

1. Get Admitted

- ☐ Submit a complete admission application online at hindscc.edu/apply. (Some programs, such as all health-related programs and Veterinary Technology, require additional applications.)
- ☐ Submit all required documents before the start of classes to Hinds Community College, Office of Admissions, P.O. Box 1100, Raymond, MS 39154:
 - Submit the official transcript from the last school attended: either high school, college, or equivalency diploma.
 - Submit your official ACT scores (school code 2198). If you haven't taken the ACT, take the Accuplacer for free at any Hinds campus. If you have attended college and successfully completed at least three credit hours of English and three credit hours of math, test scores may not be required for general admission.
- ☐ As you submit admission documents, log back in to your Applicant Portal to view your admission status and action items.
- ☐ After your application is approved by the Office of Admissions, you'll receive an acceptance letter sent to the email address provided on your application. This will include your student ID and instructions for accessing your My.Hinds and Navigator student account.

Transcript Tip: Only official documents will be accepted. Learn how to submit [official](#) transcripts and admission documents at hindscc.edu/transcripts.

2. Log in to My.Hinds & Navigator

My.Hinds is the portal to your student account. It's the official location for you to view and use college resources, such as your Hinds email, your Navigator Account, the housing portal, the academic calendar, Student Handbook, and more. From the My.Hinds dashboard, you'll access Navigator, which is where you manage your student information, financial aid, account balance, class schedule, and more.

- ☐ Go to my.hindscc.edu and log in using the instructions in your acceptance letter.
- ☐ Begin using your My.Hinds account frequently to get familiar with college tools and check your Hinds email. Your @hindscc.edu email will be the official method of communication for Hinds after you register for classes.
- ☐ From the My.Hinds dashboard, click on the Navigator button to access your student information and take care of college business.

3. Complete Onboarding

Onboarding prepares you for enrollment and allows you to set up your student preferences and establish residency in one place!

- ☐ Log in to My.Hinds and from the dashboard, click on the Navigator button. This takes you to your Navigator account which is full of your student information.
- ☐ Inside Navigator, click on your Inbox to start completing your Onboarding action items.

Onboarding Tip: Onboarding contains several action items, but it is also important because it is where you establish residency. If you are a Mississippi resident and would like to pay in-state tuition, complete Onboarding as soon as you receive an email notification to do so.

4. Apply for Financial Aid

- ☐ Apply early for financial aid in order to avoid missing deadlines. We recommend applying for the following:
 - Federal Aid at studentaid.gov (use school code 002407)
 - State Aid at msfinancialaid.org (for Mississippi residents only)
 - Hinds scholarships - see requirements and deadlines at hindscc.edu/scholarships
 - Veteran benefits, if applicable. Get started at hindscc.edu/veterans
- ☐ After submitting a FAFSA, log in to My.Hinds and click on the Navigator button. In Navigator, click on "Finances" to view your financial aid action items.
- ☐ Complete any additional documents requested and submit them to the Office of Financial Aid. Some documents can be uploaded directly to Navigator!
- ☐ When your financial aid action items are complete, your offer letter will be posted in Navigator.

Financial Aid Tip: You must be fully admitted to Hinds and enrolled in an approved program of study before financial aid can be applied to your account.

5. Register for Classes

- ☐ When registration opens for the semester in which you plan to enroll, you must speak with a Hinds Advisor to register for classes, but before being advised and registered for classes, you must submit the following:
 - First-time college students must submit official ACT scores or take the Accuplacer.
 - College transfer students must submit an official college transcript showing completion of three credit hours of English and three credit hours of Math. If college credit has not been received in both English and Math, submit official ACT scores or take the Accuplacer.
- ☐ After submitting the requirements, you may initiate advisement and registration in one of these ways: 1) simply visit any Hinds location during business hours to see an Advisor, or 2) you may request remote advisement at hindscc.edu/register. If you request remote advisement, an Advisor will reach out to you several business days later via your Hinds email account.
- ☐ Please note: all new Hinds students or returning students who have not attended Hinds for at least one semester will not be able to register themselves in Navigator. You must first be advised by a Hinds Advisor to register for classes.
- ☐ Current students (excluding dual enrolled students) can register for classes in Navigator. However, if you need advisement or help with your program of study, we invite you to visit with an Advisor!
- ☐ After registering for classes, you will have a balance due for tuition and fees.

6. Your Way to Pay

- ☐ View your itemized statement in your Navigator account. Paper bills are not mailed.
- ☐ Payment is due by the published deadline each semester (hindscc.edu/enroll/important-dates.)
- ☐ You must complete one of the following payment arrangements by the deadline:
 - Have awarded financial aid (federal, state, MPACT, loans, veteran benefits, and/or scholarships) that covers all expenses. You are responsible for any fees not covered by financial aid – OR –
 - Set up an automatic payment plan in your My.Hinds account – OR –
 - Pay your entire balance with cash, check, or credit card.

Please note: no financial aid will be applied to your account until you are admitted to the College by submitting all required documents as requested by the Office of Admissions.

7. Living on Campus

Residence halls are offered on our Raymond and Utica campuses.

- ☐ Log in to My.Hinds and click on the Res Life to submit the online housing application. At the time you submit the housing application, your account will be charged a non-refundable room reservation fee.
- ☐ Before moving into a residence hall, you must complete all of the following:
 - Register for 15 or more credit hours.
 - Show proof of full payment for tuition, room, board, and other fees.

8. Get Ready for Class

- ☐ Log in to your Navigator account regularly to manage your student information.
- ☐ Check your Hinds email regularly. Your Hinds email is the official method of communication for all college business. We use Outlook Email which can be accessed from your My.Hinds dashboard.
- ☐ Have your Student ID badge made before classes begin. Details at hindscc.edu/IDs
 - You'll need to bring a picture ID and your class schedule.
- ☐ Make textbook pick-up arrangements.
 - You will be charged for textbooks at the time you register for classes, and our Barnes & Noble bookstore will prepare your Book Bundle! One month before classes begin, you will receive an email in your Hinds email account instructing you to select your delivery preference of in-store pick-up or ship directly to you, but any digital materials will be delivered within Canvas. For more information or to opt-out of the Book Bundle, visit hindscc.edu/bundle
- ☐ On-campus students: purchase a parking decal at your campus business office.
 - Bring your student ID badge and car tag info. (Online students do not need a parking decal.)
- ☐ Find out where your classes are located by downloading your campus map at hindscc.edu/campuses

Important Dates

Office Hours



Normal Office Hours

- Monday – Thursday: 8 a.m. – 4:30 p.m.
- Friday: 8 a.m. – 11:30 a.m.

Office Closures

- February 19, 2024: Offices closed for President’s Day
- March 11-15, 2024: Offices closed for Spring Break (Online classes still meet)
- March 29, 2024: Offices closed for Good Friday
- May 27, 2024: Offices closed for Good Friday

Contact Us

General	1-800-HINDSCC
Admissions	601-857-3212
Financial Aid	601-857-3223
Business Office	601-857-3205
Online Classes	601-857-3257
IT Support Center	601-857-3344
Housing	
Raymond	601-857-3222
Utica	601-885-7088

Notice of Non-Discrimination Statement: In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following have been designated to handle inquiries regarding these policies: EEOC Compliance: Sherry Bellmon, Vice President of Instruction/Career & Technical Education, Box 1003, Utica, MS 39175; Phone: 601-885-7002 or Email: EEOC@hindscc.edu. Title IX: DeAndre House, Associate Vice President Student Services, Title IX Coordinator, Box 1100 Raymond MS 39154; Phone: 601-857-3353 or Email: TitleIX@hindscc.edu.

Disability Support Services Statement: Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

Jackson Campus	601-987-8158	Email	STO-Disabilitysupportservices@hindscc.edu
Nursing Allied Health Center	601-376-4803	Video Phone	601-526-4918
Rankin Campus	601-936-5544		
Raymond Campus and fully online.	601-857-3646		
Utica Campus academic	601-885-7022		
Utica Campus career-technical	601-885-7128		
Vicksburg-Warren Campus	601-629-6807		