

FREQUENTLY ASKED QUESTIONS

What are the hours of operation for the College?

Student Services

Andalusia and MacArthur Campuses

Monday- Thursday – 7:30 a.m. – 5:30 p.m

Friday – 8:00 a.m. – Noon

Greenville Campus

Monday – Thursday – 8:00 a.m.– 6:00 p.m

Friday – 8:00 a.m. – Noon

Business Office

Andalusia and MacArthur Campuses

Monday- Thursday - 7:30 a.m. – 5:00 p.m

Friday – 7:30 a.m. – Noon

Greenville Campus

Monday-Thursday - 8:00 a.m. – 6:00 p.m

Friday – 8:00 a.m. – Noon

Luverne Center

Monday – Thursday – 7:30 a.m. – 5:30 p.m

Friday – 8:00 a.m. – Noon

Library

Andalusia Campus

Monday- Thursday - 7:45 a.m. – 8:00 p.m

Friday – 8:00 a.m. – Noon

Greenville Campus

Monday- Thursday - 7:45 a.m. – 5:15 p.m

Friday – 8:00 a.m. – Noon

MacArthur Campus

Monday- Thursday - 8:00 a.m. – 6:00 p.m

Friday – 8:00 a.m. – Noon

What is the College's contact information?

Andalusia Campus

1000 Dannelly Blvd.

Andalusia, AL 36420

Greenville Campus

750 Greenville By-Pass

Greenville, AL 36037

Phone: 334-222-6591
Fax: 334-881-2300

Phone: 334-382-2133
Fax: 334-382-2215

Luverne Center
P. O. Box 55
Luverne, AL 36049
Phone: 334-335-2187
Fax: 334-335-2057

MacArthur Campus
1708 North Main Street
P.O. Box 910
Opp, AL 36467
Phone: 334-493-3573
Fax: 334-493-7003

How do I become a student? How do I apply?

Complete the Application for Admission. Applications are available in the Office of Student Services or they can be printed from our website under the Admissions link at www.lbwcc.edu. Apply early to allow time for processing. The application process is outlined on our website http://www.lbwcc.edu/admissions/admission_requirements.aspx

What types of financial aid are available?

The following financial aid is available to students who qualify: Federal Pell Grant, Federal Supplemental Opportunity Grant (FSEOG), Alabama Student Assistance Program (ASAP), Foundation Scholarships, Institutional Scholarships which include Presidential, Performing Arts (Art, Drama, Music), and Athletics (Women and Men's Basketball, Softball and Baseball). For more information please visit http://www.lbwcc.edu/financial_aid.aspx.

How do I apply for the Pell Grant?

You must complete the Free Application for Federal Student Aid at www.fafsa.gov and list LBWCC's school code **008988** as the school you plan to attend.

How do I apply for scholarships?

Each year the College offers a number of scholarships and tuition waivers to qualified students in various areas, including, but not limited to, academics, athletics, career technical, performing arts, and service.

Scholarships through the Lurleen B. Wallace Community College Foundation and the MacArthur State Technical College Foundation are also available.

Scholarships/waivers are awarded for one year and must be used beginning the fall semester of the year awarded. Students may be eligible for renewal of their scholarship for the second year based on the continuation policy for their scholarship/waiver.

The 2011-2012 LBWCC Institutional Scholarship Application will be available for download as of January 10, 2011. Please visit our scholarship page at http://www.lbwcc.edu/financial_aid/scholarships.aspx for more information.

Is there on-campus housing available?

The College does not have on-campus housing; however, housing is often available within walking distance of some of our campuses in the form of apartment rentals or small houses for rent. In certain areas, income-based apartment housing is available.

How do I know if I need to take the COMPASS Placement test?

The COMPASS Placement test is required for all students unless exemption can be proven. Exemption can be one of the following: ACT test score (no more than three (3) years old) of 20 or higher in English, mathematics, and reading; SAT scores of 470 or higher in English, mathematics, and reading; transferable college credit as approved by the Director of Admissions and Records in English, mathematics, and reading.

Where do I go to take the COMPASS placement test?

The COMPASS Placement test is offered on all three campuses (Andalusia, Greenville, MacArthur) at various scheduled times throughout the year. Please check our testing schedule at http://www.lbwcc.edu/student_services/counseling_center/testing.aspx

Where do I go to purchase books and supplies?

You are welcome to go to any bookstore location, Andalusia Campus (Jeff Bishop Student Center), Greenville Campus (Student Services Building), MacArthur Campus (behind the Student Center) to purchase textbooks and supplies. Textbooks are sent to the Luverne Center (Main Office) upon request. It is best to purchase textbooks at the campus you will be attending, if possible.

For additional information:

Andalusia Campus	334-881-2276
Greenville Campus	334-383-3100
Luverne Center	334-335-2187
MacArthur Campus	334-493-5374

How do I schedule a campus tour?

Campus tours are available Monday – Thursday from 9:00 a.m. until 3:00 p.m. and on Friday’s from 8:30 until 10:30 a.m. Tours need to be scheduled in advance through the Director of Recruitment at 334-881-2282 or howen@lbwcc.edu. You can view a virtual tour of LBWCC online as well as schedule a campus tour by clicking [here](#).

How do I become involved in student clubs and organizations?

Student clubs and organizations offer you an opportunity to be involved in campus activities, to develop leadership skills, to build friendships, and to serve the school and the community. For a listing of clubs and organizations, please click on

http://www.lbwcc.edu/student_life/clubs_organizations.aspx For information contact Ms. Diaon Cook at 334-881-2256 or email dcook@lbwcc.edu

What if I want to work on campus?

The College participates in the Federal Work-Study Program. To apply for this program, you must be eligible to receive the Federal Pell Grant and must be enrolled as a full-time student. Eligible students may complete an application for work-study with the Office of Financial Aid.

How will I know what classes to take?

Your choice of classes is determined by your program of study. You can access your “degree plan” (a listing of required courses for your program of study) via the Student Information page. The STARS Guide is also used in academic transfer course selection. See <http://stars.troy.edu/stars/stars.htm> for public colleges and universities in Alabama. For the 2 to 4 Transfer Program see <http://www.accs.cc> click on Higher Ed Transfer for selected independent colleges and universities in Alabama

How do I know how many credit hours to take per semester?

To be considered a “full-time” student each semester, you must take twelve (12) credit hours. Some scholarships require you to enroll in fifteen (15) credit hours per semester. Financial Aid (Pell Grant) recipients may be full-time or part-time students; however, part-time funds are prorated according to the number of semester hours taken per semester. You should refer to your degree plan for the number of hours required to complete your program of study.

What is the difference between the regular semester and a mini-term?

A regular semester lasts for approximately fifteen (15) to sixteen (16) weeks during the fall and spring semesters; summer semester is approximately ten (10) weeks. A mini-term is for a shorter period of time, typically seven (7) to eight (8) weeks during fall and spring terms, and is approximately five (5) weeks during the summer term.

How do I know who my advisor is?

Upon admission to LBWCC, you will be assigned an advisor according to your desired program of study. Your advisor is available to you throughout your program of study to help you insure that you are taking the necessary coursework required to complete all requirements for your degree or certificate program.

What is my USER ID and PIN for registering online?

Your USER ID is your student identification number and PIN is your six-digit birthdate (mmddy), unless you have previously changed your PIN number. See the Office of Student Services for assistance.

How do I register online?

On-line registration is available after you have been authorized by your advisor. This authorization usually is completed during your first semester of enrollment at Orientation or by your advisor. After being authorized, you may access the on-line registration through the STUDENT INFORMATION CENTER. Follow the instructions to register as given. http://www.lbwcc.edu/student_services/admissions/student_info_center.aspx

Do I have to be cleared (authorized) to register on-line before each semester?

You cannot register on-line for your first semester; however, you are automatically authorized when you attend Orientation. You may also be authorized by your advisor if Orientation is not required for your program of study. This authorization remains valid for additional semesters unless you change your degree plan; you are placed on academic probation or suspension; or you do not complete the on-line authorization form with your advisor.

How do I drop a class?

You can make a change in your class schedule during the **DROP/ADD** period which is three (3) days following the day of registration. If payment of tuition and fees has been completed, then you must see your advisor for approval.

After the DROP/ADD period is completed and you want to withdraw from a class or all classes, then you must complete a **Withdrawal Form** which can be obtained from the Office of Student Services or your advisor. You must obtain all required signatures and you must submit the Withdrawal Form to the Office of Student Services for processing by the withdrawal deadline. The withdrawal deadline for each semester can be found in the Academic Calendar on the Current Students page http://www.lbwcc.edu/student_services/current_students.aspx

How do I access my grades online?


You may access your grades by logging in to the on-line STUDENT INFORMATION CENTER http://www.lbwcc.edu/student_services/admissions/student_info_center.aspx

Once you have logged in, click on *My Mid-Term Grades* or for final grades, click on *View My Grades*.

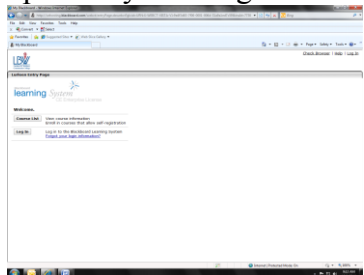
How do I login to Blackboard to access my online classes?

To access the Blackboard, go to the LBWCC home page at www.lbwcc.edu.

Once you are on the LBWCC site, look below the left hand navigation menu and click on

the Blackboard icon.  Blackboard
Once you click on the icon, a new page will open for you to login to Blackboard.

Once you click on the icon, a new page will open for you to login to Blackboard. From here you will click “Log In”



On the next page, you will enter your user name and password. Your user name will be the first letter of your first name, followed by your last name and the last four digits of your Social Security number. Type your user name and password with no spaces and **all lowercase** (15 character maximum). The password will be the same as the user name that you entered above.

Example: James King Social Security number: 403-19-4116

User name: jking4116

Password: jking4116

Once you are logged in, you will see the name of your class; click on it and proceed to the class site.

Do I need a library card?

Yes, you will need a library card to check out your materials from the Library. You may use your student ID card. When you visit the Library for the first time, please present your student ID card and a barcode will be added to the back of the card so that you may check out books. You are allowed to check out ten items for a period of 28 days.

Where do I go if I need to use a computer?

Computer labs are available on each of our college locations and are open during the following times:

Andalusia Campus

Monday- Thursday - 8:00 a.m. – 5:00 p.m

Friday – 8:00 a.m. – Noon

Greenville Campus

Monday- Thursday - 8:00 a.m. – 6:00 p.m

Friday – 8:00 a.m. – Noon

MacArthur Campus

Monday- Thursday - 8:00 a.m. – 5:00 p.m

Friday – 8:00 a.m. – Noon

Luverne Center

Monday- Thursday - 8:00 a.m. – 5:00 p.m

Friday – 8:00 a.m. – Noon

How do I request an official transcript?

You may submit a request on-line for your official LBWCC transcript. Log in to the STUDENT INFORMATION CENTER

http://www.lbwcc.edu/student_services/admissions/student_info_center.aspx

and click on Transcript Request; or

You may visit the Office of Student Services on any campus and complete a Request of Academic Transcript of Record form; or

If you are not near a campus, you may write a brief letter which includes your full name, any other name under which your records may be listed, your date of birth, and the address to where the transcript is to be mailed, and your signature. This letter should be mailed to Office of Student Records, LBWCC, P.O. Box 1418, Andalusia, AL 36420 or your request may be faxed to 334-881-2201.

How do I access my unofficial transcript?

You may view or print your unofficial transcript.

Log in to the STUDENT INFORMATION CENTER

http://www.lbwcc.edu/student_services/admissions/student_info_center.aspx

Click on Unofficial Transcript

When do I need to get a parking permit and how do I obtain one?

All students are required to have a Lurleen B. Wallace Community College Parking Decal placed in the lower left rear window of all vehicles on campus. These decals can be obtained from the Business Office.

Do I have to attend Orientation?

Yes, all students enrolled in the Associate in Arts, the Associate in Science, or the

Associate in Applied Science degree programs as well as technical certificate programs longer than twenty-nine credit hours are required to complete The LBW Community College Experience Orientation course during the first semester of enrollment. This is a required part of your academic career at LBWCC, and is designed to give you a “jump start” in obtaining information about the programs and services at the College.

Our LBWCC Experience program is twofold; a half-day orientation for new students on our college campus, and an online orientation course. This course is also a one-credit-hour transferable course.

Where can get a College Catalog and Student Handbook?

You can access our current College Catalog and Student Handbook on the www.lbwcc.edu website. CDs of this catalog and handbook are also available in the Office of Student Services on each campus.