



II

Admissions, Expenses, and Regulations

ADMISSION PROCEDURES

NOTE: Certain programs have additional requirements for admission. See specific outlines for each program of study and career course description. Requirements for admission to certain health related programs may be found under the Admission for Nursing and Allied Health Programs section. Veterans should see “Veterans Affairs.”

GENERAL ADMISSION INFORMATION

Hinds Community College does not discriminate in its admission of students on the basis of sex, race, color, national origin, or disability.

Hinds Community College subscribes to an “open door” policy in that all applicants having fulfilled admission requirements will be considered for acceptance to the College. Requirements for admission are not restrictive but may vary for individual programs. Therefore, admission to Hinds Community College does not necessarily mean admission to the program desired by the student. Although applicants for admission must satisfy the general admission requirements, the College reserves the right to accept or reject an applicant to a particular educational program.

The District Office of Admissions and Records is responsible for administering admission policies. All applicants are notified of their admission status as required documents are received in the District Office of Admissions and Records.

District Admissions and Records Office
Hinds Community College
PO Box 1100
Raymond, MS 39154-1100

ADMISSION REQUIREMENTS AND NOTES

- **All new and returning students** who did not attend Hinds Community College (HCC) during the last regular semester must submit a completed HCC Admission Application. (Admission Application is inserted in the middle of this catalog.)
- **Official Transcripts** are those transcripts that come directly from the high school, college, or GED office to the Admissions Office. These transcripts should be mailed or hand delivered in a sealed envelope and must not be stamped on the transcript “issued to student.” Official transcripts must bear the signature of the appropriate school official, the institution’s seal, and a graduation date if applicable. The District Admissions and Records Office staff will assist you with obtaining Mississippi GED transcripts.

Note: Transcripts from high schools, colleges or universities outside of the United States must be submitted to an evaluation service for evaluation and translation. If the student would like to have some of this credit applied to the degree at Hinds then the evaluation service will also need to provide course comparisons for the appropriate courses. The evaluation service is at the expense of the student and the evaluation service should mail the results directly to the District Admissions and Records Office at Hinds Community College. See College website for evaluation service contact information.

- **Official ACT/SAT Scores** are those scores that are supplied on the official transcript, supplied electronically by the testing company, or the original score results may be brought to the Admissions Office for copying by Admissions staff.
- **Admission note concerning: Completion of Admissions File**
All admission requirements must be completed for the Fall and Spring Semesters within 15 calendar days after the first official day of class and all admission requirements must be completed for the Summer Semesters within 10 calendar days after the first official day of class. If this requirement is not met, the student may be removed from all classes for that semester or eight-week term and will receive no refund of fees or tuition.
- **Admission note concerning: No Longer Existing Records**
When high school and/or college records NO LONGER EXIST for a student or after every effort has been made to obtain an official record, he/she may bring the ORIGINAL high school or college diploma to the District Registrar at the District Admissions Office on the Raymond Campus to determine if it will be acceptable in lieu of a transcript.
- **Admission note concerning: Housing and Financial Aid**
In order to live in a residence hall or receive financial aid a student must have completed all admissions requirements.
- **Admission note concerning: Orientation Courses**
Any student who begins at Hinds Fall 2007 or later must successfully complete LLS, RST or RSV 1312, Orientation, in order to meet graduation requirements. The course is designed to help students succeed in college life and to be financially responsible citizens. Course cost is \$75 per term enrolled. Students who stop attending class or do not properly withdraw are subject to receiving a grade of “F” for non-attendance.

• **Admission note concerning: Developmental Courses**

As an open-door college, Hinds Community College admits some students who are not prepared for typical college work. Such students are required to complete the developmental courses to correct background deficiencies before advancing to college level work and will require additional time to complete an associate degree.

ADMISSION FOR ACADEMIC AND TECHNICAL STUDENTS

(Career program students see page 40 for ADMISSION FOR CAREER PROGRAM STUDENTS.)

1. BEGINNING FRESHMAN STUDENTS*

Beginning freshman students may be admitted on one of the following bases:

1. Graduated high school with a regular diploma.
2. Graduated high school with an Occupational diploma.
3. Earned a GED diploma.
4. Did not graduate high school but has one (1) unit less than the number of units required for high school graduation with their class. An official signed high school transcript must be submitted.

The following are required for beginning freshman students:

1. Submit an official high school transcript or submit an official GED transcript with passing scores.
2. Submit official ACT scores (typically on the high school transcript). Students who have no ACT on file at the time of his/her initial enrollment may substitute the Compass placement tests (English, mathematics, and reading) to satisfy the general admissions requirements of the College. (See Mandatory Placement Policy) This must be done prior to registering for classes. No specific ACT or Compass placement test score is required for admittance into the college, however, certain programs of study (majors) do have specific score requirements on the ACT for admission. High school students are highly encouraged to take the ACT while in high school.

The College will offer residual ACT test to those students who wish to register with ACT scores, but who have not taken the National ACT.

NOTE: Residual ACT scores are not transferable to other colleges, and Residual ACT scores from another college cannot be accepted at Hinds. Both the National and Residual ACT may be used to make application for HCC ACT scholarships. Contact the Counseling Office at the location you plan to attend for further information on taking the test.

2. EARLY ADMISSION STUDENTS*

Early admission students may be admitted on the following basis:

1. Must have completed a minimum of fourteen (14) core high school units and have a minimum composite ACT score of twenty-six (26).
2. Must have at least a 3.0 grade point average on a 4.0 scale on all high school courses as documented by an official high school transcript.
3. Must have an unconditional written recommendation from their high school principal and/or guidance counselor. The recommendation must declare that early admission to college is in the best educational interest of the student and that the student's age will not keep him/her from being a successful full time college student.

The following are required for early admission students:

1. Submit an official high school transcript.
2. Submit official ACT scores (typically on the high school transcript).
3. Letter of recommendation from their high school principal and/or guidance counselor.

Important: See Compass scores required to receive Federal Financial Aid in Financial Aid section entitled Ability to Benefit.

3. DUAL ENROLLED STUDENTS* (Students who will be enrolled in high school and taking college level courses simultaneously)

Dual enrolled students may be admitted on the following basis:

1. Must have completed at least ten (10) core high school units and must have taken the ACT, but no specific score is required. Students with less than ten (10) core high school units may be considered for dual enrollment admission if they have at least a thirty (30) composite ACT score. ACT sub scores are used to place students in the appropriate courses.
2. Must have an unconditional written recommendation from their high school principal or guidance counselor.

* **Review the ADMISSION REQUIREMENTS AND NOTES on page 37-38**

3. Must complete a new HCC admissions application once they have graduated high school if they plan to attend Hinds that following summer or fall semesters. They should then follow all the admissions requirements of a beginning freshman.

The following are required for dual enrolled students:

1. Submit an official high school transcript.
2. Submit official ACT scores (typically on the high school transcript).
3. Letter of recommendation from their high school principal and/or guidance counselor.

Dual enrolled students may also be eligible to receive dual credit from their respective high schools and earn credit toward high school graduation. Dual credit is available at Hinds Community College for high school students, but it is at the high school's discretion as to whether it will allow a student to receive dual credit toward high school graduation. Students interested in participating in this program need to contact their respective high school counselor prior to enrollment at Hinds.

NOTE: No financial aid is available for dual enrolled students.

4. HOME SCHOOLED STUDENTS*

Home schooled graduates will be considered for admission if they have completed the required number of high school units to graduate in their state of residence at the time of graduation. If there are specific courses required for high school graduation, the student must have satisfactorily completed these courses. An official transcript with a graduation date is required from a recognized home school agency and signed by an official of that agency or an official transcript signed by a parent must be submitted with a notarized sworn affidavit stating that the student's record is accurate and complete. Home schooled students must satisfy all other admission requirements pertaining to Academic, Technical, or Career programs of study.

5. RETURNING STUDENTS*

Former Hinds Community College students who did not attend HCC during the last regular semester (not including summer terms) must submit a new application for admission.

NOTE: Students who were enrolled under the Dual Enrollment Admissions Status must complete a new HCC admissions application once they have graduated high school if they plan to attend Hinds that following summer or fall semesters. They should then follow all the admissions requirements of a beginning freshman.

6. TRANSFER STUDENTS*

The following are required for transfer students:

1. Submit an official transcript from the last college attended that is **NOT** stamped "issued to student." The transcript must be from a state or regionally accredited college.
2. Submit official ACT scores if not on college transcript or if the transcript does not show successful completion of college level courses in English and Mathematics. Students who have not successfully completed college level courses in English and Mathematics are subject to mandatory placement and will be required to take placement tests if their ACT scores are not on file at HCC. Residual ACT test scores taken at another institution will not be accepted at Hinds.

Transfer students who were placed on suspension and are not eligible for immediate readmission to the last school they attended are not eligible for admission to HCC. Transfer students who were academically dismissed from the last school they attended, have sat out the required number of semesters and are eligible for immediate readmission, may be admitted to HCC on academic probation. Transfer students who were placed on academic probation after their last semester will be admitted to HCC on academic probation. Developmental courses cannot be transferred into Hinds Community College to meet graduation requirements but may be used for placement purposes.

7. TRANSIENT STUDENTS*

Transient students are defined as students who wish to attend a summer session at Hinds Community College and then re-enter the college last attended the next regular session.

The following are required for transient students:

1. Submit an official transcript from a state or regionally accredited college.
2. Submit official ACT scores. If not on college transcript or if the transcript does not show successful completion of college level courses in English and Mathematics. Students who have not successfully completed college level courses in English and Mathematics are subject to mandatory placement and will be required to take placement tests if their ACT scores are not on file at HCC. Residual ACT test scores taken at another institution will not be accepted at Hinds.

NOTE: Students should also secure permission from the dean of the school to which they will return to ensure that the earned credit from Hinds Community College will be accepted.

* Review the **ADMISSION REQUIREMENTS AND NOTES** on page 37-38

ADMISSION FOR CAREER PROGRAM STUDENTS

Career Program Students may be admitted on one of the following bases:

1. HIGH SCHOOL DIPLOMA, OCCUPATIONAL DIPLOMA OR GED GRADUATES*

The following are required of high school diploma, occupational diploma or GED graduates for Career Programs:

1. Submit an official high school transcript or submit an official GED transcript with passing scores.
2. Must interview with an advisor in their major field of study.
3. Minimum ACT score of 13 or take the Compass Placement Test with a minimum combined score of 57 before registering for classes. Some programs may require a higher Compass placement test score. Students should refer to their specific Career program in this catalog for requirements.

2. NON-HIGH SCHOOL GRADUATES AND NON-GED COMPLETERS*

The following are required of non-high school diploma and non-GED graduates for Career Programs:

1. Minimum ACT score of 13 or take the Compass Placement Test with a minimum combined score of 57 before registering for classes. Some programs may require a higher Compass placement test score. Students should refer to their specific Career program in this catalog for requirements.
2. Be at least 17 years of age.
3. Interview with an advisor in their major field of study.

NOTE: For non-high school diploma and non-GED graduates in Career Programs to be eligible to receive financial aid, a student's Compass placement test results must meet the minimum scores required for the "Ability to Benefit" Program. (See required scores in Financial Aid Ability to Benefit section.)

3. STUDENTS HOLDING AN ASSOCIATE'S DEGREE OR HIGHER*

The following are required of students holding an Associate's degree or higher for Career Programs:

1. May be admitted without the minimum Compass placement test scores. Career programs requiring higher TABE or Compass placement test scores than the general admissions requirements must be met.
2. Submit an official transcript.
3. Interview with an advisor in their major field of study.

4. APPLICANTS FOR BARBERING AND PRACTICAL NURSING*

The following are required of students applying for Barbering and Practical Nursing Career Programs in addition to the other admission items for Career program students:

1. Barbering students must make a specific score on the Compass placement test. Applicants should refer to the Barbering program requirements in this catalog for minimum scores for admission.
2. Practical Nursing students must make a specific score on the Compass placement test or make the required scores on the ACT. Applicants should refer to the section on Admission for Nursing and Allied Health Program requirements in this catalog for minimum scores for admission.

Important: See Compass placement test scores required to receive Federal Financial Aid in Financial Aid section entitled Ability to Benefit.

SENIOR CITIZEN ADMISSION*

Hinds offers free tuition to students sixty-five years of age or older. These students must complete an application, pay the registration fee, and purchase a parking decal. Senior citizen students must clear admission requirements if classes are taken for credit. If classes are audited, senior citizen students are not required to meet admission requirements. (See "Auditing a Course" section of this catalog.)

INTERNATIONAL STUDENT ADMISSION*

International students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of post-secondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, scores on the Compass placement test or ACT, and proof of financial responsibility.

Applicants, both freshman and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL). TOEFL scores must be no more than two (2) years old and must be verified. Information regarding this test may be obtained by writing to TOEFL, Educational Testing Service, Princeton, New Jersey 08540. A personal interview with the Foreign Student Advisor and satisfactory scores on Compass placement test may be substituted for TOEFL scores.

* Review the **ADMISSION REQUIREMENTS AND NOTES** on page 37-38

The following materials must be in the International Student Office AT LEAST 60 DAYS prior to the beginning of the semester in which admission is desired:

1. A completed and signed application for admission.
2. Certified, translated copies of all high school and/or college transcripts, mark sheets, and diplomas. Transcripts from Colleges or Universities outside of the United States must be submitted to an evaluation service for evaluation and translation. If the student would like to have some of this credit applied to the degree at Hinds then the evaluation service will also need to provide course comparisons for the appropriate courses. The evaluation service is at the expense of the student and the evaluation service should mail the results directly to the International Student Office at Hinds Community College. See College website for evaluation service contact information. No credit will be given for English Courses taken outside of the United States.
3. Official ACT, SAT, or scores on Compass placement test.
4. Affidavit of support.
5. TOEFL scores or personal interview.

International Student Office
PMB 10457 HCC
P.O. Box 1100
Raymond, MS 39154-1100

ADMISSION FOR NON-CREDIT STUDENTS

In addition to the customary degree or certificate-seeking routes, persons may take courses at Hinds Community College for personal enrichment, as students sponsored by employers or governmental groups, or for other such purposes. These courses are not for college credit and are known as Non-Credit Courses. Those seeking to enroll in non-credit courses must complete a non-credit enrollment form during the first class meeting so that a record can be established. No other admission requirements are necessary.

*** Review the ADMISSION REQUIREMENTS AND NOTES on page 37-38**

SCHOLASTIC RESTART POLICY

“Scholastic Restart” is a way for a student to have previously earned grades removed from consideration when computing the quality point average (except for federally funded financial aid eligibility) or when assessing graduation status at Hinds Community College. Before the student decides to participate in this program, he/she should be aware of the following requirements:

1. A completed Declaration of Scholastic Restart Form must be submitted to the Director of Admissions.
2. A student may not have enrolled in college for a minimum of two academic years (academic year includes fall semester, spring semester and summer terms) preceding the petition for re-enrollment under Scholastic Restart.
3. Scholastic Restart may be declared only one time.
4. All hours attempted during the student’s entire enrollment in the college will be considered when determining federally funded financial aid eligibility. This includes grades of “W.”
5. Scholastic Restart is honored at Hinds Community College and may not be recognized by other colleges/universities or employers. Students should check with their chosen transfer college/university or employer to determine their academic status upon completion of their studies at Hinds.
6. A re-entering student requesting Scholastic Restart may be provisionally approved but must complete a minimum of 12 semester hours with a quality point average of 2.5 (on a 4.0 scale) before being officially accepted into the program.
7. No grades will be removed from a student’s official transcript; however, notation will be made on the transcript as to the date that the student began attending under the Scholastic Restart policy. No scholastic work completed before the noted date will be considered when computing quality point average (except for federally funded financial aid eligibility) or determining graduation status at Hinds Community College.
8. The Director of Admissions is responsible for providing the necessary interpretations on questions not expressly answered in this policy.

ADMISSION FOR NURSING AND ALLIED HEALTH PROGRAMS

GENERAL ADMISSION INFORMATION

Applicants for Nursing and Allied Health Programs must meet all General Admission Requirements of the College. In addition to the general admission requirements, each program has health care related requirements and special program admission and progression requirements as listed below. All admission documents for nursing and allied health programs should be submitted to the Nursing Allied Health Center, except for Pharmacy Technology which is submitted to the Jackson-ATC Campus. Submitting information to other Hinds Community College locations will delay the processing of the applicant's file.

COMPUTER ACCESS – All students in nursing and allied health programs are required to have computer and internet access.

CORE PERFORMANCE STANDARDS

Students in nursing and allied health programs must meet core performance standards which have been identified as essential for progression and completion of the programs. The standards include critical thinking, interpersonal skills, communication skills, mobility, motor skills, hearing, visual, tactile, accountability and responsibility performance areas. Specific standards with essential activities/tasks for each program are provided on the program web sites (www.hindscc.edu). Students with a diagnosed disability who are unable to meet the standards are advised to contact the ADA counselor (601.376.4803).

HEALTH CARE RELATED REQUIREMENTS

Nursing and Allied Health students are required to adhere to the rules and regulations of the affiliating clinical agencies as well as Hinds Community College rules and regulations. This includes, but is not limited to background record checks, clinical health requirements, criminal background checks, and CPR certification. Specific information to meet the requirements will be provided through the College Catalog, Nursing and Allied Health Student Manual, and program guidelines, rules, and regulations. Forms for complying with these requirements will be provided by the program as a part of the orientation process. All requirements must be completed by the health profession program's designated date. Students who have not met requirements will not be allowed to begin or progress in theory, laboratory, or clinical courses. For students admitted to a new program, failure to submit the clinical health requirements on the due date will result in loss of placement. For students who are continuing in a program, failure to submit clinical health requirements by the due date will result in disruption in progression. Attendance guidelines will be enforced.

BACKGROUND RECORDS CHECK

Pursuant to MS statute 43-11-13, students in nursing and allied health programs must meet the requirements of clinical agencies regarding background checks. Students must submit a background check, based on fingerprints, that confirms that the affiant has not been convicted of or pleaded guilty or nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(f), Mississippi Code of 1972, child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult.

The background check must have been completed prior to admission to a program of study or prior to clinical courses, as defined by the program. Students who have a current background clearance processed through a Mississippi clinical agency and the Mississippi State Department of Health may submit that documentation to the program chair/director. If a background clearance expires during a student's program of study, the student must repeat the background check.

Students will also be subject to repeat a background records check based on clinical agency requirements, changes in the Mississippi law, rules, or regulations, or any suspicion of criminal behavior. Students may be required to participate in additional screening such as the Federal General Services Administration Excluded Parties List System (EPLS) and the Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE) as required by clinical agencies.

CLINICAL HEALTH REQUIREMENTS

Students in nursing and allied health programs must meet the requirements of clinical agencies regarding health status. Each applicant must submit a College Approved Health Form, completed and signed by a physician or nurse practitioner, confirming that the applicant is of good health and possesses the required physical abilities to function satisfactorily within the particular educational program and occupation. Required immunizations must be current. Drug screening will be required as part of the physical exam.

CPR CERTIFICATION

Nursing and Allied Health programs, with the exception of Health Information Technology require validation of current American Heart Association, Health Care Provider CPR course.

SPECIAL ADMISSION AND PROGRESSION REQUIREMENTS FOR NURSING AND ALLIED HEALTH PROGRAMS

ASSOCIATE DEGREE NURSING PROGRAM

Admission Requirements for Generic Option

1. Application for admission to Hinds Community College.
2. Application for selection to the Associate Degree Nursing Program
3. Validation of high school graduation by official high school transcript, GED equivalency transcript, or college transcript.
4. Official transcripts from all colleges attended, except Hinds Community College.
5. ACT composite score of 18 (If taken before October 1989 - 15)
6. ACT subscores of 18 in reading and math (If taken before October 1989 - MAT 15; Applicants who took the ACT prior to October 1989 must retake the ACT to obtain the reading sub-score)
7. GPA of 2.5 on high school course work or overall GPA of 2.5 on transferable college credits.

Process for Selection to Generic Option

1. For classes that begin in the fall term, all admission criteria must be completed by March 31st. For classes that begin in the spring term, all admission criteria must be completed by September 30th.
2. Individuals who have submitted all admission requirements by the specified deadline will be considered for program admission based on a rating scale that includes: ACT Composite Score; ACT Math and Reading subscores; and previous certificates or degrees.
3. Applicants not selected for a class must reapply for subsequent classes by submitting a new Application for Selection to the Associate Degree Nursing Program.

Prerequisites to the First Generic Clinical Course (NUR 1119)

1. Must have completed Anatomy and Physiology I and II with labs and Introduction to Sociology.
2. Science courses taken prior to admission must have been completed with a grade of C or better, within five years of entering the first nursing class.

Admission Requirements for Transition to RN Option:

1. Application for admission to Hinds Community College.
2. Application for selection to the Associate Degree Nursing Program
3. Validation of high school graduation by official high school transcript, GED equivalency transcript, or college transcript.
4. Official transcripts from all colleges attended, except Hinds Community College.
5. ACT composite score of 18 (If taken before October 1989 – 15). A limited number of applicants can be admitted by waiver. A maximum of ten percent of each class can be admitted by waiver with an ACT score of 16 or 17. To be admitted by ACT waiver, the 33 semester hours of general education support courses required in the AD Nursing program must be successfully completed with a GPA of 2.5 or above. Only the first two attempts in the required courses will be considered when computing the GPA. Request for waiver must be made in writing to the Transition to RN admissions processor.
6. Nurse Entrance Test (NET) composite scores of 69 or above in Essential Math Skills and 59 or above in Reading Comprehension. Applicants are eligible to retake the NET according to the Division of Associate Degree Nursing Guidelines. Written permission to retest must be obtained from the Transition to RN Director. [Note: Any applicant who has an ACT composite score of 18 (if taken before October 1989 – 15) and ACT subscores of 18 in reading and math (if taken before October 1989 – Mat 15; Applicants who took the ACT prior to October 1989 must retake the ACT to obtain the reading sub-score), will not be required to take the NET.]
7. Validation of current unencumbered professional license or certification.
8. Written recommendation from immediate supervisor or instructor from respective practical nursing, paramedic, or respiratory therapy program.

Process for Selection for Transition to RN Option:

1. Selection to the Transition to RN Option is made once a year for each selected campus.
2. For the Jackson Campus – Nursing/Allied Health Center (NAHC) classes that begin in the summer term, all selection criteria must be completed by January 31st. The NAHC is the only campus that accepts paramedics and respiratory therapists.
3. For Vicksburg/Warren Campus classes that begin in the fall term, all selection criteria must be completed by March 31st.
4. Qualified applicants will be given priority for admission based on available space and the earliest validated completed file according to the admission requirements as stated above.

Prerequisites to the First Transition to RN Option Clinical Course (NUR 2214)

1. An overall GPA of 2.0
2. Completion of Anatomy and Physiology I & II with labs (4 semester hrs each) and Microbiology with lab (4 semester hrs) with a grade of C or above. Science courses must have been completed within 5 years of entering (NUR 2214).
3. Completion of 3 semester hours of each of the following: English Comp I; English Comp II; General Psychology I; Human Growth & Development; Intro to Sociology; Humanities/Fine Arts Elective; Public Speaking/Interpersonal Communications.
4. For the licensed practical nurse, successful completion of an approved IV course within one year of NUR 2214 or current licensure as a LPN certified in IV therapy. .

5. For the paramedic or respiratory therapist, successful completion of Nursing 2115, Professional Nursing Skills with a grade of C or better within one year of entering NUR 2214.

Process for Selection for Transfer Admission

1. All requirements listed in the criteria for selection to the Associate Degree Nursing Program Generic Option.
2. Letter of Good Standing and written recommendation from previous school of nursing.
3. Credit for transfer courses will be evaluated on an individual basis by the Assistant Dean for Nursing. A maximum of nine semester hours of transfer credit in nursing courses is accepted. Nursing coursework presented for transfer credit must have been completed with a grade of C or better and completed within one year of entering the Generic Option.
4. Participate in scheduled orientation and skills assessment sessions.

DENTAL ASSISTING TECHNOLOGY

Admission Requirements

1. Application for admission to Hinds Community College.
2. Application for selection to the Dental Assisting Technology Program.
3. Validation of high school graduation by official high school transcript, GED equivalency transcript, or college transcript.
4. Official transcripts from all colleges attended, except Hinds Community College.
5. ACT composite score of 18 (If taken before October 1989 - 15)
6. Schedule an informational session with a dental assisting instructor.

DIAGNOSTIC MEDICAL SONOGRAPHY

Admission Requirements

1. Application for admission to Hinds Community College.
2. Application for selection to the Diagnostic Medical Sonography Program.
3. Validation of high school graduation by official high school transcript, GED equivalency transcript, or college transcript.
4. Official transcripts from all colleges attended, except Hinds Community College.
5. ACT composite score of 19 (If taken before October 1989 - 16).
6. Completion of a JRCERT accredited Radiologic Technology Program
7. Verification of ARRT registration or registry eligible status.
8. Selection will be based on date of completion of all requirements.

EMERGENCY MEDICAL TECHNOLOGY

Admission Requirements for EMT-Basic

1. Application for admission to Hinds Community College.
2. Application for selection to the Emergency Medical Technology Program-EMT Basic Course.
3. Validation of high school graduation by official high school transcript, GED equivalency transcript, or college transcript.
4. Official transcripts from all colleges attended, except Hinds Community College.
5. ACT composite score of 17 (If taken before October 1989 - 14); EMT-Basic students eligible for the Public Service Option may substitute a COMPASS test score of 70 in reading for this requirement; the Public Service Option requires an employer letter verifying employment in the field of emergency medical service, fire service, law enforcement, child service, or healthcare.

Admission Requirements for EMT-Paramedic

1. Application for admission to Hinds Community College.
2. Application for selection to the Emergency Medical Technology Program-EMT-Paramedic.
3. Validation of high school graduation by official high school transcript, GED equivalency transcript, or college transcript.
4. Official transcripts from all colleges attended, except Hinds Community College.
5. ACT composite score of 17 (If taken before October 1989 - 14).
6. EMT-Basic registration is a pre-requisite to Paramedic. Students must submit a current copy of National Registry registration (copy of the National Registry card) as an admission requirement.

Prerequisites to the First Clinical Course

1. Must have completed all pre-requisite courses with a grade of C or better.
2. Science courses taken prior to admission must have been completed with a grade of C or better, within five years of entering the first paramedic class.
3. Students must obtain Mississippi certification as an EMT-Basic.

HEALTH INFORMATION TECHNOLOGY

Admission Requirements

1. Application for admission to Hinds Community College.
2. Application for selection to the Health Information Technology Program.
3. Validation of high school graduation by official high school transcript, GED equivalency transcript, or college transcript.

4. Official transcripts from all colleges attended, except Hinds Community College.
5. ACT composite score of 18 (If taken before October 1989 - 15)
6. Placement level: ENG=3, MAT=3, REA=4
7. Keyboarding courses from high school or college or demonstrate keyboarding proficiency
8. Selection will be based on date of completion of all requirements.

MEDICAL ASSISTING TECHNOLOGY

Admission Requirements

1. Application for admission to Hinds Community College.
2. Validation of high school graduation by official high school transcript, GED equivalency transcript, or college transcript
3. Official transcripts from all colleges attended, except Hinds Community College.
4. ACT composite score of 17 (If taken before October 1989 - 14). If a student does not have the 17, the student must take A&P I and II with concurrent labs and pass with a GPA of 2.5 before entering the program.

MEDICAL LABORATORY TECHNOLOGY

Admission Requirements

1. Application for admission to Hinds Community College.
2. Application for Selection to the Medical Laboratory Technology Program.
3. Validation of high school graduation by official high school transcript, GED equivalency transcript, or college transcript.
4. Official transcripts from all colleges attended, except Hinds Community College.
5. ACT composite score of 18 (15, if taken before October 1989)
6. Applicant must be eligible to take College Algebra (MAT 1313) and English Composition I (ENG 1113) as determined by the Hinds Community College mandatory Testing and Placement procedure.
7. GPA of 2.5 on high school course work or overall GPA of 2.5 on transferable college credits

Process for Selection

1. Deadline for file completion for fall classes is March 31st.
2. Individuals who have submitted all required admission documents by the specified deadline will be considered for program admission based on a rating scale that includes: ACT Composite Score; ACT Math and Reading sub-scores; and previous certificates/degrees.
3. Applicants not selected for a class may reapply for subsequent classes by submitting a new Application for Selection to the Medical Laboratory Technology Program.

PHYSICAL THERAPIST ASSISTANT

Admission Requirements

1. Application for admission to Hinds Community College.
2. Application for selection to the Physical Therapist Assistant Program.
3. Validation of high school graduation by official high school transcript, GED equivalency transcript, or college transcript.
4. Official transcripts from all colleges attended, except Hinds Community College.
5. ACT composite score of 18 (If taken before October 1989 - 15)

Prerequisites to Healthcare Experience I, PTA 1111

1. Must have completed Anatomy and Physiology I and II with labs and College Algebra with a 2.5 GPA. Only the first two attempts in required science and math courses will be considered for acceptance into the program.
2. Science courses taken prior to admission must have been completed with a grade of C or better, within five years of entering the first physical therapist assistant class.

PRACTICAL NURSING

Admission Requirements

1. Application for admission to Hinds Community College.
2. Application for selection to the Practical Nursing Program.
3. Validation of high school graduation by official high school transcript, GED equivalency transcript, or college transcript.
4. Official transcripts from all colleges attended, except Hinds Community College.
5. ACT score of 16 (12 if taken before October 1989). A Compass score of 80 in reading and 41 in pre-algebra can be accepted in lieu of required ACT score.
6. PN NET scores at High School level in Math and Reading. PN NET Math and Reading scores can be waived with documentation of required remediation. Applicants who meet the following requirements do not have to take the NET: any applicant who has an ACT composite score of 18 (if taken before October 1989 - 15) and ACT sub-scores of 18 in reading and math (if taken before October 1989 - Math - 15). Applicants who took the ACT prior to October 1989 must retake the ACT to obtain the reading sub-score.
7. Beginning Fall 2010, a maximum of 5 seats will be reserved each admission period for applicants who have successfully completed Allied Health I & II at the secondary level, and meet all other admission requirements.

RADIOLOGIC TECHNOLOGY

Admission Requirements

1. Application for admission to Hinds Community College.
2. Application for selection to the Radiologic Technology Program.
3. Validation of high school graduation by official high school transcript, GED equivalency transcript, or college transcript.
4. Official transcripts from all colleges attended, except Hinds Community College.
5. ACT composite score of 19 (16, if taken before October 1989) submitted by January 31st*.
6. Completion of the following college courses with a grade of C or above.
 - a. Human Anatomy and Physiology I with lab (not older than 5 years from start of RGT program)
 - b. Human Anatomy and Physiology II with lab (not older than 5 years from start of RGT program)
 - c. College Algebra
7. Four hours of documented observation in a hospital radiology department submitted by January 31. (Contact chairperson for details)

Process for Selection

1. All selection criteria must be completed by January 31.
2. Applicants must attend an orientation session with the application committee at which time the written communication component will be composed.
3. Selected applicants will be interviewed by the program admission committee based upon written communication skills, academic GPA and ACT scores.
4. Individuals who have completed the interview process will be considered for program admission based on a rating scale that includes the written communication skills, completion of documented observation, interview rating scores, GPA on prerequisite courses, and ACT scores, including all sub-scores.

RESPIRATORY CARE TECHNOLOGY

Admission Requirements

1. Application for admission to Hinds Community College.
2. Application for selection to the Respiratory Care Technology Program.
3. Validation of high school graduation by official high school transcript, GED equivalency transcript, or college transcript.
4. Official transcripts from all colleges attended, except Hinds Community College.
5. ACT composite score of 18 (15, if taken before October 1989)
6. Math placement Level = 3 or completion of College Algebra with a grade of C or above

Process for Selection

1. Preference will be given to applicants who complete the application procedure by April 15.
2. Individuals who have submitted all required admission documents will be considered for program admission based on a rating scale that includes ACT composite with sub-scores, RCT program prerequisite courses, and previous certificates/degrees.

Prerequisites to the First Respiratory Therapy Course

1. Eight hours of documented observation in a hospital respiratory therapy department. (Contact the chairperson for details.)
2. Completion of the following college courses with a grade of C or above:
 - a. Human Anatomy and Physiology I with lab (not older than 5 years from start of RCT program) (BIO 2513 and 2511)
 - b. Human Anatomy and Physiology II with lab (not older than 5 years from start of RCT program) (BIO 2523 and 2521)
 - c. College Algebra (MAT 1313) or Microbiology (BIO 2921 and 2923)
 - d. All required courses must be completed with a "C" or above, and science courses taken prior to admission must have been completed within five years of entering the first Respiratory Therapy class.
3. Applicants must attend an orientation session.

SURGICAL TECHNOLOGY

Admission Requirements

1. Application for admission to Hinds Community College.
2. Application for selection to the Surgical Technology Program.
3. Validation of high school graduation by official high school transcript, GED equivalency transcript, or college transcript.
4. Official transcripts from all colleges attended, except Hinds Community College.
5. ACT composite score of 18 (If taken before October 1989 - 15)

PROGRESSION/GRADUATION REQUIREMENTS FOR NURSING AND ALLIED HEALTH PROGRAMS:

In order to progress in a Nursing or Allied Health program, a grade of C or better is required in all program specific courses. Selected programs may require a C in all courses in the program plan. Students must have successfully completed program coursework within one year for continued progression. Programs may also have other progression and graduation requirements. (See individual program plan of study.)

READMISSION PROCEDURE FOR NURSING AND ALLIED HEALTH PROGRAMS:

Applicants will be considered for readmission based on compliance with the following criteria:

1. Meet all of the program specific requirements listed under Regular Program in college catalog.
2. Meet all of the requirements listed under Procedure for Readmission of Students in the Hinds Community College Nursing and Allied Health Student Manual (available on the College website at www.hindscc.edu).

POLICY CHANGE

The College reserves the right to change policies as necessary; written notification to the students and applicants approved for admission is sufficient to effect policy change.

RESIDENT REQUIREMENTS

Hinds Community College observes the following definitions with regard to residential status of applicants and students as interpreted from laws engaged by the Mississippi Legislature. **Students must have resolved all residency challenges with the District Admissions and Records Office by midterm of the current semester of enrollment.** A student's residency status cannot be changed after midterm and their residency status at midterm will have determined the tuition and fees for that semester.

RESIDENCE OF A MINOR

The residence of a person less than twenty-one (21) years of age is that of either parent. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death, unless the minor lives with his or her legal guardian, duly appointed by a proper court of Mississippi, in which case the residence becomes that of the guardian.

RESIDENCE OF AN ADULT

The residence of an adult is that place where he is domiciled, that is the place where he actually, physically resides with the intention of remaining there indefinitely or of returning there permanently when temporarily absent.

MOVING OF PARENTS FROM DISTRICT OR STATE

If the parents of a minor who is enrolled as a student at a community/junior college move their legal residence from the State of Mississippi, the minor is immediately classified as an out-of-state student.

RESIDENCE REQUIRED

No student may be admitted to any community/junior college as a student or resident of Mississippi unless his residence, as defined herein above, has been in the district or State of Mississippi preceding his admission.

RESIDENT STATUS OF A MARRIED STUDENT

A married student may claim the residence status of the spouse, or may claim independent residence status under the same regulations set forth above as any other adult.

CHILDREN OF PARENTS WHO ARE EMPLOYED BY THE COLLEGE

Children of parents who are members of the faculty or staff of any institution under the jurisdiction of the board of trustees of any community/junior college may be classified as residents for the purpose of attendance at the institution where their parents are faculty or staff members.

MILITARY PERSONNEL ASSIGNED TO ACTIVE DUTY STATIONED IN DISTRICT OR STATE

Members of armed forces on extended active duty stationed within the State of Mississippi may be classified as residents for the purpose of attendance of state supported institutions of higher learning and community/junior colleges of the State of Mississippi. Resident status of such military personnel, who are not legal residents of Mississippi as defined under "legal residence of an adult," shall terminate upon their reassignment for duty in the continental United States outside the State of Mississippi.

CHILDREN OF MILITARY PERSONNEL

Resident status of children of members of the armed forces on extended active duty shall be that of the military parent for the purpose of attending state supported community/junior colleges of the State of Mississippi during the time that their military parents are stationed within the district or State of Mississippi and shall be continued through the time that military parents are stationed in an overseas area with last duty assignments within the district or State of Mississippi, excepting temporary training assignments en route from Mississippi. Resident status of minor children shall terminate upon reassignment under Permanent Change of Station Orders of their military parents for duty in the continental United States outside the district or State of Mississippi, excepting temporary training assignments en route from Mississippi.

CERTIFICATION OF RESIDENCE OF MILITARY PERSONNEL

A military person on active duty stationed at Hinds Community College or in Mississippi who wishes to avail him/herself or his/her dependents of these provisions must submit a certificate from his or her military organization of assignment and its address (may be in the letterhead) that the military member will be on active duty stationed in the district or in Mississippi on the date of registration at the state supported community/junior college of the State of Mississippi; that the military member is not on transfer orders; and the signature of the Commanding Officer, the Adjutant, or the Personnel Officer of the unit or assignment with signer's rank and title. A military certificate must be presented to the Registrar of the state supported community/junior college of the State of Mississippi each semester at or within ten days prior to registration each semester for the provisions hereof to be effective.

REGISTER UNDER PROPER RESIDENCE STATUS

The responsibility for registering under proper residence status is placed upon the student. In addition to any administrative action which may be taken by governing authorities of the state-supported institutions of higher learning or community/junior colleges concerned, any student who willfully presents false evidence as to his/her residence status shall be deemed guilty of a misdemeanor, and upon conviction thereof may be fined not to exceed one hundred dollars (\$100.00).

DISTANCE LEARNING

The College has been offering distance learning courses for a number of years. Offerings are growing each semester. These courses are offered to those whose schedules and circumstances make it difficult to attend traditional classes and are designed for the student who can work independently and discipline him/her self to keep up with the assigned material.

Registration procedures are the same as for traditional courses. Online courses have an additional \$20 per credit hour charge. Online courses require that the student have unlimited access to a computer, compatible software, and activate and use the college e-mail account. Students may view student services at www.hindscc.edu under Prospective Students and Current Students links.

The online courses are offered in cooperation with the Mississippi Virtual Community College (MSVCC) giving the student access to many courses from which to choose. For further information about Distance Learning, visit www.hindscc.edu/Departments/distance_learning/. Students can also call 601.857.3834 or e-mail distancelearning@hindscc.edu. for information about Mississippi Virtual Community College courses visit msvcc.blackboard.com and link to course offerings.

In order for a student to successfully complete an online course, he or she will be required to take and pass at least one proctored exam per online course. This ensures compliance with our accrediting body's standards for identity verification (picture ID is required to take a proctored exam) in all distance learning programs.

MINIMUM COMPETENCIES FOR ONLINE STUDENTS

A Hinds Community College student taking online courses through MSVCC should have a minimum level of computer competence to be successful. Below is a list of minimum competencies expected before the student is to be allowed to register for an online class. A self-evaluation is available on the Hinds Distance Learning web page for a student to assess his/her readiness for taking distance learning courses. Additionally, minimum hardware requirements are listed on the Hinds Distance Learning page. Printed copies of the following information will be available for counselors and advisors to give to students at registration.

MINIMUM COMPUTER COMPETENCIES EXPECTED OF THE ONLINE STUDENT

1. Student must have a computer meeting the requirements as found on www.hindscc.edu/Departments/distance_learning/ and as listed below under Minimum Hardware Requirements.
2. Students must activate and use the college-provided go.hindscc email account.
3. Students must have a compatible word processing application and be able to use it. (MS Word recommended)
4. Students must be able to attach a document to an email.
5. Students must meet any technology related prerequisites that exist for the course they wish to take.
6. Students taking an online course for the first time must complete the student orientation found at http://www.hindscc.edu/Departments/distance_learning/Online_Orientation.aspx .

COMPUTER REQUIREMENTS FOR TAKING AN ONLINE COURSE

1. An IBM-compatible PC with a Pentium Processor and Windows 2000, 2003 or 2007, XP or NT, OR a Macintosh with Mac 7.5 or above with sound capability
2. 256 MB of RAM
3. 100 MB of free HD space

4. A method for saving data externally (jump drive, disk drive, etc)
5. A 56 kbs modem
6. An Internet connection through an Internet service provider (ISP)
7. A current version of Internet Explorer (version 6.1 recommended)

ADVISEMENT FOR COURSE SELECTION

Academic counselors and career-technical counselors assist students in course selection and educational planning. Students choosing academic, career or technical majors should seek course advisement through the counseling office to select appropriate classes for his/her major. If a student wishes, he or she may choose to be advised by a faculty member. The counselor or advisor will provide students with a plan of study which records the classes students are advised to take while they are enrolled at Hinds. After the first semester of enrollment, students are not required to see a counselor or advisor to register for future semesters. Students are encouraged, however, to seek advisement if they change their program of study (major), do not successfully complete the courses for which they register, or have questions about their programs of study. Students who register early will have the best selection of course times. Registration and advisement occur in April, May, June, July, August, November, December, and January.

DECLARATION OF COLLEGE PROGRAM OR MAJOR

Each student seeking credit through Hinds Community College will indicate an intended major field of study on the initial application for admission and will make a formal declaration of his/her program or college major during the advising process.

CHANGE OF COLLEGE PROGRAM/MAJOR

A student who wishes to change his/her college program/major after their formal declaration should come to one of the college counseling offices for an evaluation of previous completed course work and for course advisement for the new program. Students should recognize that changing programs/majors could result in having completed courses that will not apply to the new program/major. A student may ONLY change his/her program of study (major) during registration for the next semester of enrollment. The program change will not begin until the next term of enrollment.

Veterans should be very careful in changing his/her programs/majors because they are also subject to counseling approval with the Veterans Administration Regional Office.

REGISTRATION

Registration will be held at all locations of Hinds Community College. (See registration schedule for dates and times at each location.) Students will be registered on a first come-first served basis. Before being allowed to register, students must have an application on file in the District Office of Admissions and Records and must clear all admission requirements. Transfer students must have an official transcript from their former state or regionally accredited college on file in the District Office of Admissions and Records before they can register. Students should contact the Counseling Office of the location they plan to attend for course advising and scheduling. Students may pay all fees at the time of registration or they may be billed, but fees must be received in the Business Office by the date published in the fall, spring, or summer **Guide to Enrollment**.

Students who have registered, paid tuition and are unable to attend classes should contact the appropriate Counseling Office to officially withdraw from school. A student must withdraw by the date published in the **Guide to Enrollment** to receive a refund.

Students who have registered, have NOT paid tuition and are unable to attend classes must mail the tuition billing notice back to the Business Office with a statement indicating that they will not be attending classes.

This must be done immediately upon receiving the billing so that they can be removed from classes.

REGISTRATION NOTICE

1. Any class or section listed in the **Guide to Enrollment** for which fewer than 10 students have registered is subject to cancellation without advance notice.
2. While every effort will be made to avoid them, instructor and/or room changes may be made without advance notice.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) HINDS COMMUNITY COLLEGE

Hinds Community College maintains certain policies and practices to assure compliance with the Family Educational Rights and Privacy Act (FERPA). While students are enrolled in high school, their parents typically "own" their educational records. However, once students are enrolled in college, they become the owners of their personal educational records. FERPA affords students certain rights with respect to these records. These rights include the following:

1. The right to inspect and review their educational records within 45 days from the day HCC receives a request for access. Students should submit to the Records Office written requests that identify the record(s) that they wish to inspect. A HCC official from the District Office of Admissions and Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the District Office of Admissions and Records, the Admissions and Records official shall coordinate with the appropriate office in order to insure that the requesting student is able to view his or her educational record.
2. The right to request an amendment to their educational records if the student believes the records are inaccurate or misleading. Students who wish to amend a record that they believe is inaccurate should write the HCC official responsible for the record, clearly identify the part of the record that they want changed, and specify why it is inaccurate or misleading. If HCC decides not to amend the record as requested by the student, HCC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records. However, there are some exceptions in which FERPA authorizes disclosure without student consent.

One exception permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by HCC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom HCC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official who needs to review an educational record in order to fulfill his or her professional responsibility has a legitimate educational interest.

In addition, upon request, HCC may disclose educational records without consent to officials of another school in which a student seeks to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hinds Community College to comply with the requirements of FERPA.

The contact information of the Office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The contact information for the HCC office that administers FERPA is as follows:

Hinds Community College
Office of Admissions and Records
P.O. Box 1100
Raymond, MS 39154

DIRECTORY INFORMATION

Directory Information is information contained in a student's educational record that generally would not be considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, Hinds Community College has established the following as directory information:

- A. Name, address, and telephone number
- B. Classification (Freshman, Sophomore, etc..)
- C. Major (program of study)
- D. Dates of attendance
- E. Enrollment status (full or part-time)
- F. Degrees earned
- G. Honors received
- H. Most recent educational agency or institution attended
- I. Photographic images
- J. Participation in officially recognized activities and sports
- K. Weight and height of members of athletic teams
- L. Employment information (full or part-time)

Directory information is considered public information and may be released without a student's consent. However, Hinds Community College does not routinely release such information to third parties. A student may submit a Directory Information Restriction Request, available at any campus admissions office and on the HCC

website, to the District Office of Admissions and Records to withhold this information. If a student submits a restriction request, his or her record will be noted “confidential,” and no information will be released without prior written consent.

NONDIRECTORY INFORMATION

Nondirectory Information is personally identifiable information such as grades, transcripts, grade point average (GPA), and academic standing, most of which is part of a student's educational record. Educational Records are those records directly related to a student's scholastic performance and maintained by the institution. HCC does not release this information without written authorization from the student, with the exceptions mentioned in #3 above. If a student wishes to have any personally identifiable information regarding his or her educational record released, a Third Party Release form, available at any campus admissions office and on the HCC website, must be completed by the student.

ENTRANCE AND/OR PLACEMENT TESTS

NOTE: ALL TESTS REQUIRE A PHOTOGRAPH IDENTIFICATION

HCC uses **COMPASS (by ACT), Residual ACT Assessment, and/or National ACT Assessment** to place students in appropriate courses. Academic, technical and career students must take one of these placement tests prior to registering for classes. Placement test results assist the institution in advising, placing and admitting students in appropriate course levels that match their skills and help students succeed. Students should contact the counseling office at the campus they plan to attend to schedule a test date or secure more information about the tests. COMPASS or Residual ACT testing is available for students who have been admitted or are in the process of applying to Hinds Community College and cannot take the ACT Assessment on a national test date. The COMPASS and Residual ACT cannot be transferred to other colleges, nor does Hinds accept the COMPASS or Residual ACT scores from other colleges. NOTE: many scholarships are awarded based on ACT Assessment scores (residual or National).

Academic and technical students who have a high school diploma or have passed the GED may choose to fulfill the mandatory placement requirement by taking COMPASS. COMPASS by ACT is a computerized course placement test that measures skills in the areas of mathematics, reading and writing. These tests usually take a total of one to two hours to complete, results are immediate, and there is no charge for the test. **Students who have ACT scores may not need to test.** For more information on COMPASS visit www.act.org/compass.

Students who have taken the ACT:

Students who have taken the ACT, but wish to improve their placement levels may only attempt the COMPASS placement test one time. COMPASS is divided into three individual tests. A student may choose to skip any of the three tests but will not be allowed another opportunity to complete a test that was skipped. Testing must take place at least 12 calendar days before the first day of class. Students taking the COMPASS for initial placement and admission shall be given first priority to test.

Students who have not taken the ACT:

A student who has not taken the ACT may take the COMPASS placement test twice. The second attempt must be one week or more after the first testing date and the student should complete appropriate tutorial work (credit or non-credit) prior to taking the second test. This tutorial work may be in the form of any study preparation suitable for improving knowledge in the subject. Testing must take place at least 12 calendar days before the first day of class. A student will forfeit the second testing attempt if there are less than 12 calendar days before the start of classes for the semester. Students taking the COMPASS for initial placement and admission shall be given first priority to test.

NOTE: After one unsuccessful testing it is highly advisable for non-high school graduates to enroll in GED preparation classes.

Career students, except those with an associate degree or higher, or an ACT composite score of 13 are required to take the COMPASS placement test. **A minimum total score of 57 or higher on the COMPASS is required to be admitted to the college.** Certain career programs require higher scores for program admission. Financial aid is available to non-high school graduates who make the required scores on the COMPASS test as defined by Federal Ability to Benefit Laws. These scores are: **32** or higher in Writing Skills (English), **62** or higher in Reading, and **25** or higher in Pre-Algebra/Number Skills. For this reason, career students are urged to register early, should one or more retakes become necessary to attain financial aid eligibility. Test dates and times are available at any HCC Counseling office or in the current guide to enrollment which provides information needed prior to testing.

All Students:

During the first week of each term, additional testing may be available to students who are dissatisfied with his/her initial placement in Math. A student wishing to take the math by-pass test should notify the instructor during the first class meeting. The instructor will provide details regarding test dates and location. Arrangements for by-pass testing must take place during the first week of classes. The student may then be placed in the appropriate level based upon that test.

What students need to know and do prior to testing.

1. Students must have an application on file in Admissions so scores can be entered into the system. This must be done before a student can register.
2. The COMPASS test is not timed. It usually takes one to two hours to complete.
3. Non-programmable calculators are allowed. Two calculators are available on the computer for student use.
4. Test results are available immediately following the test.
5. No cellular phones, pagers, timers, gum, candy, drinks, food, or tobacco products are allowed in the testing room.
6. COMPASS scores are non-transferable to other colleges.

What students need to bring to the testing site:

1. A current valid picture identification (Driver's License, Work or School ID or Passport).
2. Verification of Social Security number, if not printed on ID.
3. An advising and scheduling ticket from Admissions/Registration.

Residual ACT Test Information (paper-pencil test)

Residual ACT testing is available for students who 1) are enrolled, 2) have been admitted or 3) are in the process of applying to HCC.

Students preparing to take the Residual ACT should call the individual campus for specific information and also be aware of the following:

1. The cost of the test is \$35. Students must pre-register for a specific test date. The fee is non-refundable and reserves a place for the originally scheduled test date and location only.
2. Current valid picture identification (issued by school, employer, city, state/federal agency) is required.
3. You must wait at least 60 calendar days between residual testing sessions or your scores will be invalid.
4. Non-programmable calculators are permitted.
5. This is a timed test that takes approximately 4 hours to complete.

National ACT Assessment Test Information

Applicants may prefer to sit for the National ACT prior to enrollment at Hinds. Scores from a National Test Administration are transferable to other institutions and used for NCAA Athletic Eligibility. To register for the National ACT, complete a registration packet and mail it directly to ACT or register via the ACT website at www.act.org. Registration packets may be obtained in any high school counseling office or in the counseling offices at Hinds. Hinds Community College Jackson Academic Technical Center and Raymond Campuses are test sites for the National ACT test. The site code for Jackson ATC is 021770 and Raymond is 021980. Registration deadlines and further information may be obtained from the ACT website.

Nursing Entrance Test (NET)

The Nursing Entrance Test is a test which is designed to provide an assessment of the nursing school applicant's math skills, reading and critical thinking skills, test taking skills, social interactions and stress levels, and learning styles. Tests are given by appointment only, every Monday at 9:00 a.m. and Thursday at 1 p.m., except for holidays observed by the College. Location of testing is in the Workforce Development Center, Raymond Campus (601.857.3650). The test fee is \$30.00 - prepaid by money order or cashier's check. Detailed information about the NET is provided in writing to applicants and is also available on the program websites.

For applicants to the Associate Degree Nursing Program - Transition to RN Option The required scores for admission to the associate degree nursing program are 59 or higher on the Reading Comprehension component and 69 or above on the Essential Math Skills component. The applicant who does not achieve the required score in any one area will be required to repeat the entire test and pay the fee again. The retake policy will apply. The highest Reading Comprehension and Essential Math Skill scores achieved on any testing will be applied toward meeting admission criteria. For additional information regarding the NET or admission to the Hinds Community College Associate Degree Nursing Program-Transition to RN Option, contact the Admission Processor at 601.376.4813 or a counselor at any HCC campus.

For applicants to the Practical Nursing Program (Effective January 1, 2006) The required scores for admission to the practical nursing program are High School Level on the Reading Comprehension component and Essential Math Skills component. The applicant who does not achieve the required score in any one area will be required to participate in remediation activities or repeat the entire test and pay the fee again. The re-take policy will apply. The highest Reading Comprehension and Essential Math Skill scores achieved on any testing will be applied toward meeting admission criteria. For additional information regarding the NET or admission to the Hinds Community College Practical Nursing program, contact the Admission Processor at 601.376.4812 or a counselor at any HCC campus.

Proctored Tests

Students from four-year colleges and universities who request proctored testing for a course will be charged \$25 per test. The students should call the counseling and testing center to make an appointment.

General Education Development Test (GED)

Hinds Community College is authorized to give the General Education Development (GED) Test. An individual who has been a resident of Mississippi for 30 days or more, is at least 18 years old and has not been enrolled in a secondary school for at least three (3) months is eligible to take the GED Test. For further information contact the Hinds Community College Counseling Department on the Raymond Campus, Vicksburg-Warren Campus or the Testing and Career Development Center on the Utica Campus. Successful completion of this test results in a certificate of high school equivalency being issued. The initial cost is \$40 for the complete battery. Examinee must pay \$12 per test to take any subject area. The number of times per year the test can be taken is limited. Current valid picture identification (driver's license or government ID) must be furnished at the time of testing. Pre-registration is required. Students must furnish original receipt of payment at time of pre-registration. Accommodations for documented disabilities are available. For more information, visit GED web site: <http://www.acenet.edu>

MANDATORY TESTING AND PLACEMENT PROCEDURE

Placement is mandatory for all degree seeking students whose declared program of study is academic or technical. Upon his/her first registration at Hinds every student subject to mandatory placement must have complete ACT scores on file, or he/she must, at the time of registration, take placement tests appropriate to the courses for which he/she enrolls that term. ACT scores or placement test results are used to determine if a student must enroll in courses in one or more developmental areas, and if so, at what point he/she must begin.

All such students are required to enroll initially in all prescribed developmental courses and must continue to enroll each semester in all consecutive prescribed developmental courses. A student's developmental mathematics prescription is fulfilled when he/she reaches the first math course required in his/her declared program of study. A student's developmental English prescription is fulfilled with the successful completion of ENG 0123, and a student's reading prescription is fulfilled with the successful completion of REA 0133.

All prescribed developmental courses must be satisfactorily completed with a grade of "C" or better. In unusual circumstances, a student may score sufficiently high on the exit criteria to by-pass the next developmental course. In such cases, the student's placement level will be entered into the College database to reflect the higher level; however, he/she will receive credit only for the developmental course in which he/she originally enrolled for that term.

During the first week of each term, additional testing may be available through the departments for students who are dissatisfied with their initial placement in English, mathematics, or reading.

For initial placement purposes, the following Enhanced ACT, ACT Compass and/or Placement scores will be used to place students in the following courses. Also, see next three pages for complete requirements about placement in Developmental Studies.

ENGLISH

Course Order	Placement Level	ACT Subscore	English Compass Scores
1 ENG 0113	1	1-13	0-37
2 ENG 0123	2	14-16	38-70
3 ENG 1113	3	17-36	71-100
4 ENG 1113	4	*25-36 (a)	83-100 (a)

MATH

Course Order	Placement Level	ACT Sub-score	Math Compass Scores Pre-Algebra	
1 MAT 0113	1	1-14	0-35	na
2 MAT 0123, BOT 1313 (b)	2	15-16	36-47	na
3 MAT 1233, RST 1623 (b)	3	17-19	48-100	0-41
4 MAT 1313 (c), 1323 (c) RST 1753 (c)	4	20-36	48-100	42-100

READING

Course Order	Placement Level	ACT Sub-score	Reading Compass Scores
1 REA 0113	1	1-9	0-43
2 REA 0123	2	10-12	44-62
3 REA 0133	3	13-15	63-71
4 LLS 1413 (b)	4	16-36	72-100

EDUCATION

Course Order	Placement Level	IF PLACED IN	REQUIRED
1 LLS 0111/0113	1	three developmental classes	take & pass course/lab
2 LLS 0121/0123	2	two developmental classes	take & pass course/lab

- NOTES: (a) Or recommendation of instructor
 (b) Students in certain career/technical programs may take these two courses
 (c) College transferable course (not developmental)
 * Honors English Composition

GLOBAL DEVELOPMENTAL COURSE PRE-REQUISITES

Students who are prescribed the course shown in the heading of a column must not schedule any of the courses listed in that column. If a listed course is a pre-requisite or a co-requisite to the other courses which are not listed, the unlisted courses must not be scheduled.

ENGLISH 0113	MATH 0113	READING 0113
ART 2713, 2723 BAD 2413 BIO (Avoid all) CAT 1113 CHE 1213, 1313 COM 2463, 2483 CSC 1213 DDT 1115, 1133, 1213 ECO 2113 EET 1114, 1214 ENG (Take 1103 only) EPY 2513 HEC 1253 HIS (Avoid all) HLT 1114, 1124 LET 1113 MFL 1213 PSC 1113, 1123 PSY 1513 SOC 2113 SPT 1113, 1123, 1213, 1233, 2143, 2173	ACC 1213 ART 2713, 2723 AGR 2314 BAD 2323 BIO 2513, 2523 BOT 1313 CAT 1113 CHE 1213, 1313 CPT 1224 CSC 1213, 1313 DDT 1115, 1133 ECO 2113, 2123 GRA 1143 HEC 1253 HLT 1222 LET 1113 MAT (Take 1103 only) MMT 1413 MUS 1123, 2513 PHY 2243, 2313, 2414 PSY 1513	ACC 1213 ART 2713, 2723 BAD 2413 BIO (Avoid all) CHE 1213, 1313 COM 2463, 2483 CRJ 1383 CSC 1113, 1213 DDT 1115, 1133 ECO 2113 ENG (Avoid all Literature) EPY 2513 HEC 1253 HIS (Avoid all) HLT 1114, HLT 1124 LET 1113 MUS 1213 PHI 2113 PSC 1113, 1123 PSY 1513 REA (Take 1103 only) SOC 2113, 2133, 2143 SPT 1113, 1123, 1213, 1233, 2143, 2173
ENGLISH 0123	MATH 0123	READING 0123
BIO (Avoid all above BIO 1113) CAT 1113 CHE 1213 COM 2463, 2483 CSC 1213 DDT 1115, 1133 EET 1214 ENG (Take 1203 only) HLT 1114, 1124 LET 1113 MFL 1213 PSY 1513 SPT 1113, 1123, 1213, 1233, 2143, 2173	AGR 2314 BAD 2323 BIO 2523 CAT 1113 CHE 1213, 1313 CPT 1224 CSC 1213, 1313 ECO 2123 EPY 2523, 2533 GRA 1143 LET 1113 MAT (Take 1203 only) MUS 1123, 2513 PHY 2313, 2414	ACC 1213 ART 2713, 2723 BAD 2413 BIO 1(Avoid all above BIO 1113) CHE 1213, 1313 COM 2463, 2483 CRJ 1383 CSC 1213 DDT 1115, 1133 ENG (Avoid all Literature) HEC 1253 HIS (Avoid all) HLT 1114, 1124 LET 1113 MUS 1213 PHI 2113 PSC 1123 PSY 1513 REA (Take 1203 only) SOC 2133, 2143 SPT 1113, 1123, 1213, 1233, 2143, 2173
	MATH 1233	READING 0133
	CHE 1213 CPT 1224 MAT (Take 1233 only) PHY 2313, 2414	BIO 2423, 2513, 2923 CHE 1213 CSC 1213 DDT 1115 LET 1113 PSY 1513

For advisement purposes, Developmental Level III students will see a professional counselor who will help select courses appropriate to the students' placement level. Courses may be selected from the following list. (All exceptions must be approved by the Instructional Dean).

ART 1113	BIO 1113	CRJ 1313	LLS 1312	MUS 1113	PHY 2241
BAD 1113	BIO 1121	CRJ 1363	LLS 1413	PHY 1111	PHY 2243
BIO 1111	BIO 1123	CSC 1113	HPR-Any	PHY 1113	

DEVELOPMENTAL STUDIES

Developmental Courses - Math, English, and Reading

Developmental instruction is offered through the following courses: LLS 0111/0113; LLS 0121/0123, MAT 0113, MAT 0123; REA 0113, REA 0123, REA 0133; ENG 0113, ENG 0123. Based on ACT scores or placement tests, students are prescribed these courses to prepare them for success in traditional college courses. For more information on testing, please refer to the Mandatory Testing and Placement Procedures section in this catalog. Students who stop attending class before the withdrawal date or do not properly withdraw are subject to receiving a grade of "F" for non-attendance. (See the Attendance Policy in this Catalog.) Developmental courses cannot be used as electives to meet graduation requirements.

Career Related Studies

The Related Studies Laboratory is available to aid students who are deficient in basic academic skills to the extent that they might have difficulty succeeding in their chosen technical or career program. This laboratory is also available to help non-high school graduates who are enrolled in career programs to obtain their GED. Attendance is required for some students based upon their COMPASS scores.

Transitional Students:

In an effort to assist the college student who needs additional support to complete college level course work, the College requires eligible students to participate in the Transitional Student Program.

First-time Transitional Students are those who meet all of the following conditions:

1. are first-time, full-time academic or technical students,
2. begin their college studies during or after Summer 2004,
3. are developmental Level 1 or 2*, and
4. have an ACT composite score of less than 18 or a SAT total score less than 870.

*See definition of Developmental Levels below. Additional placement testing (COMPASS, ACT, etc.) and/or developmental courses passed that move a student to Developmental Level 3 or out of developmental status also remove the student from Transitional status. Additional placement testing which occurs after the second week of a term becomes effective with the following term.

During his/her first fall or spring semester the Transitional Student is admitted to the College on Scholastic Probation and must complete seven (7) or more semester hours with a minimum 2.0 term GPA to be placed in Good Scholastic Standing. Those in Good Scholastic Standing following the first semester will no longer fall under the Transitional Program guidelines.

Transitional Students who fail to pass seven (7) hours with a minimum 2.0 term GPA, including withdrawal from all classes will be placed on Scholastic Suspension for the corresponding fall or spring semester. Suspended students may return after the absence of one fall or spring semester and will enter on Scholastic Probation and with the classification of Transitional. These students will remain transitional until the 7.0 credit hour and 2.0 GPA guidelines are both met. For returning transitional students, the 2.0 GPA may be either for a fall or spring term or cumulative. Transitional students who are scholastically suspended at the end of a fall or spring term may appeal their suspension by following the Scholastic Appeals procedure as stated in the College Catalog and in the Student Handbook. If the appeal is granted, students may enroll the next semester as transitional and on Scholastic Probation.

During the summer term, students are not subject to Transitional Program guidelines; however, summer coursework does apply toward total hours earned and cumulative GPA.

Transitional Students residing in campus housing must enroll in 15 semester hours, will be assigned designated residence halls, and will enroll in LLS 1151 where supervised study/college life sessions will be required. Failure to attend LLS 1151 will result in disciplinary action (13 demerits) and the student must move from the College residence hall. In addition to the required academic coursework, Transitional Students living on campus will enroll in a P.E. Activity Class or Band, and may enroll in an Orientation Class, or a Career Exploration Class. Students with physical disabilities will be exempt from the P.E. Activity Class.

Developmental Courses and Levels are as follows:

Developmental Level 1

All academic and technical students with an ACT composite of 13 and below and/or placement in three development courses must take the course sequences as listed below:

Level 1 Students may take no more than thirteen (13) hours composed of the following:

LLS 0113/0111**	MAT 0113**	ENG 0113**	REA 0113**
LLS 0123/0121**	MAT 0123**	ENG 0123**	REA 0123**
LLS/RST/RSV 1312			REA 0133**

Note: LLS 1151 required for residence hall students.

All students in Level 1 may take one (1) semester hour of HPR activity OR career exploration OR band. In addition to mandatory courses, varsity athletes may take appropriate HPR courses.

**If students (by virtue of ACT placement or by “testing out” of one of these courses) are able to bypass one or more of these courses, they will enroll in the next higher course.

For advisement purposes, the student will see a professional counselor who will help select courses appropriate to the student’s placement levels.

Developmental Level 2

All academic and technical students who meet one of the following criteria:

- 1) Advancement from Level 1
- 2) An ACT composite of 14 or 15 and/or placement in two development courses.

Level 2 students may take no more than thirteen (13) hours composed of the following:

LLS 0113/0111**	MAT 0113**	ENG 0113**	REA 0113**
LLS 0123/0121**	MAT 0123**	ENG 0123**	REA 0123**
LLS/RST/RSV 1312			REA 0133**

Note: LLS 1151 required for residence hall students.

All students in level 2 may take one (1) semester hour of HPR activity OR career exploration OR band. In addition to mandatory courses, varsity athletes may take appropriate HPR courses.

**If students (by virtue of ACT placement or by “testing out” of one of these courses) are able to bypass one or more of these courses, they will enroll in the next higher course.

For advisement purposes, the student will see a professional counselor who will help select course appropriate to the student’s placement levels.

Developmental Level 3

All academic and technical students who meet one of the following criteria:

- 1) Advancement from Level 2
- 2) An ACT composite above 15 but placed in either English or reading developmental courses.

Students in Level 3 may take no more than 17 hours composed of the following:

LLS 0113/0111**	MAT 0113**	ENG 0113**	REA 0113**
LLS 0123/0121**	MAT 0123**	ENG 0123**	REA 0123**
LLS/RST/RSV 1312			REA 0133**

All students in level 3 may take one (1) semester hour of HPR activity OR career exploration OR band. In addition to mandatory courses, varsity athletes may take appropriate HPR courses.

**If students (by virtue of ACT placement or by “testing out” of one of these courses) are able to bypass one or more of these courses, they will enroll in the next higher course.

For advisement purposes, the student will see a professional counselor who will help select courses appropriate to the student’s placement level. Courses may be selected from the following list. (All exceptions must be approved by the Instructional Dean).

ART 1113	BIO 1113	CRJ 1313	LLS 1312	MUS 1113	PHY 2241
BAD 1113	BIO 1121	CRJ 1363	LLS 1413	PHY 1111	PHY 2243
BIO 1111	BIO 1123	CSC 1113	HPR-Any	PHY 1113	

STUDENT GUARANTEE POLICY

Hinds Community College will guarantee to its academic graduates and other students who have met the requirements (up to a 64 credit hour transfer plan) the transferability of course credits to those Mississippi colleges or universities that cooperate in the development of community college selection guidelines. If such courses are rejected by the college or university, the student may take tuition-free alternate courses at Hinds Community College which are acceptable to the college or university.

Special conditions which apply to the guarantee are as follows:

1. Transferability means the acceptance of credit toward a specific major and degree. Courses must be identified by the receiving university and the community college as transferable and acceptable under

previous agreements by both the community college and four-year college or university.

2. Limitation on the total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in previous agreements between community colleges and four-year colleges and universities.
3. The guarantee applies to courses included in the written transfer plan - which includes the institution to which the student will transfer, the baccalaureate major and the degree sought, and the date such decision was made - which must be filed with the appropriate official of the community college.

If a career or technical graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to nine tuition-free credit hours of additional skill training by the community college district under the conditions of the guarantee policy.

Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned a degree or certificate for a course listed in the current community college catalog.
2. The graduate must have completed his/her course work within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the vice president or dean of instruction.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the community college as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, division dean, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. Student's sole remedy against the district and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.
12. The program can be initiated through a written contract with the office of the college president.

FINANCIAL INFORMATION

REGISTRATION EXPENSES:

Mississippi Resident

Full-time student (more than 6 hours in Summer or more than 12 hours in Fall or Spring)

- \$830 Tuition
- +\$ 50 Registration Fee or \$80 Registration Fee during Late Registration
- +\$ 20 Parking Decal
- +\$ 30 Lab fee (if applicable)
- +\$ 20/hour for distance learning class (if applicable)
- +\$ 75 financial orientation (if applicable)
- + Other charges required for program (see instructor) and optional fees (see other expenses)

Part-time student (less than 6 hours in Summer or less than 12 hours in Fall or Spring)

- \$85 per semester hour
- +\$ 50 Registration Fee or \$80 Registration Fee during Late Registration
- + \$ 20 Parking Decal
- +\$ 30 Lab fee (if applicable)
- +\$ 20/hour for distance learning class (if applicable)
- +\$ 75 financial orientation (if applicable)
- + Other charges required for program (see instructor) and optional fees (see other expenses)

Non-Mississippi Resident (Out-of-State and Out-of-Country)

Full-time student (more than 6 hours in Summer or more than 12 hours in Fall or Spring)

- \$1,933 Tuition
- +\$ 50 Registration Fee or \$80 Registration Fee during Late Registration
- +\$ 20 Parking Decal
- +\$ 30 Lab fee (if applicable)
- +\$ 535 International Insurance and Fees (International students only)

- +\$ 20/hour for distance learning class (if applicable)
- +\$ 75 financial orientation (if applicable)
- + Other charges required for program (see instructor) and optional fees (see other expenses)

Part-time student (less than 6 hours in Summer or less than 12 hours in Fall or Spring)

\$170 per semester hour

- +\$ 50 Registration Fee or \$80 Registration Fee during Late Registration
- +\$ 20 Parking Decal
- +\$ 30 Lab fee (if applicable)
- +\$ 20/hour for distance learning class (if applicable)
- +\$ 535 International Insurance and Fees (International students only)
- +\$ 75 financial orientation (if applicable)
- + Other charges required for program (see dean or instructor) and other expenses (see other expenses)

Additional Registration Expenses for Living on Campus:

Housing: Raymond and Utica Campus (See student handbook for housing eligibility)

\$50 Housing Room Reservation Fee (pay each semester)

\$800-\$1,000 for the Fall Semester

\$230 for 4 week Summer Term

\$460 for 8 week Summer Term

Meals: Raymond and Utica Campus

\$770 per semester for 19 meals per week

\$640 per semester for 14 meals per week

\$240 for 4 week Summer Term

\$470 for 8 week Summer Term

Payment of Registration Expenses Required 10 Days Before First Day of Traditional Classes:

The payment of charges for tuition, fees, room, and board is part of the registration process. All Fees are due 10 days prior to the first day of traditional classes. Thus, Hinds requires each registered student to have completed one of the following steps:

- 1) Paid fees in full
- 2) Entered into a payment plan for the current outstanding account balance with the business office
- 3) Have completed all financial aid forms and awarded financial aid sufficient to cover outstanding fees

FAILURE TO COMPLETE ONE OF THESE STEPS WILL RESULT IN DELETION OF YOUR CLASS SCHEDULE!!! You will then have to re-register for your classes which may result in inconvenient times, sections, or locations.

Student Deregistration Deadline Occurs after the Second Week of Traditional Classes:

All students who register 9 days prior to the first day of traditional classes or during late registration must also make arrangements for payment of tuition, housing, and meals to complete the registration process. Thus, Hinds requires each registered student to have completed one of the following steps by the end of the third week of classes:

- 1) Paid fees in full
- 2) Entered into a payment plan for the current outstanding account balance with the business office
- 3) Have completed all financial aid forms and awarded financial aid sufficient to cover outstanding fees

FAILURE TO COMPLETE ONE OF THESE STEPS WILL RESULT IN DELETION OF YOUR CLASS SCHEDULE!!! IN ADDITION, YOUR ACCOUNT MAY BE TURNED OVER TO A THIRD PARTY COLLECTION AGENT.

Web Payment at my.hindscc.edu:

My. Hinds allows students to use the latest technology to complete business transactions with the College at anytime. Students may check their account balances or pay tuition and various fees by using electronic check or credit/debit card. Parents must obtain the students login ID and password from their student to access to this feature.

Method of Payment:

Payment of fees may be made on-line using your Visa or Mastercard on My.Hinds. At each campus you may visit the business office which accepts Visa, MasterCard, Discover, money orders, travelers checks, paper checks (subject to approval by Telecheck), and cash.

Payment Plan:

Hinds offers a tuition and fees payment plan which helps in budgeting college costs but requires financial planning by students and their families. Full time students and part-time students with more than 3 hours may pay one fourth (1/4) of the amount assessed for tuition, housing, and meals with the balance being paid in three

equal installments. Students are required to pay all previous term balances and one fourth (1/4) of the amount assessed to complete the registration process. Students wanting to participate in a deferred payment plan must go to the business office at any location and complete and sign the necessary documents.

Once the agreement is completed the student will be charged a \$25 set-up fee and they will be given a timeline to make payments. It is the responsibility of the students to pay their account balance by the established payment due dates. Students may visit the business office at any location or mail their payment to the Raymond business office at P.O. Box 1100, Raymond, MS 39154. In addition, the payment plan may be viewed on my.hinds cc.edu and students can make payments from their Visa card or Mastercard. For most students, the payments are due approximately one month apart. Hinds students will also be charged 3.0% interest on the outstanding balance until the plan is complete.

Failure to make timely payments will result in the student's restriction from future class registration, possibly having the account assigned to a collection agency, and non-release of transcripts

Clearance of Obligations:

All financial or other obligations to the College must be cleared prior to the end of each semester or term. An outstanding balance for a prior semester or term must be paid before the student will be allowed to register for subsequent semesters or terms. Transcripts will not be issued if financial obligations have not been satisfied. Failure to meet financial obligations to the College could subject the student to additional late payment charges, as well as collection cost.

Other Expenses that may be incurred:

In addition to registration expenses, expenses may be incurred by students during the semester. The following are examples of charges that may be payable when incurred.

\$40 Yearbook	\$20 Parking Ticket
\$40/per Semester Wellness Membership (Raymond only)	\$10 Replacement Key
\$20 Replacement Campus ID Badge	\$30 Returned Check Fee
\$25 Behavior Fine	\$225 per semester for bus transportation (Utica only)
\$20 Replacement Hinds Debit Card	\$160 Commuter Meal Ticket (Raymond and Utica)
\$25 Payment Plan Set-up	

Offset of Funds:

If there is an outstanding account balance, and the College has in its possession any funds payable to the student, the College reserves the right to withhold funds necessary to pay the outstanding balance and cover any collection costs incurred. Once accounts are paid, any remaining balance will be refunded to the student.

Student Bank Loans:

Student bank loans are disbursed each semester or term. Most bank loans are disbursed electronically. Loan disbursement information is not given over the telephone; inquiry must be made in person. Students may reference their promissory note for loan disbursement dates to determine when to expect loan proceeds.

Student Refunds:

Each registered Hinds student will receive a Hinds Debit Card. The Hinds Debit Card will be mailed to the student, using the address on file with the College, approximately 3 or 4 weeks into the semester. To receive any refunds from the College, a student must activate his or her Hinds Debit Card. During card activation, the student will choose how to receive his or her refund money. Students have the following options:

1. Once the College releases the funds, they can be directly deposited to the student's Hinds Debit Card Account

(1 day or less)

The OneAccount from Higher One is a fully functioning FDIC insured FREE CHECKING account that allows students quick and easy access to their refunds. The OneAccount has no minimum balance, no monthly fees, and free Internet banking features. With the OneAccount, students can use their Hinds Debit Card to make purchases anywhere Debit MasterCard is accepted. Students will receive an e-mail when their refund has been directly deposited to their OneAccount. Students may view detail activity of their OneAccount by accessing their OneAccount statement online at www.HindsDebitCard.com.

2. Once the College releases the funds, they can be directly deposited (ACH) to a third party bank account of the student's choice

(2 - 3 business days)

If students choose to have their refund electronically deposited to an already existing bank account, the transfer may take 2-3 business days from the day the College releases the funds. Students will receive an e-mail once their refund has been processed. In order to have a refund deposited to their bank account, students must activate their Hinds Debit Card making the ACH to a third party bank choice at www.HindsDebitCard.com.

Regardless of how students choose to receive their refunds, they must activate their Hinds Debit Card making their refund delivery choice online at www.HindsDebitCard.com.

Withdrawals and Refunds:

Complete withdrawal:

- 1) **Prior to Classes Starting**
Students officially withdrawing prior to the start of a term will not be held liable for fees (other than non-refundable fees). Students who have paid tuition should contact the District Admissions Office to officially withdraw from school.
- 2) **After Classes Have Started**
Students must complete an official withdrawal form in the appropriate counseling office. In addition, the student must be current on their payment plan or the fees are paid in full before withdrawal. Withdrawal from classes may result in the loss of financial aid previously applied. Students receiving Federal Title IV funds (Pell Grants, SEOG, LEAP and Stafford Loans) that withdraw from school will earn only a percentage of their award through 60% of the semester. If the amount disbursed to the student is greater than the amount the student earned, the student may owe money back to Hinds. The liability for fees will not be excused for withdrawals effective after the start of the semester.

Refunds:

Students having made prior payment will be refunded the amount paid less their liability after the withdrawal. Students suspended for disciplinary reasons are not eligible for refunds or reductions in liability. Refunds will be applied to any outstanding obligations and to any scholarship, grant, or loan received for the semester.

Summer Tuition

- 60% refund, if attended only one class or completed only one on-line assignment
- 40% refund, if attended only two classes or completed only two on-line assignments
- 0% refund, if attended more than two classes or completed more than two online assignments

Fall and Spring Tuition

- 60% refund, if attended only two classes or completed only two on-line assignments
- 40% refund, if attended only four classes or completed only four on-line assignments
- 0% refund, if attended more than four classes or completed more than four on-line assignments

Housing Fees:

- 75% before the sixth calendar day after school starts and 50% before the eleventh calendar day after school starts

Meal Plans:

- Students withdrawing from residence halls during the semester may be refunded all full weeks remaining on the meal ticket period upon signing out of the residence halls.

In-State and Out-of-State Status:

In-state or out-of-state status concerns or questions should be directed to the Office of Admissions.

Change in Regulations or Expenses:

All financial regulations, fees, or charges are subject to change as conditions warrant.

**COLLEGE REGULATIONS
ATTENDANCE-WITHDRAWAL POLICY**

ATTENDANCE

Attendance in class is a key factor of success in college. The following procedure applies to regular academic, technical and career credit programs, including Distance Learning online courses. It does not apply to non-credit or continuing education activities. Some programs in nursing and allied health, career fields or non-credit programs require more stringent attendance policies which will be followed and will be stated in the departmental regulations for the program of study.

Attendance will be recorded beginning the first day of the course or the first day the student registers for the course. The student is responsible for all work in the course. Students must attend 80% of the meetings for each course in order to receive credit for a course. For Distance Learning courses, students must participate in a minimum of 80% of the activities assigned by the instructor in order to receive credit for the course. (See Notice of Absence Procedure below.) Class enrollment status may not be challenged beyond twelve (12) months from the date that the class ended.

TARDIES

Failure to report to class **at the beginning of the class period** equals a tardy. Three tardies equal one absence. Students who miss more than fifteen (15) minutes of a class will be marked absent. A student who leaves the classroom without the instructor's permission will be marked absent.

EXCUSED ABSENCES

HCC recognizes two types of excused absences: those for personal emergencies, and those for official school activities. The student is allowed to make up the work for excused absences.

Student absences may be excused by the instructor for personal emergencies such as illness, or death in the student's immediate family, or other valid unavoidable circumstances. It is the responsibility of the student to inform all instructors when absences are due to personal emergency. Instructors may require written documentation, such as verification of illness on a physician's letterhead.

Official absences are those resulting from student participation in important activities officially sponsored by the College. Students will be provided with an Official Absence Notice by the proper College official. It is the responsibility of the student to show the instructor the Verification of Official Absence form or letter. A student will be allowed to make up the class or laboratory work that was missed during an official absence.

UNEXCUSED ABSENCES

All absences not due to personal emergency or official school activities are unexcused. Students who are absent from a final exam without the approval of the instructor will receive a course grade of "F".

EXCESSIVE UNEXCUSED ABSENCES

NOTICE OF ABSENCES must be sent when the student has accumulated excessive unexcused absences as defined below. All Excessive Absence Notices (traditional classes, online classes and college life/study hall classes) will be sent to the student by e-mail. Students taking credit courses are issued a College e-mail account upon his/her first registration for classes. It is the student's responsibility to activate this account within three (3) days of registration or by the first day of classes and to check this account at least three (3) times per week. Excessive unexcused absences are defined as follows:

1. Fall and spring semesters - day or evening class, after the number of times that the class meets in one week plus one, based on a full semester length course.
2. Distance Learning courses during any term - when the student has three (3) missed or late assignments.
3. Four (4) week term - after two (2) days.
Eight (8) week term - after four (4) days.
4. Summer session - evening class, after the number of times that class meets in one week.
5. Career Block - three (3) days of absences.

NOTICE OF ABSENCE PROCEDURE

The primary method by which the College communicates with its credit students concerning attendance is the students' Go.Hinds email accounts. All credit students are responsible for activating their College email account within three (3) days of registering for classes for the first time and for checking it frequently (at least three times each week).

All instructors will take roll at each class meeting and will maintain an attendance record for each student. Attendance will be recorded beginning the first day of the class or the first day the student registers for the class, whichever is later. All Instructors will make certain that each student is aware of all College policies and procedures concerning attendance, excessive absence notification, and withdrawal and will stress the student's responsibility for reading all related requirements in the College Catalog and the Student Handbook.

- **A FIRST WARNING NOTICE** may be sent to the student by the instructor when the student has the following number of absences:

1. Face-to-face Academic and Technical classes (all terms)
The equivalent of the number of times the class meets each week based on a full-length fall or spring term (15 weeks). For full-length fall and spring terms, this will be (for example) three (3) MWF classes, two (2) MW or TR classes, and one (1) Monday-only class. For classes which meet for less than 15 weeks, the First Warning Notice may be sent when the student has missed the equivalent of 1/15 of the total time the class is scheduled to meet. For four-week summer day classes and eight-week summer evening classes, this will be one class meeting.
2. Career Block – two (2) days absence.

Note: More restrictive attendance requirements may apply to specific courses and/or departments – See College Catalog.

- **A NOTICE OF ABSENCE** must be sent to the student by the instructor when the student has twice the number of absences listed above in items 1 and 2. For face-to-face academic and technical classes, this is 2/15 of the total time the class is scheduled to meet for the entire term. For full-length fall and spring classes, this is six (6) MWF classes, four (4) MW and TR classes, etc. This "twice the number" criteria also applies to Career Block classes.
- **A NOTICE OF ABSENCE** must be sent to a student in an on-line class who has three (3) missed or late assignments.

The First Warning Notice and the Notice of Absence require the student to contact the instructor immediately to discuss the following options:

1. Return to the class.
2. Withdraw from the class with a 'W' during the withdrawal period if all fees are paid.
3. Withdraw from all classes on dates listed in the College Calendar if all fees are paid (See counselor in Counseling Office).
4. Be dropped from class with a grade of 'F.'

If the student fails to contact the instructor within the number of calendar days* specified below of the send-date of the notice, he/she may be dropped from class with a grade of 'F.'

1. Fall and Spring full-term classes - seven (7) calendar days.
2. Distance Learning Classes – seven (7) calendar days or the last day to withdraw, whichever comes first.
3. Summer session four week classes – three (3) calendar days.
4. Eight-week classes (all terms, day and evening) - four (4) calendar days.

The Admissions Office will notify the Office of Financial Aid and Veterans Affairs of the assigned 'F' and the last date of attendance for any student receiving Financial Aid or Veterans Benefits and who has earned an 'F' for excessive absences.

- Notes: 1. Withdrawal from a class or from school is permitted only during specific time periods during a term. See the front section of the College Catalog for the calendar.
2. “*Calendar days” do not include school holidays but do include normal two-day weekends.

APPEALS

The student, after consulting with the instructor, may file an appeal with the appropriate Department Chairperson, and Academic, Career-Technical, or Distance Learning Dean. The instructor, chairperson and dean will review the appeal and respond to the student. The final level of appeal may be made in writing through the Dean of Students/Location Dean for review by the Local Student Affairs Committee.

NO SHOW POLICY

No Shows in a class are students who attend no more than one class meeting of a section for which they are registered—even though they may be attending one or more other sections for which they are enrolled. In the case of required co-requisite courses, a student cannot be dropped as a No Show in one course and continue to be enrolled in the complementary co-requisite course. No-shows for online courses are determined by two criteria: a student who has never logged in to the course in the course management system and has not communicated with the instructor; or a student who has logged in to the course but has not completed the “check in” assignment and has not communicated with the instructor.

SINGLE COURSE WITHDRAWAL ((withdrawing from one or more classes but not from all classes)

Before considering withdrawing from a class or classes, a student should be aware of the following information:

1. Students on Financial Aid, Veterans Benefits, Scholarships or GSL Loans should note that dropping a class or classes may lower or stop benefits or cause repayment to be due immediately.
2. To live in a residence hall, students must maintain full-time enrollment which is twelve (12) semester hours or more during the fall and spring. During the summer the requirement is three (3) semester hours per summer term.
3. No student will be permitted to withdraw from a class or from school until all financial obligations to the College have been cleared with the Business Office.

Classes which are dropped during the Drop and Add period are considered schedule changes and do not appear on the student's record. The student initiates withdrawal from one or more classes (but not from school) in the Admissions Office. If all fees are paid and the student has not been dropped previously with an 'F' for excessive absences, the student will be given the withdrawal form to take to the instructor to be signed. The instructor will return the form to the appropriate office. The periods during which a student may withdraw from a class and the grade assigned are indicated below (See the College Catalog Calendar for exact dates).

1. Fall and Spring day and evening classes (full-term)

A student's record of performance begins with the second week of classes. After the drop-add period, a student cannot withdraw from a class until the beginning of the eighth week except by withdrawing from school. A student may withdraw from a class beginning with the eighth week through seven (7) calendar days before the first day of the final exam period. The First Warning Notice and the Notice of Absence may be sent until ten (10) calendar days before the start of the final exam schedule. The Drop for Excessive Absences Notice may be processed until three (3) calendar days before the start of the final exam schedule. See note below.

2. Distance Learning classes - all terms

A student's record of performance begins the first day of the class or the first day the student registers for the class whichever is later. Students may begin to withdraw from online classes beginning the day after drop/add period until the last day to withdraw as indicated on the MSVCC calendar. Notices of excessive absences are emailed to the student's college-provided account up to seven (7) days prior to the last day to withdraw. See note below.

3. Summer session four week classes

A student's record of performance begins with the third scheduled class meeting. After the two-day drop-add period, a student cannot withdraw from a class until the 12th class meeting except by withdrawing from school. A student may withdraw from a class beginning with the twelfth class meeting and until three calendar days before the final exam day. The First Warning Notice and the Notice of Absence may be sent until six (6) calendar days before the final exam day. The Drop for Excessive Absences Notice may be processed until three (3) calendar days before the final exam day. See note below.

4. Eight-week classes (all terms, day and evening)

A student's record of performance begins with the third scheduled class meeting. After the drop-add period, a student cannot withdraw from a class until the start of the fifth week of the term except by withdrawing from school. A student may withdraw from a class beginning with the fifth week until three (3) calendar days before the start of the final exam schedule. The First Warning Notice and the Notice of Absence may be sent until seven (7) calendar days before the start of the final exam schedule. The Drop for Excessive Absences notice may be processed until three (3) calendar days before the start of the final exam schedule. See note below.

NOTE: If a Drop for Excessive Absences has been initiated by the instructor prior to the student's request for withdrawal, a grade of 'F' will be assigned; otherwise, a grade of 'W' will be assigned when the withdrawal process is completed.

WITHDRAWAL FROM COLLEGE

To withdraw from the College at any time prior to five (5) working days before the first day of final exams for day/evening classes during a regular semester (three [3] days during the summer), a student must contact a counselor who will initiate the withdrawal. Students in Distance Learning courses must contact a counselor to initiate the withdrawal by the date designated on the MSVCC calendar. The grade at the time of withdrawal from the College will be "W" in all classes in which the student has not been dropped with an "F" for excessive absences. It is the responsibility of the student to complete and return the Withdrawal Form to the Counseling Office within twenty-four (24) hours.

Students who have registered, did NOT pay tuition and are unable to attend classes must mail the tuition billing notice back to the Business Office with a statement indicating that he/she will not be attending classes. This must be done immediately upon the billing so that he/she can be removed from classes.

Students who have registered, paid tuition and are unable to attend classes should contact the appropriate Counseling Office to officially withdraw from school. **Students must withdraw before the first day of classes to receive a 100% refund.** No student will be permitted to withdraw from the College until all financial obligations have been cleared with the Business Office.

COLLEGE CREDIT BY EXAMINATION

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP): www.collegeboard.com

The College-Level Examination Program (CLEP) enables students to earn college credit-by-examination. The Counseling Department on the Raymond Campus administers the CLEP program. By successfully completing CLEP Subject tests, students may receive credit for college-level knowledge that they already possess. A listing of the courses for which HCC will award credit is printed below, although HCC administers all 35 CLEP subject examinations upon request.

A maximum of 18 hours of CLEP subject examination credit will be accepted by Hinds Community College, and scores must be at or above 50. A student must earn at least 12 hours of credit at Hinds Community College before CLEP credit may be recorded on his/her transcript. No grades are granted for CLEP credit, and credits granted by CLEP scores are not used in computing the students' grade point average.

In order to receive credit at Hinds Community College for CLEP exams given at other institutions, an official score report from the College Board must be on file with the HCC District Office of Admissions and Records.

CLEP credit is not accepted at all colleges and universities, so students desiring to take any CLEP subject area examination for transfer credit should consult with the transfer college before sitting for the examination. Students desiring to sit for a CLEP examination should contact the Counseling Department on the Raymond Campus at (601) 857-3216. The cost of the CLEP test is \$70.00 per test payable to CLEP by credit card. There is an additional \$25.00 administrative fee that must be paid in the HCC Business Office.

A maximum of 6 hours may be earned from each group listed below (each class equals three credits).

GROUP 1	COMPOSITION AND LITERATURE (maximum 3 hr credit from ENG 1113 and choice of 3 hr credit from either ENG 2323 or ENG 2223)		
	English Composition I*	ENG	1113
	English Literature	ENG	2323
	American Literature	ENG	2223
	*(Freshman College Composition CLEP exam with essay)		
GROUP 2	SCIENCE		
	Biology I	BIO	1113
	Chemistry I	CHE	1213
GROUP 3	MATHEMATICS		
	Calculus I	MAT	1613
	College Algebra	MAT	1313
	College Algebra and Trigonometry	MAT	1343
GROUP 4	HISTORY		
	American Government	PSC	1113
	American History I	HIS	2213
	American History II	HIS	2223
	Western Civilization I	HIS	1113
	Western Civilization II	HIS	1123
GROUP 5	SOCIAL SCIENCE		
	Sociology, Introduction	SOC	2113
	General Psychology I	PSY	1513
GROUP 6	BUSINESS		
	Accounting I	ACC	1213
	Business Law	BAD	2413
	Principles of Macroeconomics	ECO	2113
	Principles of Microeconomics	ECO	2123
GROUP 7	FOREIGN LANGUAGE		
	Elementary Spanish I	MFL	1213
	Elementary French I	MFL	1113
	Elementary German I	MFL	1313

CHALLENGE EXAMINATION FOR COURSES (Challenge Exam Administered by HCC)

1. A student may register for the challenged course by obtaining approval of the appropriate dean and paying the regular tuition cost. No overload charge will be applied for registering for more than 19 total hours if the challenge exam is passed. The student must register on or before the last day of open registration and meet the appropriate placement level to register for the course to be challenged.
2. Credit granted by challenge exams will be used in computing the student's grade point average. The student will be assigned a grade of A, B, C, D, or F. The grade will be posted to the student's transcript after the grade is submitted to the District Registrar's office by the instructor who administered and graded the examination and has been signed by the appropriate dean. Following the student's completion of the challenge exam, the course can be used to meet graduation requirements.
3. The student must meet the first week of class meetings for the class that is being challenged. The challenge exam will be given prior to the first class meeting of the second week of class. However, skill-based courses may delay the administration of the challenge exam until later in the semester with the approval of the appropriate dean. The challenge exam must be approved by the department chair or program head, administered by a full-time faculty member, and approved by the appropriate dean.

NOTE: Hinds Community College will use a maximum of thirty (30) semester hours of non-traditional credit to meet graduation requirements. Developmental courses are not subject to challenge for credit.

DSST (DANTES Subject Standardized Testing) Program

The DSST Program is a nationally recognized testing program that gives you the opportunity to receive college credit for learning acquired outside the traditional classroom. HCC serves as a testing site for the DSST program. All tests offered under the DANTES program are available to the student. **At the current time, HCC does not award college credit for courses taken under the DSST program; however, many transfer colleges and universities do utilize such credit.** Students wishing to take a DSST examination should contact their transfer school before sitting for the examination to determine if the credits earned by this method will transfer. To arrange a DSST examination, please contact the Counseling Department on the Raymond Campus at (601) 857.3467. The cost of a DSST test is \$72.00 per test. There is an additional \$25.00 administrative fee that must be paid in the HCC Business Office.

For more information about college listings or study guides for DSST, visit www.getcollegetcredit.com.

ADVANCE PLACEMENT

Hinds Community College will award credit for scores of 3 or higher on the AP Examinations administered by the College Entrance Examination Board. This policy is subject to the following restrictions:

1. A student must earn academic credit from this institution before credit earned through AP Examination will be recorded on his/her permanent record. The minimum residency requirement will be 12 semester hours.
2. The total amount of credit awarded for all non-classroom experiences is limited to 30 semester hours.
3. AP credit will be for specific Hinds Community College courses; however, the student will not receive a letter grade or quality points. AP credit will not be used to compute a student's quality point average. AP credit will be counted only in hours earned.
4. AP credit will be awarded only in subject matter areas that are taught by Hinds Community College.
5. In order to receive AP credit at Hinds Community College for exams given at other institutions, an official score report from the College Board must be on file with the HCC District Office of Admissions and Records.

AP EXAMINATION	SCORE	HOURS CREDIT	RELATED COURSE
1. Biology	4	3	BIO 2414 or BIO 1133
	5	6	BIO 2414 and BIO 1133
2. Chemistry	3	3	CHE 1213 or CHE 1313
	4 or 5	6	CHE 1213 and CHE 1223
3. Computer Science	3	3	CSC 1113
	4 or 5	6	CSC 1113 and first 3 hours of a programming language in which student obtained proficiency
4. English	3	3	ENG 1113
	4 or 5	6	ENG 1113 and 1123
5. History	3	3	HIS 2213
	4 or 5	6	HIS 2213 and HIS 2223
	3	3	HIS 1113
	4 or 5	6	HIS 1113 and HIS 1123
6. Mathematics	3, 4 or 5	3	MAT 1613
		3	MAT 1613
		6	MAT 1613 and MAT 1623
7. Music	4	4	MUS 1214
	5	8	MUS 1214 and MUS 1224
8. Physics	3	4	PHY 2414
	4	3	PHY 2313
	5	or 8	PHY 2414 and PHY 2424
		6	PHY 2313 and PHY 2323

CAREER-TECHNICAL ADVANCED PLACEMENT

Advanced placement is currently available in Allied Health, Automotive Technology, Business and Marketing Management Technology, Business and Office Technology, Child Development Technology, Cooperative Education, Culinary Arts, Drafting, Electrical Technology, Electronics Technology, and Hotel and Restaurant Management programs. Students must meet the basic criteria as follows:

1. Applicant for credit meets all college admissions requirements and is a registered student in good standing in one of Hinds Community College’s career/technical programs.
2. Applicant must have on file a completed Advanced Placement Application. Contact the Tech Prep Coordinator at 601.857.3473 to obtain an application.
3. Applicant must pass an examination with an approved score that is administered by the post-secondary program’s instructor.
4. Applicant must complete 12 hours at Hinds Community College before advanced placement credit will be placed on permanent transcript.
5. A high school graduate may request placement within 24 months of the date of applicant’s graduation from high school.
6. Applicant must be a student from one of the high schools located within the Hinds Community College district.

When all provisions have been met for approval of advanced placement credit, the examination score of A, B, or C will be posted on the student’s Hinds Community College transcript for each approved course. There will be no charge for such credit.

EXPERIENTIAL LEARNING

Hinds Community College awards experiential learning credit in only the following areas: Licensed Journeypersons in electrical trades and plumbing/pipefitting, police academy training, military training, and certified professional secretary training. Please see the appropriate section below to view policies and procedures related to experiential learning credit.

LICENSED JOURNEYPersonS IN ELECTRICAL TRADES

The Electrical Technology programs on the Raymond and Vicksburg Campuses give the journeypersons of the Mississippi Construction Education Foundation (MCEF) and the National Joint Apprenticeship Training Committee (NJATC) the opportunity to apply their education and experience in a career specialty toward an Associate in Applied Science (AAS) degree in Electrical Technology. In addition to the six courses in the electrical construction field, students will complete the five core courses of general education requirements and receive credit toward the AAS degree for their prior education and experience.

To obtain the journeyperson status, the student must make application to Hinds Community College and show that he/she has passed a uniform national or regionally recognized standardized and validated examination. The examination must cover the minimum requirements of electrical construction, as well as knowledge of electrical principles accepted in the electrical construction industry. The examination must also test the ability to use, understand, and apply recognized technical and accepted engineering practices.

Upon obtaining the journeyperson status by successfully passing the electrical testing organization's examinations, students seeking the AAS degree must submit an official license and transcript of education obtained through MCEF or NJATC and make application to enroll in the program. After successful completion of thirty-four semester hours of credit through Hinds Community College (I.), credit may be awarded for the courses listed below (II.). Students must complete a minimum of thirty-four semester hours at Hinds Community College in courses listed below (I.). Credit granted for journeyperson status is only applicable to the Associate in Applied Science degree program in Electrical Technology.

I. Courses that must be completed by journeypersons or master electricians to receive the AAS degree are the following: (34 SH)

Technical:

ELT	1283	Estimating Cost	3 SH
ELT	1413	Motor Control Systems	3 SH
ELT	2424	Solid State Motor Controllers	4 SH
ELT	2613	Programmable Logic Controllers	3 SH
ELT	2623	PLC Advanced	3 SH
ELT	2913	Special Project	3 SH
			TOTAL 19 SH

General Education:

ENG	1113	English	3 SH
SPT	1113	Oral Communications	3 SH
		Humanities/Fine Arts	3 SH
		Math/Science	3 SH
		Social/Behavioral Science	3 SH
			TOTAL 15 SH

II.	Courses awarded after passing the journeyman or master electrician examination:		
	EET 1114	DC Circuits	4 SH
	EET 1123	AC Circuits	3 SH
	ELT 1102	Fundamentals of Electricity	2 SH
	ELT 1113	Residential/Light Commercial Wiring	3 SH
	ELT 1123	Commercial and Industrial Wiring	3 SH
	ELT 1213	Electrical Power	3 SH
	ELT 1253	Branch Circuit and Service	3 SH
	ELT 1263	Blueprint Reading	3 SH
	ELT 1273	Switching Circuits	3 SH
	ELT 2923	Supervised Work Experience	3 SH
			TOTAL 30 SH

LICENSED JOURNEYPERSONS IN PLUMBING AND PIPEFITTING

The Plumbing and Construction Technology (PCT) program gives the journeypersons of the United Association of Plumbers and Pipefitters (UAPP) and the Mississippi Construction Education Foundation (MCEF) the opportunity to apply their education and experience in a career specialty toward an Associate in Applied Science (AAS) degree. In addition to five courses in the construction field, students will complete general education requirements and receive credit toward the AAS-PCT degree for their prior education and experience.

To obtain the Journeyman status, the student must make application and show that he/she has passed a uniform national or regionally recognized standardized, and validated, examination. The examination must cover the minimum requirements of plumbing and pipefitting, as well as knowledge of accepted plumbing and pipefitting principles, in the construction industry. The examination must also test the ability to use and understand recognized technical and accepted engineering practices.

Upon obtaining the Journeyman status by successfully passing the plumbing and/or pipefitting examinations, students seeking the AAS-PCT degree should submit an official license and transcript of education obtained through UAPP or MCEF and make application to enroll in the program. After completing 16 semester hours of credit through Hinds Community College, credit may be awarded for the courses listed below. Students must complete a minimum of 16 credit hours at Hinds Community College in classes approved by the Dean. Credit granted to journeypersons is only applicable to the AAS degree program.

Courses awarded after passing Journeyman Plumber examination:			
	PCT 1113	Fundamentals of Plumbing/Pipefitting	3 SH
	PCT 1513	Drainage and Sewer Systems	3 SH
	PCT 1612	Heating Devices	2 SH
	PCT 1712	Domestic Piping	2 SH
	PCT 1722	Plumbing Fixtures	2 SH
	PCT 1732	Back Flow Cross Connection	2 SH
	PCT 1213	Tacking and Burning	3 SH
	PCT 1313	Blueprint Reading for the Piping Trades	3 SH
	PCT 1323	Sketching	3 SH
	PCT 1411	Low Pressure Boilers	1 SH
	PCT 1443	Piping Level/Transit	3 SH
	PCT 1743	Advanced Plumbing Lab	3 SH
Courses awarded after passing Journeyman Gas Pipe Fitter examination:			
	PCT 1612	Heating Devices	2 SH
	PCT 1622	Gas Piping	2 SH

CREDIT FOR POLICE ACADEMY TRAINING

Hinds Community College will award academic credit for completion of accredited Police Academy training. Students wishing to receive this credit must meet the following requirements:

- Register and successfully complete a minimum of 12 transferable credit hours at Hinds Community College
- Present to the Registrar’s Office appropriate documentation of completion of such an academy. The academy completion date must not exceed three years from the date of registration for the Hinds credit course work.
- Academic credit awarded through Hinds Community College will not exceed 12 credit hours. A review of the academy course work will be conducted in order to assign proper course credit.
- Upon successfully completing 12 transferable hours at Hinds Community College, the student must submit a written request for credit to the Registrar’s Office.

CREDIT FOR MILITARY TRAINING

Hinds Community College will award academic credit for completion of military training. Students wishing to receive this credit must meet the following requirements:

- Register and successfully complete a minimum of 12 transferable credit hours at Hinds Community College
- Submit a DD-214 or AARTS transcript to the Registrar’s Office.

- Academic credit awarded through Hinds Community College will not exceed 30 credit hours. A grade of “P” will be assigned to this coursework credited through Hinds Community College.
- Credit will be given for ACE evaluated credit in the Lower Division Baccalaureate/Associate Degree category only.

CERTIFIED PROFESSIONAL SECRETARY

Upon obtaining the Certified Professional Secretary rating and completing 12 hours of credit through Hinds Community College, credit may be awarded for all of the following courses that have not been previously completed or posted by transfer.

ACC	1213	Principles of Accounting I	3 SH
ACC	1223	Principles of Accounting ii	3 SH
BAD	2413	Business Law	3 SH
ECO	2113	Principles of Economics	3 SH
BOT	1013	Keyboarding I	3 SH
BOT	1113	Document Formatting and Production	3 SH
BOT	2723	Administrative Office Procedures	3 SH
BOT	2813	Business Communication	3 SH
PSY	1513	General Psychology I	<u>3 SH</u>
			27 SH

DEGREES OFFERED

ASSOCIATE IN ARTS DEGREE

Conferred on students who complete requirements for graduation in various arts and science programs, the pre-professional programs, and programs designed for transfer from Hinds Community College to senior colleges and universities.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Conferred on students who complete requirements for graduation in the various two-year technical programs or any of the applied science fields offered at Hinds Community College

CAREER CERTIFICATE OR TECHNICAL CERTIFICATE

Awarded to students who satisfactorily complete requirements in the various technical and career programs at Hinds Community College.

REQUIREMENTS FOR GRADUATION

An application for graduation must be completed in the administrative office of any campus or the Office of Admissions and Records on the Raymond Campus no later than the fourth week of the semester the student plans to graduate.

No degrees or certificates will be awarded until all degree requirements have been met, including the payment of all fees owed to the College. Developmental courses cannot be used as electives to meet graduation requirements. For a list of developmental courses, see page 55 of this publication.

A student may graduate under the requirements of the published catalog for the current year or under the graduation requirements of the published catalog for the year the student entered Hinds Community College. Requirements, however, may not be divided between the two.

Graduation exercises are held in the fall, spring and summer semesters.

A student may meet the **requirements for graduation** by complying with one of the following:

1. Select a specialized field of study and follow the curriculum which is outlined for it in this catalog, or
2. Follow the General Program requirements for the Associate of Arts Degree, which are given in the "Academic Programs of Study" section of this catalog, or
3. Comply with the catalog requirements of the first two years of the specified four-year accredited college or university to which the student will transfer. This transfer curriculum must calculate to 64 transferable hours. Fifteen of these transferable hours must be drawn from and include at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural science/mathematics. The courses selected should be survey courses rather than applied courses.
4. Associate in Applied Science Degree, Career Certificate, and Technical Certificate students are required to take an Occupation-Specific Assessment as part of their program of study, unless a program of study requires a certification or licensure examination for professional practice.

If a student has met one of the above-mentioned criteria but is short six or fewer hours to graduate from Hinds, he or she may transfer up to six semester hours back to HCC from a regionally accredited institution in order to receive a Hinds degree.

A minimum quality point average of 2.0 is required in order to graduate. The 2.0 GPA may be calculated using either of the two following methods. Both of these calculations will only include courses completed at Hinds Community College:

1. GPA of 2.0 calculated on all hours attempted
2. GPA of 2.0 calculated on only those courses required for graduation

(See the "GRADES" section of these regulations for calculating grade or quality point average.)

ONLINE STUDENTS:

Students taking online courses must meet the same graduation requirements as other students.

PHYSICAL EDUCATION REQUIREMENTS - Required On Two Campuses - Raymond and Utica

Students attending the Raymond and Utica Campuses are required to fulfill the physical education requirements under the Associate of Arts General Program of Study curriculum if they are graduating under that curriculum.

TRANSFER STUDENTS PLANNING TO GRADUATE:

Courses and credit will be accepted up to 48 semester hours as they correspond to the curriculum of Hinds Community College, provided they are earned at a state or regionally accredited institution. All college transfer credits, military credits, etc., should be submitted via an official transcript in order to be considered towards a degree. To meet graduation requirements, a student must complete at least 25 percent of the semester hours at Hinds.

Developmental courses cannot be transferred into Hinds Community College to meet graduation requirements but may be used for placement purposes.

GRADES

MID-SEMESTER AND FINAL GRADES

At mid-semester and at the end of the semester, the scholastic performance (grades) of students in each course is reported by the instructor. Mid-semester grades and semester grades are not mailed to the students. Grades and other information is provided to students via the College's website. The semester grade reports become a part of the student's permanent record. Mid-semester grades are used only to inform students of their progress in class. However, in cases where a course is completed in the first half of the semester, the mid-semester grade is a final grade and is recorded as such.

FINAL EXAMINATIONS

All students are required to take examinations at the time designated on the final examination schedule. A student who is absent from a final exam and who has made no report of personal illness or other emergencies to an instructor will not be permitted to take the examination at a later date. A student who reports an emergency to an instructor before a scheduled examination will be given a grade of "I" (Incomplete). The incomplete work must be completed within six months or by the end of the succeeding fall or spring semester. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent. Students who are absent from a final examination without the approval of the instructor will receive a course grade of "0" for the final exam.

EXEMPTION FROM FINAL EXAMINATION

Sophomores who are actually taking a diploma at the end of the current semester are exempt from the final examination in any subject in which they have achieved an average grade of "B" or better through the last day of class prior to examination. Students should have applied by the graduation application deadline in order to be included on the "exempt list."

NOTE: There are programs that require final examinations.

GRADING SYSTEM

Courses are graded according to the following system: Note: Some courses do not award a grade of D.

1. Used in Quality Point Average Computation

Grade	Interpretation	Quality Point Value Per Semester Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	0

2. Not used in Quality Point Average Computation

AU	Audit
IP	In Progress
W	Withdrawal from Course
NC	No credit (when lab grades are included with lecture)

Continuing Education Units (CEU) are awarded for some courses. These courses are generally graded according to the following system:

Grade	Interpretation	Credit
P	Pass	1 CEU per 10 clock hours
W	Withdrawal from course	
F	Failure	

NOTE: A Continuing Education Unit is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is used as a basic unit of measurement for an individual student's participation in an educational activity which does not award semester hour credit. Continuing Education Unit credit cannot be converted to semester hour credit and is not used to determine a student's quality point average.

WITHHOLDING OF GRADES

Normally, final grades for academic, technical and career students are not mailed at the end of each semester. Grades and other information are provided to students via the College's website. However, grades may be withheld by the College for the following reasons: unpaid fees or fines, unreturned library books or audiovisual materials, incomplete admission records, or disciplinary actions.

"I" INCOMPLETE GRADES

An incomplete grade (I) is assigned if, due to personal illness or other emergencies, a student is unable to complete required course work by the end of the semester. It is the student's responsibility to notify the instructor and to arrange a method of completing course requirements within six months or by the end of the semester immediately following the semester in which the incomplete grade (I) was received, excluding summer sessions. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent.

Note that an (I) incomplete grade and a (F) failing grade have the same effect on a student's quality point average. A student may appeal a grade for just cause no later than mid-semester of the succeeding fall or spring semester after the grade was earned.

AUDITING A COURSE

A student who wishes to take a credit course for no credit must at the time of registration, register for the course as an audit, complete the audit form and pay the regular fee.

The audit student will receive no credit, no quality points, and may not change the course from audit back to credit. The student may in succeeding semesters take for credit any course previously audited. Audit courses will be reflected on the student's permanent record as "AU" (Audit).

Auditing a course should not be confused with repeating a course to raise a grade.

SEMESTER CREDIT HOUR

A semester credit hour is the unit of credit earned over one semester, or the equivalent, for the work associated with one class hour per week of lecture or recitation (a minimum of 750 minutes per semester). A minimum of two hours per week over the same period is required for laboratory classes (a minimum of 1650 minutes per semester). Clinical rotations and supervised work experience require a minimum of three hours per week over the period of one semester or the equivalent (a minimum of 2,250 minutes per semester).

CLASSIFICATION OF STUDENTS WHO RECEIVE CREDIT

Classification of students who receive credit at Hinds Community College is as follows:

- Freshman - a student who has earned fewer than 27 semester hours of college credit.
- Sophomore - a student who has earned 27 or more semester hours of college credit.
- Full-time student - a student who is enrolled in 12 or more semester hours in a given semester or a pro rata share thereof for less than semester length courses.
- Part-time student - a student who is enrolled in less than 12 semester hours in a given semester or a pro rata share thereof for less than semester length courses.

QUALITY POINT AVERAGE (Grade Point Average)

A quality point average is determined by dividing the total number of quality points earned by the total semester hours attempted. For example:

ENG 1113	3	Sem. Hr. Credit Grade A (4 points) =	12
MAT 1313	3	Sem. Hr. Credit Grade B (3 points) =	9
HIS 1113	3	Sem. Hr. Credit Grade C (2 points) =	6
BIO 2513	3	Sem. Hr. Credit Grade B (3 points) =	9
BIO 2511	1	Sem. Hr. Credit Grade B (3 points) =	3
HPR 1111	1	Sem. Hr. Credit Grade B (3 points) =	3
Semester Hours Attempted =		14	Total Quality Points =
			42

Divide 42 quality points by 14 semester hours attempted = 3.0 quality point average.

HONOR GRADUATES

Students graduating from Hinds Community College with a quality point average of 4.0 are graduated Summa Cum Laude. Students graduating with a quality point average of 3.60 - 3.99 are graduated Magna Cum Laude. Students graduating with a quality point average of 3.20 - 3.59 are graduated Cum Laude. The quality point average is determined by dividing the total number of quality points by the total semester hours of work attempted.

HONORS, SCHOLARS, DISTINCTIONS AND AWARDS

Three E-Awards for Emphasis on Excellence and Enrichment are given during the school year. Sophomores selected to Who's Who Among Students in Community and Junior Colleges are honored at a ceremony held in the fall semester.

Awards Day is held in the spring semester for the purpose of presenting various awards (certificates, medals, ribbons, trophies, etc.) to students for outstanding achievements and/or accomplishments in all areas of college life. Departments may award the distinction of Outstanding Student in a major or subject area.

A Dean's Scholar is a student who has maintained an overall 3.50 – 3.99 quality point average with an accumulation of twelve or more semester hours and has a 2.00 minimum term quality point average for the semester immediately preceding OR who has earned a 3.50-3.99 quality point average on twelve or more semester hours for the semester immediately preceding with a minimum 2.0 overall quality point average.

A President's Scholar is a student who has maintained an overall 4.0 quality point average with an accumulation of twelve or more semester hours and has a 2.00 minimum term quality point average for the semester immediately preceding OR who has earned a 4.0 quality point average on twelve or more semester hours for the semester immediately preceding with a minimum 2.00 overall quality point average.

Deans' and President's Scholars are recognized at a ceremony in the spring for their fall semester grade accomplishments. Deans' and President's Scholars receive a letter during the summer noting the spring semester grade accomplishments. The programs, sponsored by the College President and student services employees from all campuses are held in the spring semester and are coordinated through the District Dean of Students Office and the Honors Center.

SUMMER SCHOOL

Hinds Community College operates day classes in two four-week sessions and evening classes in one eight-week summer session. A student's course load may not be above twelve hours during the summer sessions without the approval of the campus instructional dean.

REPEATING A COURSE

A student may repeat a course already completed and in which credit has been earned in order to better his or her grade point average. A grade point average is determined by dividing the total number of quality points earned by the total semester hours attempted. In computing scholastic averages in these cases, all semester hour attempts will be included and shown on the transcript.

To raise a grade point average at Hinds Community College, the course must be repeated at Hinds. When a student transfers to another institution, the policy of the receiving institution will determine the student's grade point average.

SEMESTER HOURS TOTAL

The usual total number of semester hours taken by a student in good standing during a regular semester is 15 to 19. The maximum number of semester hours a student on scholastic probation can take is 13. A student enrolled in less than 12 semester hours in a fall or spring semester is classified as a part-time student.

Career students may take additional course work beyond their regular program provided the career adviser approves.

It is recommended that students who are engaged in outside employment in addition to attending Hinds Community College give careful consideration to taking a reduced number of hours.

TRANSCRIPTS

Students who have met all admission requirements and business office obligations and have completed a semester at Hinds Community College are eligible to request a transcript. Transcript requests must be in writing and must include the student's signature and the student's ID number or Social Security number.

SCHOLASTIC PROBATION AND SUSPENSION

FALL AND SPRING

Transitional Students: (See the Transitional Student section of this Catalog.)

Transitional Students are admitted to the College on Scholastic Probation.

A Transitional Student who fails to earn seven (7) or more semester hour with a term GPA of 2.0 or greater (including those who completely withdraw from all classes), will be placed on Scholastic Suspension. Scholastically Suspended Transitional Students will remain on Probation when they are eligible to return to Hinds.

A Transitional Student who earns a term GPA of 2.0 or higher on seven (7) or more semester hours, his/her standing will become **Good** at the end of that term.

Non-Transitional Students:

If a student who is in **Good Scholastic Standing** at the beginning of a fall or spring term earns a term GPA of less than 1.75, his/her scholastic standing will become Probation at the end of that term.

If a student whose scholastic standing is **Probation** at the beginning of a fall or spring term earns a term GPA less than a 1.75, his/her standing will become **Suspension** at the end of that term provided his/her overall GPA is also less than 2.00 at the end of that term; otherwise, his/her scholastic standing will remain **Probation**.

If a student whose scholastic standing is **Probation** at the beginning of a fall or spring term earns a term GPA of 1.75 or higher, his/her standing will become **Good** at the end of that term, provided his/her overall GPA is also 2.0 or higher at the end of that term; otherwise, his/her scholastic standing will remain **Probation**.

Transfer students who were academically dismissed from the last school they attended, have sat out the required number of semesters and are eligible for immediate readmission, may be admitted to HCC on **Scholastic Probation**. Transfer students who were placed on **Scholastic Probation** after their last semester will be admitted to HCC on **Scholastic Probation**.

SUMMER

Summer work at Hinds cannot lower scholastic standing; however, it can raise scholastic standing from Suspension to Probation provided a student earns six (6) or more semester hours of credit during a summer term and earns a term GPA of 2.00 or higher. This work must be taken at Hinds Community College.

If a student whose scholastic standing is Probation at the beginning of the summer term earns a summer term GPA of 2.0 or higher (including all courses taken in all summer terms) on a minimum of 6 hours, his/her standing will become Good at the end of the summer term, provided his/her overall GPA is also 2.0 or higher at the end of that term; otherwise, his/her scholastic standing will remain Probation.

REQUIREMENTS

An academic or technical student who is on probation must enroll in LLS 1413, unless he/she has previous credit in this course. A student who is prescribed and enrolled in a developmental reading course or who is enrolled in fewer than seven (7) semester hours is not required to enroll in LLS 1413. Also, a non-transitional student on Probation may not enroll in more than (16) semester hours during a fall or spring term (including LLS 1413; 13 semester hours if exempt from LLS 1413).

If Suspension occurs at the end of a fall semester, the student cannot enroll again until the next summer term. If Suspension occurs at the end of a spring term, the student may enroll immediately at Hinds for the next summer term. If the conditions outlined under "SUMMER" above are satisfied, the scholastic standing will revert to probation. If these conditions are not satisfied, the suspended student cannot enroll for the upcoming fall semester. A suspended student who does not enroll for one or more fall or spring semesters will be eligible for readmission on Probation.

SCHOLASTIC APPEALS

Appeals for permission to continue in school when facing scholastic suspension must be made in writing to the Local Student Affairs Committee. The forms are available at the Dean of Students' Office/operating Dean's office. Each appeal will be considered on its own merits. Scholastic appeals have a six month statute of limitation. Appeals must be filed within six months of the end of the semester during which the Suspension occurred.

EMERGENCY PROCEDURES
EMERGENCY PROCEDURES CONCERNING THE OPERATION OF THE HINDS
COMMUNITY COLLEGE DISTRICT ARE LISTED IN THE STUDENT HANDBOOK

TITLE II OF PUBLIC LAW 101-542 – Crime Awareness and Campus Security Act of 1990
CRIME AWARENESS AND CAMPUS SECURITY STATEMENT

CRIME, EMERGENCY REPORTING POLICY

Current Hinds Community College District Policy requires that members of the college community report all criminal actions and other emergencies to the Campus Police/Security Department.

CAMPUS POLICE/SECURITY RESPONSE TO EMERGENCIES

The Campus Police/Security Department or location Dean's Office will initiate an immediate response to any reported emergency. If circumstances require expertise or assistance beyond the Campus Police/Security's abilities, the Campus Police/Security or location Dean's Office will immediately notify and request assistance from local law enforcement or other emergency services via telephone or radio.

CAMPUS SECURITY

Campus Security is provided by a College-employed staff of Campus Police and Campus Security officers supplemented with contract security officers.

FURTHER INFORMATION

A full publication has been given to students and employees to meet the requirements of this federal law since September 1, 1993. Beginning in 2000, this document has been available on the Hinds website.