



Hinds Community College 2009 Spring Semester Distance Learning Student Guide

Important Dates

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



Description	Spring 2009
First Day of Class	January 19
Hinds Holiday (MSVCC classes <i>may</i> still meet)	January 19
Add/Drop Period	January 20-21
Last Day to Withdraw from MSVCC Classes	April 3
Grades Due	May 1

Hinds Distance Learning Web Page

Please visit the Hinds Distance Learning website at www.hindscc.edu/Departments/distance_learning. This site will be a great resource for you during your online experience. This site includes detailed information about many of the topics discussed in this document. You are encouraged to complete the READI assessment prior to classes beginning. The Distance Learning website will also give you a link to the Spring 2008 online classes offered through Hinds Community College. Each class will link to instructor contact and textbook information for the course.

Distance Learning Contact Information

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

Email Addresses

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

Course Withdrawal Information

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

Fees

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

Student Minimum Competencies

1. Students must own or have permanent access to a computer with an Internet connection (see below).
2. Students must activate and use the go.hindscc.edu email account and understand the general use of email. Students must be able to attach a document to an email.
3. Students must have a compatible word processing (Microsoft Word recommended) application.
4. Students must meet any technology related prerequisites that exist for the course they wish to take.
5. Students taking an online course for the first time must complete the student orientation found at http://www.hindscc.edu/Departments/distance_learning/Online_Orientation.aspx.

Computer Requirements

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

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

Textbook Information

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

The Bookstore Will Begin Taking Textbook Purchases:

	Orders Via Phone: (Visa/Mastercard Only)	Walk-In Orders: (Cash & Credit Card)	Financial Aid Orders*
Spring 2009:	January 12, 2009	January 12	January 12

* Financial Aid orders for Spring 2009 begin on January 12; orders will be shipped as they are received.

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

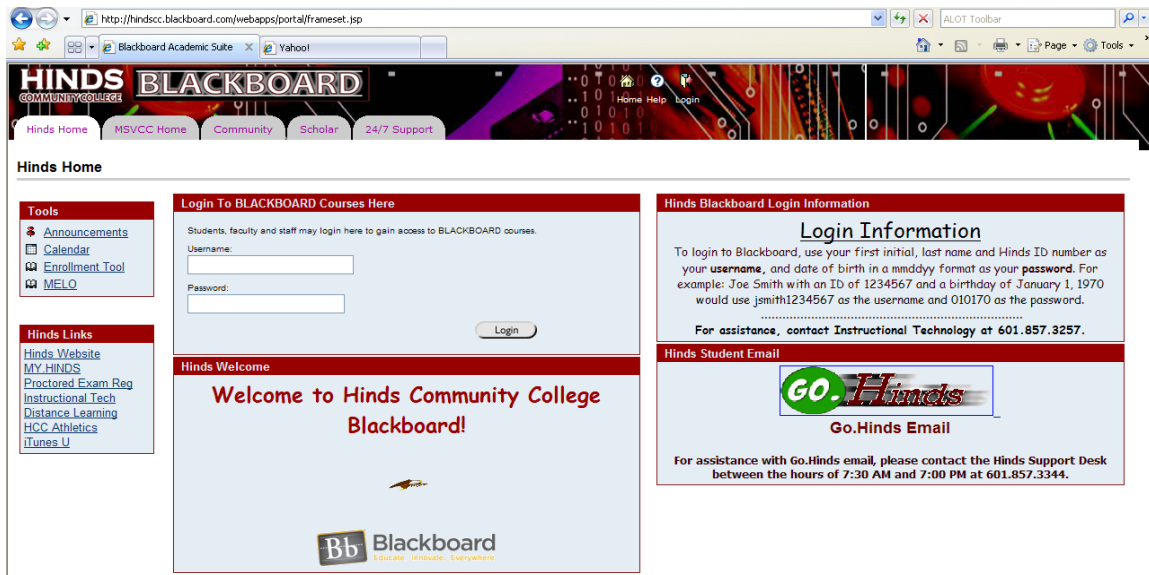
Orders may be placed via telephone at 601-857-3462. Students who attend a campus other than Raymond can request their textbooks from the Raymond distance learning bookstore and have them sent to any Hinds campus bookstore location. There will be a NON-REFUNDABLE \$7.00 fee per order for books sent to

another Hinds campus Bookstore. Students will pay for books and shipping at that campus at the time of pick up. Please check each campus' hours of availability. Students may request to have their books shipped directly to them using a Visa, Mastercard or financial aid. There will be a minimum \$15.00 shipping and handling fee. This charge could increase depending on the quantity and weight of the books.

For Spring 2009, The Hinds-Raymond bookstore will be open January 12-15 from 7:30 AM to 7:00PM. January 16 the bookstore will be open from 8-3. Regular business hours will resume January 20.

Blackboard Login Information

Your online class will most likely be taught using a virtual learning platform called Blackboard. All class interaction will take place in the Blackboard course shell. You will not be able to enter the class in Blackboard until the day before classes begin. The directions below will assist you once you are ready to enter your class for the first time.



USERNAME: _____ PASSWORD: _____

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

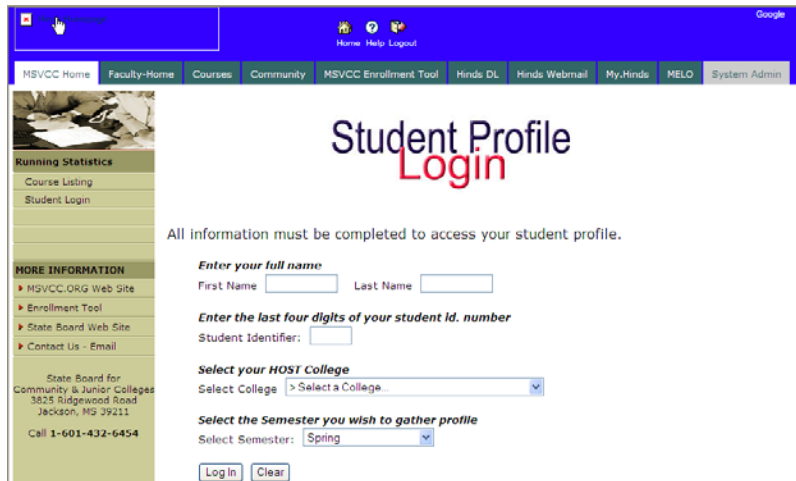
***Please note that beginning with Spring 08 term, you will see both your traditional classes and your online classes once you log in to Blackboard.**

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

***Blackboard is built to run using Internet Explorer. The system may not work correctly if you use other Internet browsers such as AOL, MSN, Mozilla or Netscape. AOL users should login to AOL, minimize the AOL browser and launch Internet Explorer. You can download the latest version of Internet Explorer at <http://www.microsoft.com/windows/ie/downloads/>.**

Student Profile

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



The screenshot shows the MSVCC website's Student Profile Login page. At the top, there is a navigation menu with links for MSVCC Home, Faculty-Home, Courses, Community, MSVCC Enrollment Tool, Hinds DL, Hinds Webmail, My.Hinds, MELO, and System Admin. The main heading is "Student Profile Login". Below the heading, a message states: "All information must be completed to access your student profile." The form includes the following fields and options:

- Enter your full name:** First Name Last Name
- Enter the last four digits of your student id. number:** Student Identifier:
- Select your HOST College:** Select College:
- Select the Semester you wish to gather profile:** Select Semester:

At the bottom of the form are "Log In" and "Clear" buttons. On the left side, there is a sidebar with "Running Statistics" (Course Listing, Student Login) and "MORE INFORMATION" (MSVCC.ORG Web Site, Enrollment Tool, State Board Web Site, Contact Us - Email, and State Board for Community & Junior Colleges contact info).

Helpful Reminders

- ✓ Internet Explorer is the suggested browser for Blackboard.
- ✓ Students will NOT be able to login to the course site until January 18, 2009.
- ✓ Students will NOT be allowed to withdraw from a Spring class after April 3, 2009.
- ✓ Make sure you order the correct textbook. Many of the books used for online classes are bundled packages. DO NOT throw any portion of the package away.
- ✓ Students order textbooks from the Hinds Distance Learning Bookstore at Raymond only by calling 601-857-3462. Textbooks cannot be returned once they have been opened.
- ✓ Students must participate in class during the first week. Instructors will submit students as a no-show if there is no activity or assignment participation at the beginning of class.
- ✓ Students must discipline themselves to check their course site and email account each day.
- ✓ Students must prepare themselves for private time each day. Online courses require lots of reading and comprehension in order to successfully complete the course.

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