



Hinds Community College 2010 Spring Distance Learning Student Guide

Important Dates

The Mississippi Virtual Community Colleges follow a set calendar each semester. The dates may be different than your traditional classes. Please pay close attention to the final withdrawal dates. After this date has passed, you must remain in the class. Please record the following dates in a place that you will see all semester. All times for these deadlines vary according to the campus where you complete the process.



Description	Spring 2010
First Day of Class	January 18
Add/Drop Period	January 19-20
Last Day to Withdraw from MSVCC Classes	April 2
Classes End	April 30
Grades Due from Instructors	May 3

Hinds Distance Learning Web Page

Please visit the Hinds Distance Learning website at www.hindscc.edu/Departments/distance_learning. This site will be a great resource for you during your online experience. This site includes detailed information about many of the topics discussed in this document. You are encouraged to complete the READI assessment prior to classes beginning. The Distance Learning website will also give you a link to the online classes offered through Hinds Community College. Each class will link to instructor contact and textbook information for the course.

Distance Learning Contact Information

You may contact the Distance Learning department Monday through Friday from 8:00 a.m. – 4:30 p.m. at **601-857-3834** or by email at distancelearning@hindscc.edu. Please have your course name, section number, and instructor information available prior to calling the department. Should you choose to leave a message or send an email, please include a clear but concise description of the issue, full name, social security number, course name, and section. You may contact your instructor at anytime. Most instructors prefer that you contact them by email. Instructor contact information can be found on your MSVCC class profile or by visiting your Blackboard course site and looking at Staff Information.

Email Addresses

Student email is provided through Hinds as a go.hindscc.edu account. **All students taking online courses through Hinds will be required to use this college email account for communication with instructors and college officials.** Information on the account is available under the Login tab on the Hinds website.

Proctored Tests

Students in online classes are required to take, and pass, at least one, up to four, proctored exams at an approved proctoring site. Each college that participates in the MSVCC consortium has at least one proctoring site. Those sites are listed under the MSVCC tab in Blackboard on the left menu. Registration information for each site is located there. Students must schedule an appointment within the time allowed by the instructor for taking the exam. It is suggested that students schedule as early as possible because locations fill up quickly. For scheduling at a Hinds location, students must schedule through the Proctored Test Registration System on the left menu in Bb at least 2 full days ahead of testing time. Students outside MS should contact the Distance Learning Office as soon as possible to make arrangements for proctored testing.

Course Withdrawal Information

Students may begin withdrawing from an online course after the first day of class. Students who withdraw from a course are still responsible for all financial obligations to the college. Hinds' students must go to their nearest campus Admissions office or Counseling office and request a withdrawal form. This form must be approved by the Admissions Office, signed by the student and submitted to the Distance Learning office by the close of business on the last day to withdraw. Students will not be allowed to withdraw from any online course once the deadline has passed. Distance Learning is not allowed to make any exceptions to this rule.

Fees

There is a Distance Learning Fee assessed for online courses. The charge is \$20 per semester hour taken via the MSVCC. For example, if you take two online courses that are 3 semester hours of credit each, you will be assessed a fee of \$20 times 6 hours, or a total distance learning fee of \$120. *This Distance Learning fee is in addition to the tuition and textbook charges.* The charge will automatically be calculated when you enroll in the online course and is covered by financial aid.

Student Minimum Competencies

1. Students must own or have permanent access to a computer with an Internet connection (see below).
2. Students must activate and use the go.hindscc.edu email account and understand the general use of email. Students must be able to attach a document to an email.
3. Students must have a compatible word processing application (Microsoft Word recommended).
4. Students must meet any technology related prerequisites that exist for the course they wish to take.
5. Students taking an online course for the first time must complete the READI orientation found at http://www.hindscc.edu/Departments/elearning/distance_learning/Online_Orientation.aspx.
6. In order to successfully complete an online course, each student must take **and pass** at least one proctored exam per course. Instructors may require more at their own discretion.

Computer Requirements

MSVCC students are required to own or have permanent access to a computer with an Internet connection. Students are welcome to use open computer labs throughout the Hinds district but should not use this as their sole resource. Instructors will not accept excuses in regard to computers or Internet service. For this reason you should complete assignments prior to the deadline and always have a backup computer plan. Minimum specifications for computers are listed below.

- **Operating System:** An IBM-compatible PC with Windows 2000 or later, XP or NT4 OR, a Macintosh with MacOS 8.6 or above
- **Processor Speed/Type:** PC, 400 MHz Pentium II or equivalent; MAC, 300 MHz PowerPC G33.
- **Monitor Resolution:** 800 x 600
- **CPU Memory:** 256 MB of RAM
- **Free Hard Disk Space:** 100 MB
- **Audio:** 16-bit sound card
- **Drives:** An external drive option (CD, jump drive, etc.)
- **Internet Connection:** High-speed preferred
- **Browser:** Mozilla Firefox 3.0 is the recommended browser. (Internet Explorer 8 and AOL's browsers are incompatible with many of the Blackboard functions. The use of these browsers to take courses with MSVCC is not recommended..)

Textbook Information

Most online classes require a textbook(s). Textbook information may be located by going to the Hinds Distance Learning site (www.hindscc.edu/Departments/distance_learning). Choose the Online Courses link, select the Course Offerings link on the left, choose the term, then locate your course. Click on the course hyperlink to view all of the information for the course. You should receive this Course Profile sheet when you register for classes which will list your textbook information. **You are STRONGLY encouraged to purchase all of your online textbooks through the Hinds Community College Distance Learning Bookstore at Raymond.** Many classes have bundled textbooks that include several packaged items. You may risk the purchasing the wrong textbook if you go through sites such as Amazon.com or other online sources.

Students may place an order for textbooks for Hinds Community College Distance Learning courses (not for traditional classes) by submitting an order form to the online bookstore in Raymond at the Distance Learning website noted above. This option is only available for students using financial aid or credit cards. Students who attend a campus other than Raymond can request their textbooks be sent to any Hinds campus bookstore location. There will be a NON-REFUNDABLE \$7.00 fee per order for books sent to another Hinds campus bookstore. Students will pay for books and shipping at that campus at the time of pick up. Please check each campus' hours of availability. Students may request to have their books shipped directly to them

using a Visa, Mastercard or financial aid. There will be a minimum \$15.00 shipping and handling fee. This charge could increase depending on the quantity and weight of books.

The Bookstore Will Begin Taking Textbook Purchases:

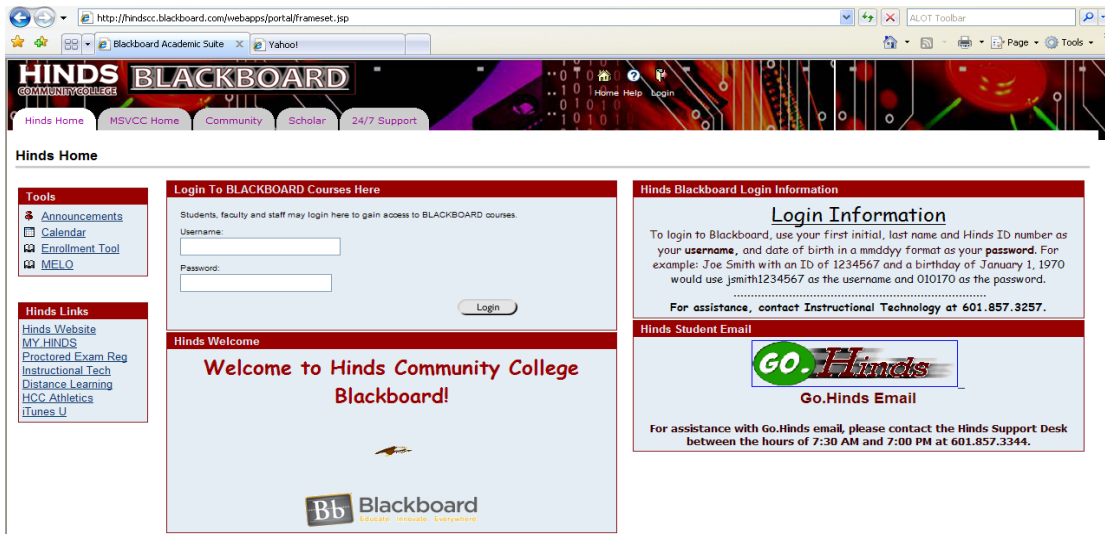
	Orders Via Website: (FA/Visa/Mastercard Only)	Walk-In Orders: (Cash & Credit Card)	Financial Aid Orders
Spring 2010:	January 6	January 6	January 11

All orders will be shipped as they are received and paid for. Financial Aid orders can be placed via the website but cannot be shipped until January 11.

Students must provide current student profile information including textbook ISBN, course number, section, and instructor. No orders will be taken without this information. Students must give a Hinds ID number and social security number when placing financial aid orders. All students MUST present a Hinds ID in order to make purchases using financial aid of any type. NO EXCEPTIONS.

Blackboard Login Information

Your online class will most likely be taught using a system called Blackboard. All class interaction will take place in the Blackboard course shell. You will not be able to enter the course site in Blackboard until the day classes begin. The directions below will assist you in entering your class for the first time.



USERNAME: _____ PASSWORD: _____

1. Connect to the Internet and go to <http://hindsgcc.blackboard.com>
2. At the Login box click the link to access the login interface.
3. You will now enter your username and password. Your username will be the first letter of your first name, your entire last name, and your 7-digit Hinds ID number. For example – John Doe would use jdoe1234567. This information should be in all lowercase. Your password is your birthday in a mmddyy format. For example – for January 1, 1999, you would enter 010199.
4. Click Login.
5. Once you have successfully logged in to your Blackboard site, click the Hinds-Student tab near the top of the screen to access your courses.

For students taking classes offered through the Desire2Learn platform and hosted by another institution, please go to <http://msvcc.desire2learn.com>. Use first initial, last name and last four digits of your social for both username and password.

If a student experiences difficulties using his browser, he should download Mozilla Firefox 3.0 and use it to access Bb. Firefox can be downloaded at <http://www.mozilla.com/en-US/firefox/ie.html> . Explorer 8 and AOL's browser are not recommended for use with Bb.

Student Profile

You can access your personal information about your online courses by clicking on the MSVCC tab in Blackboard and locating the module entitled **Your Student Profile**. This link will give you information about your course and textbooks. Additionally, you will use this link when you are asked to evaluate the course(s) you are taking. Please take a few minutes to ensure you know how to access the Student Profile. **Please note that the student ID numbers that are required to log in to this site are the last four digits of your HINDS' ID NUMBER. (THIS HAS CHANGED FROM FL09!)**

MSVCC Home Faculty-Home Courses Community MSVCC Enrollment Tool Hinds DL Hinds Webmail My.Hinds MELO System Admin

Student Profile Login

All information must be completed to access your student profile.

Enter your full name
First Name Last Name

Enter the last four digits of your student id. number
Student Identifier:

Select your HOST College
Select College: > Select a College...

Select the Semester you wish to gather profile
Select Semester: Spring

Helpful Reminders

- ✓ **Mozilla Firefox 3.0 is the suggested browser for Blackboard.**
- ✓ **Students are required to use their go.hinds email account. Instructions for activating the account are on the Hinds website under Online Services at the Quicklinks launch.**
- ✓ **Students may not be able to login to the *course site* until the first day of online classes.**
- ✓ **Students will NOT be allowed to withdraw from a Spring class after April 2, 2009.**
- ✓ **Make sure you order the correct textbook. Many of the books used for online classes are bundled packages. DO NOT throw any portion of the package away. Check both your instructor's syllabus and the Student Profile for ISBN numbers.**
- ✓ **Students order textbooks from the Hinds Distance Learning Bookstore at Raymond only by submitting an order form on the Distance Learning website. Textbooks cannot be returned once they have been opened.**
- ✓ ***Students must participate in class during the first week.* Instructors will submit students as a no-show if there is no activity or assignment participation at the beginning of class.**

For technical assistance 24 hours a day, 7 days a week, call 1-866-361-8969

Office of Civil Rights Compliance

Official Hinds CC Notice of Non-discrimination Statement:

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. George Barnes, Vice President for Administrative and Student Services, 34175 Hwy. 18, Utica, MS 39175; 601.885.7001.

Official Hinds CC Disability Support Services Statement:

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campuses to establish a plan for reasonable, appropriate classroom accommodations. For a full list of contact information for each Hinds campus, please visit <http://www.hindscc.edu/compliance/Default.aspx>.