bessemer campus, students may visit their assigned advisors in their designated offices.

**STEP 4 – Schedule Input/Pick-up**

Birmingham campus – Several input stations are located throughout Academic Building B to enter student schedules into the computer system during the designated registration days each semester. Students should printout their course schedule and the cost to attend for the semester.

Bessemer campus – Advisors will input the student's schedule during advising. Students will receive a printout of their course schedule and the cost to attend for the semester from their advisor or may print this at designated locations on campus.

**STEP 5 – Financial Aid/Scholarships**

All students intending to apply various financial assistance grants and awards toward full or partial payment of tuition and fees must have all applicable award letters and award authorizations on file in the Office of Student Financial Services prior to registration.

This applies to the following financial assistance programs:

- Grants – Federal PELL, College Work-Study, SEOG, ASAP
- College Sponsored Scholarships
- External Scholarships
- Special Programs (including PACT, Vocational Rehabilitation, employee waivers, and other pre-paid options)
- Veteran's Programs

**Financial Aid School Code 001059**



Refer to the REFUND POLICY in this document, the college catalog or obtain a copy of the refund policy from the Office of Student Financial Services or Business Affairs for specific information regarding refunds.

**STEP 6 - Business Affairs/College Cashier**

Payment of Student Tuition and Fees is expected upon registration. Be sure to keep the receipt of payment, as it may be required. Students are not officially registered until tuition and fees have been paid. All tuition and fees must be paid before students receive a college ID or parking decal.

**Note:** All students must complete this step! All tuition and fees are due at the time of registration. A student is not officially registered until tuition and fees are paid or assumed by financial assistance.

**Locations of payment:**

**Birmingham Campus** - Business Affairs Office, Arthur Shores Fine Arts Building (gym)

**Bessemer campus** - College Cashier's Office (bookstore) in the Student Services Center, Building A.

**STEP 7 - Student ID & Parking Decal**

Students must present a copy of the Schedule Confirmation (payment receipt) in order for their Student ID card to be processed. College personnel will initial the Schedule Confirmation and issue the ID card.

**Note:** ID cards will not be made without a copy of the student's Schedule Confirmation. You can pick-up your ID and parking decal in the following locations:

**Birmingham Campus** - Leon Kennedy Student Center, Administration Office, 1st floor, office is located directly across from Financial Aid.

**Bessemer Campus** - Student Services Center, Building "A", College Cashier/Bookstore lobby

\*Initial cost for ID and Decal (no fee)

**\*Cost to replace student ID cards - \$25.**

**Non-Discrimination Policy**

It is the policy of the Alabama State Board of Education 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, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

**For additional information on student related issues**, including ADA, Section 504, Title II and Title IX accommodations, questions or concerns, please contact Ms. Renay Herndon, Counselor (Bessemer Campus): 1100 9th Avenue, SW; 205-929-3419 or Ms. Philana Suggs, Student Services Specialist; 205-929-6449.

**For additional information on employment issues**, including ADA Section 504, Title II and Title IX accommodations, questions or concerns, please contact the Human Resources Office; 3060 Wilson Road, SW; Birmingham, AL 35221; 205-929-6313.

**ADA Non-Compliance Grievance Procedures**

If you need to file an ADA Non-Compliance Grievance, please contact either Coordinator as outlined above and review current procedures as outlined in the current school catalog.

For more information on ADA, from our website, click on the Student Services button and then

**Disability Services (ADA).**



## The Student's Help Guide: Campus Internet Access Help Desk, Email & Blackboard

### Registration Help Desk:



If you encounter registration problems, email [registrationhelp@lawsonstate.edu](mailto:registrationhelp@lawsonstate.edu)

### Regular Help Desk:

Lawson State has a **Help Desk** to assist its students. Contact the Help Desk after *several* attempts to complete a task (online) but you encounter problems (i.e., accessing your email, accessing the Student Suite, accessing Blackboard).

To send the **Help Desk** an alert that you need assistance, email them at: [helpdesk@lawsonstate.edu](mailto:helpdesk@lawsonstate.edu)

When you email the Help Desk provide the desk with the following information:

1. Your full name
2. Your student number, if available
3. Description of the problem
4. What **User Name** and **Password** you are attempting to use unsuccessfully.

*\*Although typically faster, give the Help Desk at least 24 to 48 hours to respond back to you.*

### Help Desk for Health Profession Majors (Nursing, Dental and EMT):



Lawson State has a special Help Desk for its nursing students.

If you have questions that are unique to the health profession programs, email this specialized Help Desk at [nursingquestions@lawsonstate.edu](mailto:nursingquestions@lawsonstate.edu)

*\*Although typically faster, give the Help Desk at least 24 to 48 hours to respond back to you.*

# It is not too late to start your semester.

**Register for our Mini-term 2 Classes Today!!!**

We are offering classes during the second half of the term in the following areas:

Automotive Body Repair	Data Processing Technology	Mathematics
Air Conditioning and Refrigeration	Economics	Music
Art Appreciation	Electrical Engineering Technology	Nursing Assistant
Automotive Services	Electrical Technology	Orientation to College
Automated Manufacturing	English and Literature	Physical Education
Automotive Mechanics	Electronics Technology	Psychology
Building Construction	Graphics & Prepress	Reading
Business	Health	Sociology
Commercial Art	History	Spanish II
Computer Science	Humanities	Speech
Criminal Justice	Human Service	Welding
Drafting & Design	INT—Industrial Maintenance	
Diesel Mechanics	MAR—Major Appliance Repair	

## Register Online Today!!!





# How to connect to Lawson State's Wireless Network

## Step 1:

Open your computer's wireless connection utility from your computer. **Tip:** On most computer systems, you will need to view your wireless connections by clicking on **START** and viewing the menu options. Look for **CONNECT** to view wireless options.

## Step 2:

Sort through all available wireless signals for the network identified as "**LSCC Public (Unsecured).**" If you do not see this domain listed, Click the "**Refresh**" button.

## Step 3:

Once you have selected "**LSCC\_Public,**" Click Connect.

## Step 4:

Open your web-browser and proceed to <http://www.lawsonstate.edu>

\*If you are unable to connect to the Lawson State Wireless network, you may send a message to [helpdesk@lawsonstate.edu](mailto:helpdesk@lawsonstate.edu) to report a possible wireless outage.

Lawson State Community College does not troubleshoot student's personal computer connectivity issues if the wireless system is online and accessible by other parties.





**You can access the following items  
under Student Records (In Student Suite):**

My Grades  
Degree Plan  
My Schedule  
Unofficial Transcript  
Prior Transcript Requirements  
Admission Requirements  
Transcript Request  
View Transcript Requests  
My Mid-Term Grades  
View My Tests Scores

**You can access the following items  
under Financial Records (In Student Suite):**

View Receipts  
Financial Aid Requirements  
Payment  
Financial Aid Status  
Financial Aid Verification  
Print Attendance Voucher

**You can access the following items  
under Scheduling (In Student Suite):**

Display Course  
Registration  
Add/Drop Courses  
Complete Registration  
View Processing Holds



## Accessing Your LSCC Student Suite (Student Information Portal Site)

Look at LSCC's Student Suite as your personal web page at the college. This is the site you will need to access to handle most of your LSCC school business. You can register for your classes, check your grades, print off copies of your current schedule, get a copy of your degree plan, add and drop courses, check your Financial Aid information, pay for your classes, view unofficial transcripts and more.

Students not accessing this site are two-steps behind other students. So get "on board" today and discover your Student Suite world!

Follow these directions that will guide you through the logon process. For specifics on how to register Online, see our Online Registration tutorials under the Current Students page. We also have registration steps online that detail out this process for you. Click on any Register Now button to access this information.

### Step 1:

Go to Lawson's website: [www.lawsonstate.edu](http://www.lawsonstate.edu)

### Step 2:

Click on either the **Current Students** or the **Student Portal** button. From there, click on the **Student Suite icon**.

Once you activate the **Student Suite icon**, you will be on the sign-on screen.

#### **Read and follow the written directions for signing on carefully and logon.**

The directions (sign-on information) reads as follows:

Enter your USER ID/(Social Security Number) and six-digit PIN.

Your PIN is your six-digit date of birth (without dashes or spaces) unless you have changed it.

EX: June 13, 1975=061375. Please change your password after you logon.

If, after several attempts, you are unable to log-on, email Lawson's Help Desk at [helpdesk@lawsonstate.edu](mailto:helpdesk@lawsonstate.edu).

Make sure you give them your full name and your log on information so they can compare it to the college's records.





## Accessing Your LSCC Student E-mail Account (Step-by-Step Guide)

All students are assigned an e-mail account upon registration. All students are required to use this account. Follow these simple steps to access your account. If you are unsuccessful after several attempts, email the **Help Desk at [helpdesk@lawsonstate.edu](mailto:helpdesk@lawsonstate.edu)**. **Do NOT contact the Help Desk until you have read through these instructions carefully and have attempted to log on your Lawson State email account unsuccessfully after five attempts.**

Lawson State Community College uses Google to host its Student Email. In order to provide more flexibility and resources to our students, we have decided to trust Google with all of our Student Email needs. In addition to providing the services you have grown used to, such as email, calendar, and contact services; Google offers a robust suite of applications similar to the Microsoft Office Suite as well.

### Step 1: Email Login

To **Login** to your Google sponsored Lawson State student e-mail account, follow these 3 basic steps:

Go to [www.lawsonstate.edu](http://www.lawsonstate.edu) click on either the Current Students or Student Portal button located on the main website. Then click the Student Email icon to access the login screen. There is also an instructional video in case you need help with email navigation.

### Step 2: User Email Name

Once on the Student Email Hosted by Google link page, type in your Username. Every student's username is printed on their schedule. Your username is your full and complete LSCC email address (all characters). For example, if your LSCC email address is: [sallystudent1503@students.lawsonstate.edu](mailto:sallystudent1503@students.lawsonstate.edu) your User Name is the same. It would be: [sallystudent1503@students.lawsonstate.edu](mailto:sallystudent1503@students.lawsonstate.edu)

### Step 3: Your Email Password

After you enter your **User Name**, enter your **Password**. Initially, all students have the same initial password which is **abc12345\***. To protect your privacy, change your **password** once you have activated your email account; this is very important.

So, if we hold to the example provided, if your email address is [sallystudent1503@students.lawsonstate.edu](mailto:sallystudent1503@students.lawsonstate.edu)

The **User Name** would be: [sallystudent1503@students.lawsonstate.edu](mailto:sallystudent1503@students.lawsonstate.edu)

And...the **Password** would be: **abc12345\***

**Note: Sometimes Google will default and require you to put in an additional security code, as pictured below. If this happens, simply follow the prompts and input the proper code in the correct box provided. Also, Google could change our the sign on information. So, to view the most up to date information on how to login in student email, view the college's official email page which outlines the directions for students. This page has the most up to date information.**

**If you are unsuccessful after several attempts, click on Current Students, then the email icon. From that page, scroll down and click on the Help Desk icon.**



## Logging on Blackboard (Step-by-Step Guide)

Blackboard is the platform that Lawson State uses to deliver online and web-supported courses (which will be the majority of your courses). Online courses are available a week before the classes begin (all tuition and fees must be paid to access class information). You should log in to Blackboard on the first day of class to receive instructions. The majority of LSCC instructors use Blackboard to support their courses. Blackboard is where you go to download course materials such as your syllabus, assignments, homework, Powerpoints, and to view your grades.

### User Name & Password Information

Your Blackboard **User Name** is your first initial and last name and the last four-digits of your social security number OR the last two digits of your student ID number. \*\*Refer to your email address to see which numbers have been used for you.

**Example:** If your email address is [jdoe12@students.lawsonstate.edu](mailto:jdoe12@students.lawsonstate.edu), then your Blackboard **User Name is jdoe12** (everything before the @ sign).

Or, if your email address is [jdoe1234@students.lawsonstate.edu](mailto:jdoe1234@students.lawsonstate.edu), then your Blackboard **User Name is jdoe1234**.

**Your Blackboard password is** your six (6) digit birthday MMDDYY. Do not put any spaces or dashes between these dates.

**Password Example:** If your birthday is: – October 24, 1991, your password would be: 102491





# Refund Policies

When credit hours are increased or decreased during the Drop/Add period, tuition and fee charges are adjusted accordingly. **REFUND FOR COMPLETE WITHDRAWAL:** A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges. A student who officially or unofficially withdraws **completely** on or after the first day of class, but prior to the end of the third week of class, will be refunded according to the withdrawal dates, as follows:

Refund Calculation Chart
Students withdrawing <b>on or before</b> the first day of class are entitled to a 100% refund.
Students withdrawing <b>during the first week of classes</b> are entitled to a 75% refund.
Students withdrawing <b>during the second week of classes</b> are entitled to a 50% refund.
Students withdrawing <b>during the third week of classes</b> are entitled to a 25% refund.
Students withdrawing <b>after the end of the third week of class</b> are NOT entitled to any refund.

## REFUND FOR PARTIAL WITHDRAWAL

Students who do not completely withdraw from the college but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

## ADMINISTRATIVE FEE

An administrative fee not to exceed 5 percent of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.



## TEXTBOOK REFUND POLICY

The College Bookstore will issue a refund for textbooks returned in new and saleable condition (with no writing) or other soiled conditions. The customer must furnish a receipt as proof of purchase for the item(s) being returned.

## BOOKS AND SUPPLIES

A student who **withdraws** and who has purchased returnable books and/or supplies from the college and returns the items in new/unused condition by the end of the third week of the semester will be refunded the full purchase price. No refunds will be issued after the 3rd week of the term. Textbooks will be purchased from students during the final week of classes for the semester.

## REFUND IN COMPLIANCE WITH FEDERAL REGULATIONS







# Introducing LSCC'S New Honors College Fact Sheet

## MISSION

*Lawson State Community College Honors College aspires to offer an engaging educational experience that cultivates academic excellence to ultimately produce a student who is culturally diverse and civic-minded with a global perspective. The Honors College is dedicated to providing an atmosphere that promotes critical thought and team-building through a variety of collaborative experiences. Through these initiatives, the Honors College empowers the student to embrace intellectual challenges, to champion civic responsibilities and to actively participate and positively contribute to a global society.*

## ADMISSION

Students must apply to Lawson State Community College and the Honors College in order to be considered for admission into the program. The program is open to full-time returning students or first semester freshmen at Lawson State with no prior history of disciplinary issues. The admissions criteria are listed below.

### Current/Returning Students:

- 3.3/4.0 GPA or higher
- Minimum 12 semester hours (100 level courses or higher) completed
- Maximum 18 semester hours obtained
- 1 Faculty recommendation
- Active involvement in student organizations
- Absolutely no history of disciplinary issues
- Personal Interview

## First Semester Freshman:

- 3.3/4.0 GPA or higher
- 20 ACT score (comparable SAT or COMPASS scores accepted)
- Maximum of 1 developmental education placement
- Absolutely no history of disciplinary issues
- Active involvement in extra-curricular activities
- Personal interview

## PROGRAM GOALS

- To deliver a world-class educational experience that is highly sought after by students of the highest caliber in regards to academic performance and character.
- To offer a multi-discipline curriculum designed to stimulate curiosity and critical thought in the content areas that matter most to the individual student.
- To provide students with relevant educational experiences in the form of internships, travel (both internationally and throughout the U.S.) and research opportunities as a means of affirming personal interest in a chosen field of study.
- To provide students with internships and mentorship opportunities.
- To provide students with a variety of enriching and rewarding educational experiences.
- To promote a philosophy of “education



without borders”, so students feel empowered to seek out opportunities for personal growth well beyond the limits of a classroom or even the local community.

- To engage students in spirited debate in order to broaden perspective of a diverse nature so they feel compelled to share their voice.
- To share in experiences with peers from diverse cultural backgrounds as a means of enhancing global perspective.
- To produce students that can compete in a global economy in a manner that identifies them as “trailblazers” in all fields of human endeavor.
- To produce a student that shines as a beacon on campus and in the community, inspiring others to fulfill the promise of their potential.
- To instill a sense of service within each student, so that student may realize the joy of utilizing one’s time and talent in service of others.

## HONORS COLLEGE PILLARS OF SUCCESS

The core of the Honors College centers on 4 Pillars which serves as the foundation for the overall Honors College experience.



## STUDENT RETENTION



Students wishing to remain in the Honors College must be enrolled as a full-time student (enrolled in 12 credit hours) during the current semester and maintain a 3.3 cumulative GPA. Students must also meet the minimum service learning requirements each semester (to be determined by the Honors Council). Finally, honors students must be enrolled in a minimum of 2 honors classes per semester and actively participate and other Honors activities as required.

## GRADUATION

In order for students to graduate from the Honors College, they must have successfully completed all the courses identified in their degree plan in addition to completing the requisite amount of service learning experiences and a minimum of 16 credit hours in honors level coursework. A minimum of 16 credit hours in honors level coursework is required for an “honors” designation upon graduation. Any student attaining 20 to 23 credit hours in honors level coursework will receive the “honors – advanced” designation. For the student who completes 24 or more credit hours in honors level coursework, that student will receive the highest honor of “honors – elite” status as they work to enter the 4-year college of their choice or enter the workforce.



## HONORS COLLEGE FACULTY

- Dr. Calvin Briggs, Honor Mathematics
- Dr. Rhonda Branch, Honors Spanish
- Ms. Rebecca Duncan, Honors English and Honors Literature
- Dr. Charles Fowler, Honors Mathematics
- Ms. Sandra Hall, Honors Orientation and Honors Critical Reading
- Mr. Harold Higginbotham, Honors English and Honors Humanities
- Ms. Eva Howard, Honors Orientation
- Mr. Weymon Holloway, Honors Mathematics
- Mr. Kelvin King, Honors Public Speaking and Honors English
- Ms. Vyavuka Masi Masi, Honors English and Honors Literature
- Mr. Shelly Millender, III, Honors Critical Reading
- Ms. Teheitha Taylor Murray, Honors Computer Science
- Dr. Ann Swanberg, Honors English and Critical Reading
- Dr. Shawanda Thomas, Honors Mathematics
- Ms. Venita Tubbs, Honors Psychology
- Mr. Gregory Wilson, Honors History
- Dr. Tracey Wilson, Honors Biology

\*Faculty listing subject to change as new faculty join the Honors College team.

## HONORS COLLEGE PERSONNEL

### **Director**

Weymon Holloway

(205)929-3454

[wholloway@lawsonstate.edu](mailto:wholloway@lawsonstate.edu)

### **Co-Director**

Shawanda Thomas, Ph.D.

(205) 929-3443

[sthomas@lawsonstate.edu](mailto:sthomas@lawsonstate.edu)

### **Honors College Email Address**

[honorscollege@lawsonstate.edu](mailto:honorscollege@lawsonstate.edu)

If a student has not received an invitation and has a strong interest in the Honors College, please contact us (via email) for consideration.





All colleges shall comply with federal regulations relative to refund of tuition and other institutional charges for Title IV financial aid recipients as described in the Office of Student Financial Services Policy Manual.

These regulations govern aid-received from the Pell Grant, FSEOG, and FFEL programs. Funds received from the Federal Work-Study Program are not subject to the regulations. The concept of “earned” and “unearned” federal financial aid is at the heart of the regulations. A student earns his or her financial aid award in proportion to the number of days in the term completed prior to the student’s complete withdrawal.

The percentage of enrollment time completed at LSCC determines the percentage of “earned” aid. When a student completely withdraws from LSCC prior to completing 60% of any given term, a portion of the Title IV financial aid grant funds received (excluding federal work-study wages) is considered to be an overpayment and must be returned to those federal aid programs. When a student completely withdraws from LSCC prior to completing 60% of a term, he or she will be required to repay a portion of the unearned and received funds. The student’s repayment will not exceed more than half of the grant monies originally received, and each student who owes a repayment will be notified in writing of the requirement to repay Title IV funds. The student will then have 45 days to repay or to make satisfactory arrangements to repay the funds. The failure of a student to repay unearned Title IV funds or make satisfactory arrangements within the 45-day period will be reported to the National Student Loan Database System (NSLDS). This action will result in the termination of eligibility for federal financial aid at any institution, not just LSCC.

#### **REFUND FOR ALABAMA NATIONAL GUARD AND RESERVISTS CALLED TO ACTIVE DUTY**

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal, if such student is unable to complete the term due to active duty orders or assignment to another location.



# Tuition and Fees Schedule

## Effective: Fall Term 2015-2016

**Room/Board/ Meals:** Fall/Spring Semester \$2,380.00 per term  
Summer Semester \$1,150.00 per term

**Tuition:** \$ 116 per semester hour  
**Fees:** \$ 9 per semester hour for Facilities Renewal Fee  
\$ 9 per semester hour for Technology Fee  
\$ 10 per semester hour for Special Building Fee  
\$ 10 per term for Student Insurance

Semester Credit Hours	Tuition	Facility Renewal	Technology	Special Building	Insurance	Total
1	\$116.00	\$9.00	\$9.00	\$10.00	\$10.00	\$154.00
2	\$232.00	\$18.00	\$18.00	\$20.00	\$10.00	\$298.00
3	\$348.00	\$27.00	\$27.00	\$30.00	\$10.00	\$442.00
4	\$464.00	\$36.00	\$36.00	\$40.00	\$10.00	\$586.00
5	\$580.00	\$45.00	\$45.00	\$50.00	\$10.00	\$730.00
6	\$696.00	\$54.00	\$54.00	\$60.00	\$10.00	\$874.00
7	\$812.00	\$63.00	\$63.00	\$70.00	\$10.00	\$1,018.00
8	\$928.00	\$72.00	\$72.00	\$80.00	\$10.00	\$1,162.00
9	\$1,044.00	\$81.00	\$81.00	\$90.00	\$10.00	\$1,306.00
10	\$1,160.00	\$90.00	\$90.00	\$100.00	\$10.00	\$1,450.00
11	\$1,276.00	\$99.00	\$99.00	\$110.00	\$10.00	\$1,594.00
12	\$1,392.00	\$108.00	\$108.00	\$120.00	\$10.00	\$1,738.00
13	\$1,508.00	\$117.00	\$117.00	\$130.00	\$10.00	\$1,882.00
14	\$1,624.00	\$126.00	\$126.00	\$140.00	\$10.00	\$2,026.00
15	\$1,740.00	\$135.00	\$135.00	\$150.00	\$10.00	\$2,170.00
16	\$1,856.00	\$144.00	\$144.00	\$160.00	\$10.00	\$2,314.00
17	\$1,972.00	\$153.00	\$153.00	\$170.00	\$10.00	\$2,458.00
18	\$2,088.00	\$162.00	\$162.00	\$180.00	\$10.00	\$2,602.00
19	\$2,204.00	\$171.00	\$171.00	\$190.00	\$10.00	\$2,746.00
20	\$2,320.00	\$180.00	\$180.00	\$200.00	\$10.00	\$2,890.00
21	\$2,436.00	\$189.00	\$189.00	\$210.00	\$10.00	\$3,034.00
22	\$2,552.00	\$198.00	\$198.00	\$220.00	\$10.00	\$3,178.00
23	\$2,668.00	\$207.00	\$207.00	\$230.00	\$10.00	\$3,322.00
24	\$2,784.00	\$216.00	\$216.00	\$240.00	\$10.00	\$3,466.00
25	\$2,900.00	\$225.00	\$225.00	\$250.00	\$10.00	\$3,610.00

**\*Tuition and Fees are Subject to Change without Notice**

**\*\*\*\* Full Time (12 credit hours or more)  
\$25.00 Late Registration Fee for any returning student who fails to take advantage of the pre-registration process.**

Out-of-State Residents shall be charged 2.00 times the above Basic Tuition rates; Fees will remain the same per credit hour.



**TO ENSURE PROPER SET LOADING:**

• Load tubing from bottom to top.

• Entire chamber is pulled back in tubing guide channel.

• After starting infusion, watch drip chamber for at least 10 drops.

**Baxter**  
Flo-Safe® 6201  
100% LATEX FREE INFUSION PUMP

**WARNING**  
Flo-Safe® 6201  
Infusion Set  
Read Carefully: Before using this  
device, please read the following  
instructions. This device is not for  
use on patients with  
known or suspected  
allergies to latex. Do not use if  
the device is damaged.  
NFS contains natural latex  
in various parts. The natural  
rubber latex is a potential  
allergen. Patients with  
allergy to natural rubber latex  
may have an allergic reaction  
to this device. If you are  
allergic to natural rubber latex,  
do not use this device. If you  
are allergic to natural rubber  
latex, please inform your  
health care provider.

# LIVING LEARNING RESIDENTIAL FACILITY



- 120 Units — Co-Ed Residence
- Fully furnished rooms with twin beds, desks, wardrobes, dressers and private bath
- High-speed internet connections
- Satellite television access and optional local phone service
- ADA Compliance
- Convenient and accessible  
Birmingham East Campus



For more information and to request a housing application, contact:

**Living Learning Residential Facility  
Lawson State Community College**

3060 Wilson Road  
Birmingham, AL 35221  
(205) 929-6493

residencehall@lawsonstate.edu  
[www.lawsonstate.edu](http://www.lawsonstate.edu)

Experience the excitement through the virtual tour at [www.lawsonstate.edu](http://www.lawsonstate.edu)

# Registration Guidebook 2015-2016



## IMPORTANT TELEPHONE NUMBERS

<b>LAWSON STATE COMMUNITY COLLEGE</b>	<b>925-2515</b>		
Academic Dean	929-6357	College Transfer Programs	929-6348
Admission and Records	929-6309	Counseling Services	929-6383
Admissions Office-Bessemer Campus	929-3414	Dean of Students	929-3510
Records Office-Bessemer Campus	929-3410	Dual Enrollment Program	929-6348
Adult Education/GED Programs		Housing	929-6352
Bessemer Campus	929-3501	Humanities	929-2065
Birmingham Campus	929-6476	Career Services	929-3514
Alabama Center for Automotive Excellence	929-3483	Library Services	929-6333
Athletics	929-6389	LSCC Police	925-3587
Associate Dean – Liberal Arts/College Transfer	929-6348	Manufacturing and Engineering	929-3451
Assistant Dean of Career Technical	929-6442	Mathematics and Science	929-6348
Associate Dean of Health Professions	929-6437	Student Activities/Student Government	929-2072
Bookstore	929-6310	Social Sciences	929-6382
Business Affairs	929-6334	Student Financial Services	929-6380
Associate Dean of Business		Student Life	929-3423
and Information Technologies	929-6306	Student Recruitment	929-6352
Campus Tours	929-3412		929-6392
Career Technical Programs	929-3433	Student Support Services	929-6421
		Bessemer Campus	929-3412
		Birmingham Campus	929-3518
			929-6397



**Bessemer Campus**  
 (Exit 108 off Interstate 20/59)  
 1100 - 9th Avenue SW  
 Bessemer, Alabama 35022

Scan the QR-Code with your  
 smartphone  
 for instant access.

**Birmingham Campus**  
 3060 Wilson Road, SW  
 Birmingham, Alabama 35221

Visit our web site at [www.lawsonstate.edu](http://www.lawsonstate.edu)