

# Distance Learning Student Guide

Spring '16





## BEFORE THE FIRST DAY OF CLASS

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### Complete Admissions File

District Admissions 601.857.3212

 <http://www.hindscc.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://hindscc.instructure.com/courses/55365>

### Get your textbooks

Starting Jan 4<sup>th</sup>, you can purchase your textbooks from the online bookstore.

Some courses will utilize an eBook and/or online resources, and the cost is included as part of your fee for the course. To check to see if the course you registered for is using an eBook, please check your MSVCC Student Profile.

 [www.hindscc.edu/forms/distancelearning/bookorder.aspx](http://www.hindscc.edu/forms/distancelearning/bookorder.aspx)

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

### Set up you Hinds email account

 MyHinds Bridge: <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 you Canvas Inbox)*



## CANVAS LOG-IN INFORMATION

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### *Accessing Your Courses*

 Go to: <http://hindscs.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 Jan 1, 1970, would use the following login information:

**Username:** S1234567

**Password:** JS010170\$

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:



[http://www.hindscc.edu/offices/student\\_services/learning-assisting-center/index#gsc.tab=0](http://www.hindscc.edu/offices/student_services/learning-assisting-center/index#gsc.tab=0)



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 at least two proctored exams in each class. All proctored exams must be taken at an approved proctoring site. For more information, visit:

 [https://www.hindscc.edu/Assets/Documents/elearning/proctored\\_test\\_info.pdf](https://www.hindscc.edu/Assets/Documents/elearning/proctored_test_info.pdf)

### ***Withdrawal Information***

Students may begin withdrawing from an online course on the third day of class (after the add/drop period).

Please note that the last day to withdraw from online classes is different than traditional classes.

### ***Student Profile***

Once registered, all students in online classes should be able to view the Student Profile at:




 <https://sbcjweb.sbcjc.cc.ms.us/ET/SelfService/Signin.aspx>

This will provide course, instructor, and textbook information for your online classes.



## 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	01/19	01/19	03/14
Add/Drop	01/19 & 20	01/19 & 20	03/14 & 15
Last Day to Withdraw	04/1	02/26	04/22
Last Day of Classes	04/29	03/11	05/6

\*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/content.php?catoid=8&navoid=222>

## FEES DEADLINES

Term	Date	For More Information
Spring Full	01/5	Financial Aid: <b>601.857.3223</b>
Spring 1 <sup>st</sup> 8 Weeks	01/5	Business Office: <b>601.857.3205</b>
Spring 2 <sup>nd</sup> 8 Weeks	03/4	

The great aim of education  
is not knowledge but  
action.

*~Herbert Spencer*



**eLearning / Distance Learning**

McLendon Library Media Center, Raymond Campus

601.857.3834

[distancelearning@hindsc.edu](mailto:distancelearning@hindsc.edu)

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Non-Discrimination Policy: 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 programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Debra Mays-Jackson, Vice President for Administrative Services, 34175 Hwy 18, Utica, MS 39175; 601.885.7002