

# Distance Learning Student Guide

FALL 2024





## **BEFORE THE FIRST DAY OF CLASS**

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### **Complete Admissions File**

District Admissions 601.857.3212

 <http://www.hindsc.edu/admissions/>

### **Take care of all Financial Obligations**

District Financial Aid 601.857.3223

District Business Office 601.857.3205

### **Complete BOSS program to prepare for online classes**

 <https://hindsc.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.

 <https://www.hindsc.edu/maroon-book-bundle>

*(Please make sure you check your Hinds email)*

### **Set up your Hinds email account**

 MyHinds Bridge: <http://my.hindsc.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 LOG-IN INFORMATION

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### Accessing Your Courses

Go to: <http://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) + full date of birth (ex: 01011970) + the \$ sign.

### *For Example:*

John Smith (Hinds ID number 1234567), who was born on Jan 1, 1970, would use the following login information:

***Username:*** S1234567

***Password:*** JS0101970\$

Once logged in to your Canvas site, go to Courses on the left side of the screen to access your courses.



## HELPFUL HINTS

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### **Tutoring**

Brainfuse is a free 24/7 live virtual tutor. You can find Brainfuse 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:

 <https://www.hindscc.edu/offices>



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:

 <https://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. Please see the Important Dates area 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.

 <https://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	Fall-Full	1 <sup>st</sup> 8 wks		2 <sup>nd</sup> 8 wks
First Day of Class	08/26	08/26		10/21
Add/Drop	08/26 & 27	08/26 & 27		10/21 & 22
Last Day to Withdraw	11/08	10/04		11/29
Last Day of Classes	12/06	10/18		12/13
4 Week Terms	August	September	October	November
First Day of Class	08/26	09/23	10/21	11/18
Add/Drop	08/26	09/23	10/21	11/18
Last Day to Withdraw	09/13	10/11	11/08	12/06
Last Day of Classes	09/20	10/18	11/15	12/13

**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.

 <http://catalog.hindscc.edu/>

## FEES DEADLINES

Term	Date	For More Information
Fall Full Term	08/01	Financial Aid: <b>601.857.3223</b>
Fall 1 <sup>st</sup> 8 Weeks	08/01	Business Office: <b>601.857.3205</b>
Fall 2 <sup>nd</sup> 8 Weeks	10/01	
August 4 Week	08/01	If you are enrolled in multiple terms, all of your fees are due in the month your first class starts.
September 4 Week	08/01	
October 4 Week	10/01	
November 4 week	10/01	



**eLearning / Distance Learning**

**McLendon Library eLearning Center, Raymond Campus**

**601.857.3834**

**[distancelearning@hindscc.edu](mailto:distancelearning@hindscc.edu)**

Notice of Non-discrimination Statement:

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. We recognize our responsibility to provide an open and welcoming environment that fosters a culture of diversity, equity, and inclusion for employees and students to collaboratively learn, work and serve our communities.

EEOC Compliance: Director of Diversity, Equity and Inclusion

Box 1100 Raymond MS 39154; Phone: 601-857-3458 or Email: [EEOC@hindscc.edu](mailto:EEOC@hindscc.edu)

Title IX: Associate Vice President Student Services, Title IX Coordinator

Box 1100 Raymond MS 39154; Phone: 601-857-3353 or Email: [TitleIX@hindscc.edu](mailto:TitleIX@hindscc.edu)