

# Distance Learning Student Guide

Spring 2022





## BEFORE THE FIRST DAY OF CLASS

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### Complete Admissions File

Admissions 601-857-3212

 [www.hindscc.edu/admissions](http://www.hindscc.edu/admissions)

### Take care of all Financial Obligations

Financial Aid 601-857-3223

Business Office 601-857-3205

### Complete BOSS program to prepare for online classes

 [hindscc.instructure.com/courses/55365](http://hindscc.instructure.com/courses/55365)

### Get your textbooks

Starting 30 days (one month) before classes start, you will receive an email from the bookstore asking you to select your delivery preference for your textbooks (in-store pickup or shipped directly to you).

Some courses will utilize an eBook and/or online resources, and the cost is included as part of your fee for the course.

 [www.hindscc.edu/maroon-book-bundle](http://www.hindscc.edu/maroon-book-bundle)

*(Link will be available one week before classes begin)*

### Access your Hinds email account

 [my.hindscc.edu](http://my.hindscc.edu)

It is important to check your official Hinds email address multiple times a week, as the college and your instructors will often times send you important messages only to this email address.

*(This is different than your Canvas Inbox)*



## CANVAS LOGIN INFORMATION

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### *Accessing Your Courses*

 [hindscc.instructure.com](https://hindscc.instructure.com)

### *Username*

Your HindsNet username will be the first initial of your last name, followed by your full Hinds ID number.

### *Password*

Your initial password is your first and last initials (capitalized) + six digit date of birth + the \$ sign.

### *For Example:*

John Smith (Hinds ID number 1234567), who was born on Dec 25, 1990, would use the following login information:

**Username:** S1234567  
**Password:** JS122590\$

Once logged in to your Canvas site, go to Courses near the top of the screen to access your courses.



## HELPFUL HINTS

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### *Tutoring*

NetTutor is a free 24/7 live virtual tutor. You can find NetTutor located in the menu buttons on the left navigation menu in each of your courses.

You can also access On Campus tutoring on any of the Hinds Community College campuses. For more information, use the link below:

 [www.hindscc.edu/student-services](http://www.hindscc.edu/student-services)



Help Desk  
**601-857-3344**



Canvas Technical Assistance  
**1-855-305-2755**



## IMPORTANT INFORMATION

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### ***Proctored Tests***

Students in online classes are required to take proctored exams in each class. The number of proctored exams varies for each class. All proctored exams must be taken at an approved proctoring site. For more information, visit:

 [www.hindsc.edu/online/proctored-testing](http://www.hindsc.edu/online/proctored-testing)

### ***Withdrawal Information***

Students may begin withdrawing from an online course after the add/drop period ends. See below under important dates area for add/drop dates.

**Please note that the last day to withdraw from online classes is different than traditional classes. See the Important Dates area below for the last day to withdraw.**

### ***Textbooks***




To see what textbook will be used for your online course(s), please click on the link below. Students will need to choose the course prefix, the course number and the course section in the dropdown menus. Your course schedule will provide the needed information for the dropdown menus.

 [hindsc.bncollege.com/shop/hinds-community-college-raymond-rankin-utica/page/find-textbooks](http://hindsc.bncollege.com/shop/hinds-community-college-raymond-rankin-utica/page/find-textbooks)



## MINIMUM REQUIREMENTS FOR ONLINE COURSES

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-  Students must own or have permanent access to a computer with a consistent internet connection. Maintaining internet access is the student's responsibility.
-  Students must activate and use their Hinds email for college related communications
-  Basic Computer Skills



## IMPORTANT DATES FOR ONLINE CLASSES

Description	Spring - Full	1 <sup>st</sup> 8 Wks	2 <sup>nd</sup> 8 Wks
First Day of Class	01/18	01/18	03/14
Add/Drop	01/18 & 01/19	01/18 & 01/19	03/14 & 03/15
Last Day to Withdraw	04/01	02/25	04/22
Last Day of Classes	04/29	03/11	05/06

4 Week Terms	Jan	Feb	March	April
First Day of Class	01/18	02/14	03/14	04/11
Add/Drop	01/18	02/14	03/14	04/11
Last Day to Withdraw	02/04	03/04	04/01	04/29
Last Day of Classes	02/11	03/11	04/08	05/06

\*The above dates may be different than your traditional classes.



## FINANCIAL AID

Federal Student Aid can only pay for classes that count toward your degree or certificate. Your program of study can be found by going to your My.Hinds account, clicking on Students, Academic Profile and then My Profile.

Courses required by your program of study can be found by going to the catalog and then program of study on the Hinds website.



[catalog.hindscc.edu](http://catalog.hindscc.edu)

## FEES DEADLINES

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Term	Date	For More Information
Spring Full Term	01/01	Financial Aid: 601-857-3223
Spring 1 <sup>st</sup> 8 Wks	01/01	Business Office: 601-857-3205
Spring 2 <sup>nd</sup> 8 Wks	03/01	
Jan. 4 Wk	01/01	
Feb. 4 Wk	01/01	
March 4 Wk	03/01	
April 4 Wk	03/01	

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*\*If you are enrolled in multiple terms, all of your fees are due in the month your first class starts.*



**eLearning / Distance Learning**  
McLendon Library eLearning Center, Raymond Campus  
601-857-3834  
[distancelearning@hindsc.edu](mailto:distancelearning@hindsc.edu)

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In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following have been designated to handle inquiries regarding these policies: EEOC Compliance: Sherry Bellmon, Vice President of Instruction/Career and Technical Education, Box 1003, Utica, MS 39175; Phone: 601.885.7002 or Email: [EEOC@hindsc.edu](mailto:EEOC@hindsc.edu). Title IX: DeAndre House, Associate Vice President Student Services, Title IX Coordinator, Box 1100 Raymond MS 39154; Phone: 601.857.3353 or Email: [TitleIX@hindsc.edu](mailto:TitleIX@hindsc.edu).